

**Minutes of a Meeting of the Carleton University Senate  
Held on Wednesday, 12 February 2003 at 2:20 p.m. in the Senate Room, Robertson Hall**

**R.J. Van Loon presiding.**

**Attendance**

G.S. Adam, P. Attallah, R. Barber, R.C. Blockley, J. Breakspear, C.H. Chan (Clerk), S. Dalby, F. Dehne, R. Donaldson, M. El-Moussa, M. Foss, L. Frankel, B. Gillingham, J.-G. Godin, C.C. Gordon, F. Hamdullahpur, D. Howe, P. Kalyniak, E. Keillor, V. Kumar, L. Librande, S.A. Mahmoud, K. March, A.M. Maslove, G. McKnight, H. Meghani, F. Michel, B. Mortimer, D. Petriu, F. Rajae, S. Robinson, A. Rounce, D. Russell, M. Shams, J. Shore, M.. Smith, S. Solowski, E. Sonley, R. Thomas, B. Wright.

**Regrets**

J. Blenkinsop, J.A. Brook, D. Cray, M. de Leeuw, L. Duxbury, S. Fai, D.P. Forcese, B. Ford, B. Jarosz, R. Jeffreys, P. Keen, G. Larose, D. Long, L. Pal, Z. Pick, A. Ritter, C. Stanford, D.R. Watt.

**Absent**

F. Afagh, J. Bright, T. Coates, G. Haider, J. Kovalio, T. Law, G. MacIsaac, G. Soule, I. Stakenvicius, M. Sutherland.

**1. Question Period**

1.2 Applications for 2003-04

The President announced that there are 102,000 Ontario High School graduates expected this Spring, which is an increase of 46.7%, and approximately 10,000 more than was anticipated, and this will generate 67,000 university applicants. If we were to take our share of the unanticipated graduates, we would be expecting an additional 360 students, having committed to admitting 1,100. We are willing to up the numbers, but not willing to change the cut-offs. It is expected that that number will be more like 100 to 150 additional students. The addition of a quality assurance fund will not be known until the announcement of the provincial budget in March.

1.2 New Registrar's Office

Several senators spoke on various problems with the new amalgamated registrarial services area. Dean L. Librande started his comments by asking people to pass on their comments and suggestions directly to him or the Associate Dean of Students, Prof. B. Mortimer. He explained that the Office is going through a transition period and this takes time. We want a service unit with greater flexibilities. The President added that this matter is important to students and they have spent a lot of time discussing it and dealing with it. Dean Librande commented that it is not just a matter of the number of staff, but also how they are deployed.

1.3 Status of Banner

Dean Librande commented that we are on line, and with a greater level of confidence for the date of 1 May.

1.4 Co-ordination between Departments and the Registrar's Office

Prof. M. Shams spoke to the lack of co-ordination between the Registrar's Office and departments, class sizes and lecture space. Dean Librande assured him that the ties between the Registrar's Office and departments will be strengthened.

Prof. C.C. Gordon asked if departments would be able to use the audits on Banner. Prof. Mortimer commented that the audits have to be tested in conjunction with each department, adding that by the end of June we should have an audit system that can be used on a day to day basis without the need to check.

#### 1.5 Faculty Hiring for the Double Cohort

In response to a question on the above-noted matter, Dr. G.S. Adam stated that there are two forms of hiring currently going on, and it's a question of resources to manage in the long run, for both the slow growth and the spike. There are 40 instructor positions and there are some temporary positions. Allocations have been made for two years, but planning is for three years.

## **2. Minutes**

The following sets of minutes were approved, as circulated (Mahmoud, Mortimer):

Senate Minutes, 6 December 2002;  
Email Poll Executive Minutes, 10-12 December 2002;  
Executive Minutes, 3 February 2003;  
Email Poll Executive Minutes, 4-6 February 2003.

In connection with the Senate minutes of 6 December 2003, p. 4676 #10, program requirements for the M.B.A., Dean Blockley stated that it is a general practice that any changes to program requirements would be applied retroactively to the advantage of the student, unless otherwise specified by Senate.

## **3. Business Arising from the Minutes**

### 3.1 Undergraduate Petition and Appeal Process

In connection with the Senate Minutes of 6 December (p. 4676-7 #12.1) on the above-noted matter, the President stated that this matter is still undergoing discussion between the Dean of Students and the Faculty of Arts and Social Sciences, with a view to having a consensus position for consideration by Senate at its next meeting.

