

**Minutes of a Meeting
of the
Carleton University Senate
Held on Friday, 22 January 1999
at 2:00 p.m.
in the Senate Room, Robertson Hall**

G.S. Adam presiding

Attendance

F. Abele, K.S. Andonian, J.W. ApSimon, J.C. Armitage, P. Attallah, C. Betts, R. Bird, R.C. Blockley, G.R. Carmody, C.H. Chan (Clerk), J.W. Chinneck, T.B. Dawson, J. DeBardeleben, F. Dehne, M. de Leeuw, L. Frankel, B. Gianni, B. Gillingham, S. Godfrey, R.A. Goubran, A.S. Haydon, R. Jeffreys, W.D. Jones, E. Kranakis, V. Kumar, L. Librande, S. Lipsett-Rivera, M. Mac Neil, S.A. Mahmoud, R. Marlin, A.M. Maslove, K. Matheson, M.J. McDill, R.J. Mesley, S.E. Mills, B.C. Mortimer, G. Mutton, G. Park, I.W.V. Pringle, S. Robinson, D. Rosse, P.N. Rowe, M.W. Smith, T.M. Smy, C.L. Stanford, C.L. Tan, D. Thomson, P.J.S. Watson.

Regrets

J. Belfontaine, M. Bienefeld, B.S. Elliott, M. Foss, D. Foreman, B. Gillingham, A. Kroeger, M. Langer, C. Lundy, L.T.R. McDonald, D.R. Thomas, R.J. Van Loon, R.S. Ward, D.R. Watt.

Absent

R. Benner, J. Clarkson, I. Craig, T. Wilson.

For Action

1. Question Period

1.1 Chair's Absence from the Present Meeting

Dr. G.S. Adam, Vice-President (Academic), and Acting Chair of Senate, explained that the President and Vice-President (Finance and Administration) were absent from the present meeting as they were attending a meeting with the Minister of Education and Training in Toronto to discuss the financial situation at Carleton University as a reflection of things that have occurred over the last few years.

1.2 Renovations to the Senate Room

Dr. Adam drew Senate's attention to the recent renovations in the Senate Room, stating that it is "a work in progress".

1.3 Welcome to a Returning Member of Senate

Dr. Adam welcomed Prof. B. Gianni, Director of the School of Architecture, back to Senate following his six-month leave.

1.4 Computing and Communication Services

Dr. Adam reported that Computing and Communications Services are experiencing some problems in the system processing changes for degree requirements. Senior administrators would be meeting with the C.I.O. next week on these matters.

1.5 Constitutional Relationship of Senate and the Senate Academic Planning Committee

Prof. R. Marlin asked for a ruling on the above matter, citing the situation where the Senate Academic Planning Committee (SAPC) recommends further discussion of a matter. He asked if Senate had the power to overturn a decision of this Committee.

Dr. Adam explained that since SAPC is a standing committee of Senate, Senate does have the right to reconsider items that SAPC puts before it; any items that they fail to put before Senate can be reconsidered. The Clerk added that, procedurally, one part of a package can be left out of a recommendation.

2. Minutes

It was MOVED (Stanford, Attallah)

that Senate approve the Executive minutes of 17 December 1998 and 14 January 1999.

In connection with the minutes of 17 December, the Clerk noted, on p. 2467, Item #6, second paragraph, that the name of the Committee should read "Academic Policy and Curriculum Committee".

THE MOTION, with the above-noted amendment, WAS CARRIED.

It was MOVED (Chan, Stanford)

that Senate approve the Senate minutes of 4 December 1998.

Prof. R. Marlin requested an amendment on p. 4395 #1.2, second paragraph, to insert the following sentence after the second sentence, viz., "Prof. Marlin replied that the Carleton University Act stated, under Section 22 (a) that unless determined otherwise by the Board, the Senate shall 'consider and determine all courses of study, including requirements for admission', and wondered on what basis Dean Jones claimed Senate lacked the power to close programs."

THE MOTION, to approve the minutes as amended above, WAS CARRIED.

3. Business Arising from the Minutes

There was none.

4. Reports of the Senate Academic Planning Committee re Undergraduate Program Changes for 1999-2000

4.1 Faculty of Engineering and Design

Senate considered this Report, dated 4 January 1999 (Appendix A).

It was MOVED (Mahmoud, Tan)

that Senate approve the program changes as outlined in the Report (Appendix A).

In connection with page "SAPC-E3", the second paragraph, Mr. C.L. Stanford questioned the condition that students must be legally eligible to work in Canada, asking about international students. Dean S.A. Mahmoud stated that this means that they cannot guarantee placement of international students because of the regulations governed by Immigration Canada, however if students obtain a visa, they have no objections.

In response to a question from Mr. A.S. Haydon regarding any conditions or space requirements, Dean Mahmoud stated that there are no financial ramifications defined. Dr. Adam added that the Co-op Office is funded out of fees--\$400. per term; the University does have to invest and capitalize the co-op; the office is funded out of the Resource Planning Committee budgets for those in the Faculties of Science and Engineering; it will be three to four years before we reach the full benefit. Dean Mahmoud stated that there are two parts to the fees--placements fees (assistance for finding a placement) and tuition fees; plus government compensation costs associated with teaching because of the extra term. Mr. Haydon asked why these upfront costs were not spelled out. Dr. Adam stated that once proposals have been cleared of financial considerations they come before Senate; in the case of co-ops, there have been long discussions.

Prof. M. Mac Neil questioned the scheduling of the study/work terms, asking what the implications are for requiring students to study in the summer and faculty to teach. Dean Mahmoud agreed that additional sections would be required and teaching can be done on rotation.

THE MOTION WAS CARRIED.

4.2 Faculty of Science

Senate considered this Report, dated 4 January 1999 (Appendix B).

Dean Adam noted that the Dean of Science, Prof. P.J.S. Watson, had requested that the programs in computational sciences be removed from discussion at the present meeting, pending resolution of pedagogical and financial matters.

The Clerk then noted that Senate was therefore considering only the program changes for Chemistry, Physics and Mathematics.

It was MOVED (Watson, Mortimer)

that Senate approve the program changes for Chemistry, Physics and Mathematics, as outlined in the Report (Appendix B), excluding the changes for computational sciences programs.

Prof. J.W. Chinneck questioned the work/study sequence as outlined on page "SAPC-S15", in particular the availability of work after Year 4. The Clerk explained that in Science, often students can obtain a co-op job but not a regular job; this saves the co-op designation on the transcript and gives the students some grace time.

In connection with page "SAPC-S23", Prof. P.N. Rowe questioned the name of the degrees, viz., why Mathematics, and Statistics, would be listed before Economics. Prof. B.C. Mortimer stated that the order of the listing of the disciplines is dependent on the Faculty offering the degree. Therefore, if it was a Bachelor of Arts degree, it would have Economics first, with the science discipline at the end.

THE MOTION WAS CARRIED.

4.3 Faculty of Arts and Social Sciences

Senate considered this Report, dated 7 January 1999 (Appendix C).

The Clerk, as Secretary of SAPC, commented that most units have now removed the reference to "combined" programs. He then commented on the "minors" for the languages, stating that SAPC had been in receipt of a Resource Planning Committee Report indicating that these programs could not be supported this year. Therefore, SAPC is recommending Senate approval of the package, Appendix C, excluding the "minors" in languages.

Prof. R. Jeffreys expressed unhappiness with the way SAPC has handled the matter of the "minors" in languages. He reported that the Arts and Social Sciences Faculty Board (FASS) had approved them unanimously, along with a supporting motion from the Faculty of Public Affairs and Management. As it was subsequently rejected on resourcing grounds, he asked to see the full resource document, but it was not made available to him. He stated that Senate should have before it the proposal made by the School of Languages, Literatures and Comparative Literary Studies, along with a copy of the memorandum sent to him from SAPC. He stated that the reasons are specious and misleading, adding that the sessional money is committed anyways. He stated that Senate is not in a position to evaluate what he is saying or what SAPC has said without the documentation. Dr. Adam stated that SAPC received information from the Division of Arts and Social Sciences Resource Planning Committee stating that the resources were not available at this stage.

Prof. Marlin expressed concern about holding off on a decision in this regard. He asked if this would involve a *de facto* postponement of this for a long period of time.

Dr. Adam then invited a motion on the proposals recommended by SAPC. He would then allow anyone else to raise the matter of the "minors" in languages after that.

It was MOVED (Jones, Maslove)

that Senate approve the program changes from the Faculty of Arts and Social Sciences as outlined in the Report (Appendix C), excluding the "minor" in languages.

In response to a question raised by Prof. J. DeBardleben about the European and Russian Studies language requirements, Dr. Adam responded that by endorsing this program the administration was not committing itself to support language teaching beyond the minimum requirements cited in the proposal.

Mr. C. Betts questioned the appearance of changes for Political Science in the FASS documentation. The Clerk noted that the jurisdictional division is such that when they report major curricular changes they have to go through the Academic Planning and Curriculum Committee (APCC) of FASS and not PAM.

Prof. DeBardleben noted an error to a course number--45.395 should be 45.363. The Clerk noted that other minor curricular changes would be forwarded by APCC of FASS and these would be appended to the original of the minutes for today's meeting.

THE MOTION WAS CARRIED.

It was then MOVED (Jeffreys, Marlin) AS A MATTER OF PROCEDURE

that the proposed "minors" in German, Italian, Spanish and Russian be brought back to Senate for discussion and decision at the next meeting of Senate with full documentation which would include the full description of the minors as given to FASS, along with the memorandum from the Clerk of Senate to Prof. R. Jeffreys.

THE PROCEDURAL MOTION WAS CARRIED.

4.4 Public Affairs and Management

Senate considered this Report, dated 4 January 1999 (Appendix D).

The Clerk drew Senate's attention to the Executive minutes of 14 January 1999 (see Executive minutes 2465 #3.4, second paragraph), stating that the work/study terms for the B.Com. Co-op Program would remain as outlined in the Report (Appendix D), adding that the Co-op Office is now responsible for all co-op programs.

It was MOVED (Maslove, Jones)

that Senate approve the program changes for the Faculty of Public Affairs and Management as outlined in the Report (Appendix D).

Mr. G. Park noted several references from units regarding the Bachelor of Public Affairs and Policy Management (BPAPM) stating that they "can do it if they have sessionals", and he questioned if the sessional budget had been allocated for the next year. Dean A.M. Maslove stated that this will have no impact on the coming year because the specializations do not kick in during the first two years of the program. He reminded members of Senate that it approved, back in May 1998, the template for this program; the resource arrangement anticipates the development and growth of this program and therefore no additional resources are required.

The Clerk noted additional minor changes with regard to Human Rights, saying that these would be appended to the original of these minutes.

In connection with page "SAPC-P76", Prof. Chinneck asked if there were courses that cover the underlying technology. Dean Maslove stated "no".

Prof. S. Robinson drew Senate's attention to pages "SAPC-P31 and 32", noting the error in the name of the degree as the word "Policy" had been omitted. He then commented on the French language requirements, noting that the BPA accepts 20.106, but the new BPAPM requires 20.145 or 20.160; to get into 20.145 a student would need three to four years of high school French, and if not they would require 20.106, therefore two electives; if students were complete beginners they would have to take courses elsewhere; 20.107 requires some kind of knowledge of French. Prof. P. Attallah questioned how many students would not have enough high school French. Prof. Robinson replied that, in Ontario, high school students are only required to take French to grade 9. Dean Maslove asked if 20.107 is a prerequisite for 20.145 and 20.160. Prof. Robinson stated "yes", and suggesting adding 20.107 as well.

Dean Maslove noted that the word "policy" in the degree's name refers to organizational policy and not politics.

Prof. J.C. Armitage questioned if there were any specifics on how many work terms a student needed to take to qualify for the co-op option. Dean Maslove stated that there were no specifics at this time, adding that this still needs to be addressed and therefore still has to come before Senate. Dr. Adam reminded Senate that it had approved a template, and the debate on the specifics of co-op is still to occur here. Dean Maslove stated that a working group had been established to develop guidelines for co-op programs in FASS and PAM, the report has been received, and a proposal will come forward in due course to cover the co-ops in FASS and PAM.

The Clerk noted that this document does not address what notation students will receive on transcripts and diplomas as this is a template. He noted that if students can be placed in the first summer, they can apply retroactively for the co-op designation. Dean Maslove stated that students become eligible after completion of 15 credits; students will not enter any co-op assignment in the first summer. Dr. Adam stated that the work/study terms will eventually be stated. Prof. S. Godfrey commented that they should follow nationally recognized regulations for co-op programs. Prof. Chinneck stated that it could be called "work/study" instead of "co-op". Dean Maslove reminded members of Senate that this is not for debate at this time.

Ms G. Mutton questioned the name of the office responsible for co-op programs. Prof. Chinneck stated that it will be the Carleton University Co-op Office. Dr. Adam noted that this is an administrative matter. Dean P.J.S. Watson noted that this Office will be transferred administratively in May to the Dean of Students.

THE MOTION WAS CARRIED.

5. Report of the Senate Curriculum Committee re Curricular Changes for 1999-2000

Senate considered this Report, dated 7 January 1999 (Appendix E).

Prof. C.H. Chan, Chair of the Senate Curriculum Committee, in outlining the Report, thanked the members of the Committee for their work, and noted that their deliberations were all conducted electronically. He added that there would be some additional minor changes to be made following this meeting, but that these would be appended to the original of these minutes (see Executive minutes 2466 #4.2).

It was MOVED (Jones, Stanford)

that Senate approve the minor changes (Program) as outlined in the Report (Appendix E).

Prof. S. Godfrey noted that some units appear to be adding a lot of new courses. The Clerk noted that new course are considered to be "major changes" while the deletion of courses were outlined separately in the document under "minor changes". He added that most units will introduce more new courses and delete less--it's a "wait and see" situation. He noted that the resources are being looked into at the Faculty level. With regard to courses that have not been offered for several years and also not deleted, he stated that these courses are held in abeyance and then ultimately deleted.

THE MOTION WAS CARRIED.

It was MOVED (Chan, Jones)

that Senate approve the major changes (Courses) as outlined in the Report (Appendix E).

CARRIED.

6. Reports of the Senate Committee on Admission and Studies Policy

6.1 Examination Regulations

Senate considered this Report, dated 6 January 1999 (Appendix F).

It was MOVED (Mortimer, Chan)

that Senate approve the reinstatement of the originally deleted exemptions as outlined in the Report (Appendix F).

CARRIED.

6.2 Clarification of the Grades *Abs* and *F*

Senate considered this Report, dated 6 January 1999 (Appendix G).

It was MOVED (Mortimer, Chan)

that Senate approve the changes to the Calendar description for the grades of ***Abs* and *F***, as outlined in the Report (Appendix G).

Dean R.C. Blockley questioned use of the "F" grade in the case of a student not having completed the necessary term work, and there is no final examination. Prof. B.C. Mortimer, Chair of SCASP, stated that the proposed words immediately following "F" are "Failure. No Academic Credit". These are the definitive meanings of "F", so a student with inadequate term work in a course with no final examination would be assigned a grade of "F". The additional sentence after that is intended to specify one, of several, circumstances that can lead to a grade of "F". Prof. Chan added that this regulation is intended for the undergraduate Calendar, adding that at the graduate level, other regulations may apply.

Prof. M. Langer questioned the situation of deferred term work. The Clerk stated that the student can always apply. What this is intended to do is state a reasonable set of regulations so that the student is forewarned. Dr. Adam suggested the following amendment to the wording, viz., "may also be assigned **and where term work has not been deferred**".

Ms Mutton stated that this would change the understanding of the final examination; every student has the right to a deferred. Dean L. Librande stated that the registrarial staff always check to see if a student is in "good standing", and, if not, they cannot write a deferred; this attempts to give the instructor some way to indicate to a student that if they had a legitimate excuse, then the registrarial staff do the checking.

For the wording of the statement for "F", Prof. Robinson suggested changing the word "May" to "Will".

At this point, Dr. Adam suggested that this matter be referred back to SCASP.

Mr. C. Betts questioned how many students this change would affect, adding that it is difficult to get an exact measurement and difficult to calculate what one would need to pass a course with 50%. Dr. Adam stated that the correlation is between the course outline and the student's precise situation; the course outline determines how this rule will be applied.

It was therefore MOVED (Jones, Stanford) AS A MATTER OF PROCEDURE

that Senate refer this matter back to the Senate Committee on Admission and Studies Policy for further consideration.

THE PROCEDURAL MOTION WAS CARRIED.

There was a suggestion to alter the wording for "Deferred Final Examinations" to read as follows: "Students who have completed all necessary term work **or students who have been granted a deferral for necessary term work** and are unable to write . . .".

7. FASS and PAM Constitutional Amendments

Senate considered documentation on this matter, dated 1 December 1998 (Appendix H).

Dean Jones commented that these amendments represent unfinished business.

It was MOVED (Jones, Maslove)

that Senate approve the Constitutional Amendments as outlined in the documentation (Appendix H).

Prof. P. Attallah asked for an explanation of the pathway for the approval process between the two Faculties in the case of Mass Communication. Mass Communication presents its case not just to FASS, but to PAM and then a third Committee. Dean Maslove stated that all units in the B.A. will present their changes to the joint committee, and all units are represented; recommendations of the joint committee will go to PAM for information and comment, and to FASS for approval, because FASS has jurisdictional responsibility for the B.A.

Prof. Mac Neil questioned where changes for required courses for the BPAPM but that are optional in the B.A. would go. Dr. Adam stated that they would go to both.

The Clerk drew Senate's attention to the Executive minutes of 14 January (see Executive minutes 2467 #6) where the change to the student membership of the Academic Policy and Curriculum Committee of PAM was recorded.

THE MOTION WAS CARRIED.

8. Report of the Academic Colleague on the COU Meeting of 10-11 December 1998

Senate received this Report as an item for information and comment (Appendix I).

There were no comments.

9. Reports of Executive Action

9.1 Late Program Changes for 1998-99, Faculties of Graduate Studies and Research and Public Affairs and Management

The Clerk reported on Executive action taken in this regard (see Executive minutes 2463 #1 and Appendix A to those minutes, and 2465 #2).

9.2 Late Minor Curricular Changes for 1999-2000, Faculty of Graduate Studies and Research

The Clerk reported on Executive action taken in this regard (see Executive minutes 2466 #4.1 and Appendix D to those minutes).

9.3 Minor Curricular Changes for 1999-2000, Undergraduate

The Clerk reported on Executive action taken in this regard (see Executive minutes 2466 #4.2).

9.4 Student Petition

The Clerk reported on Executive action taken in this regard (see Executive minutes 2464 #1 and Confidential Appendices A, B and C).

10. Academic Schedules for 1999-2000

Senate received documentation on these matters (Appendix J).

The Clerk noted that Winter Term 2000 would begin on a Wednesday.

11. Other Business

11.1 Expression of Appreciation

Dr. Adam, on behalf of Senate, expressed appreciation to Prof. C.H. Chan, Clerk of Senate, for his work in "shepherding" all of the program and curricular changes considered by Senate in the last two months. Senate concurred with a round of applause.

11.2 Post-Graduation Change to an Academic Record

The Clerk reported the need for Senate to approve a post-graduation change to a student's academic record (Confidential Appendix K).

It was MOVED (Chan, Stanford)

that Senate approve a post-graduation change to a student record.

CARRIED.

The meeting was adjourned at 4:10 p.m.