### 3.2 Honorary Ranks

In connection with the Senate Minutes of 6 December (p. 4678-9, #16), the President stated that this will be a substantive item of business on the agenda of the next Senate meeting.

## **4. Report of the Senate Electoral Officer**

The Clerk, as Electoral Officer, reported on several electoral matters (see Executive Minutes 2584 # 1).

## **5. Report of the Senate Academic Planning Committee re Undergraduate Program Changes for 2003-04**

Senate considered the above-noted Report, dated 17 January 2003 (Appendix A).

It was MOVED (Adam, Gordon)

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

It was noted that an Admissions Statement would be required for the new Certificate in French Language Teaching and Learning.

THE MOTION WAS CARRIED.

#### **6. Report of the Senate Curriculum Committee re Undergraduate Curricular and Program Changes for 2003-04**

Senate considered the above-noted Report, dated 24 January 2003 (Appendix B).

It was MOVED (Chan, Mortimer)

that Senate approved the "Minor Program Changes" and "Course Changes", as outlined in the Report (Appendix B).

Prof. S. Robinson noted that the title on page 7 should read "French Interdisciplinary Studies".

THE MOTION WAS CARRIED.

#### **7. Report of the Senate Committee on Admission and Studies Policy re Admission and Regulatory Changes for 2003-04**

Senate considered the above-noted Report, dated 24 January 2003 (Appendix C).

It was MOVED (Mortimer, Godin)

that Senate approve the admission and regulatory changes as outlined in the Report (Appendix C).

Mr. R. Donaldson commented that guidance support in the high schools is minimal, and urged the University to be sure to make these changes clear to them. Prof. Mortimer stated that the University engages in round table discussions with the high schools.

#### **8. Consolidated Report on the Bachelor of Information Technology Programs**

Senate considered the above-noted Report, dated 24 January 2003 (Appendix D).

It was MOVED (Adam, Mahmoud)

that Senate request the Board of Governors to create a School of Information Technology as the academic and administrative home of the degree of Bachelor of Information Technology in accordance with the proposal identified as Appendix A of the Report, effective immediately (Appendix D).

Prof. R. Thomas questioned the criteria for a program to have its own Faculty Board. Dr. Adam responded that it is past practice, noting that individual degrees on the Science/Engineering side each have their own Faculty Board, but on the FASS/PAM side they don't. Prof. V. Kumar stated that this is not a rationale, and suggested that senior management look at this matter. The President noted that if we were to change from past practice, it would require a lot of discussion in Senate.

Prof. Gordon noted that in By-Law #27.2 there should be a comma between "Industrial Design" and "Information Technology".

THE MOTION WAS CARRIED.

It was MOVED (Chan, Breakspear)

that Senate request the Board of Governors to amend its bylaw #27.1 and 27.2, as outlined in the Report (Appendix D), effectively immediately.

Prof. G. McKnight queried any provincial legislation requirement for changing the number of Senate members. The President stated that Senate is created by the Act, but the jurisdiction of the Senate is subject to the bylaws of the Board of Governors.

Prof. P. Kalyniak expressed concern over the student representation relative to the student body. It was noted that there will be 65 students in first year, and 400 once the program is fully operational.

THE MOTION WAS CARRIED.

It was MOVED (Chan, Gordon)

that Senate approve the proposed course descriptions of all the BIT, NET and IMD courses as outlined in the document (Appendix D), for implementation in September 2003.

CARRIED.

It was MOVED (Mortimer, Gordon)

that Senate approve the proposed Calendar language for the formal description of the BIT degree, the NET and IMD programs, the rules and regulations, as well as the complete list of admission standards, as outlined in the Report (Appendix D).

CARRIED.

## **9. Report on the Activities of the Board of Governors**

Senate received, for information and comment, the above-noted Report (Appendix E).

There were no comments.

## **10. Report on Executive Action re Late Program and Curricular Changes for 2003-04, Faculty of Graduate Studies and Research**

The Clerk Report on Executive action in this regard (see Executive minutes 2583 #1 and Appendix A to those minutes, and Executive minutes 2585 #4 and Appendix A to those minutes).

## **11. Report of the Academic Colleague on the COU Meeting of 13 December 2002**

Senate received, for information and comment, the above-noted Report (Appendix F).

There were no comments.

## **12. OGCS Appraisal Results: Joint Ph.D, and M.A. in Economics**

The Clerk reported that the above-noted programs have been appraised as "good quality, with a Report" (Appendix G).

## **13. Appointment Made Contrary to the Advertising Policy**

The Clerk reported on an appointment made in this regard (Appendix H).

## **14. Other Business**

There was none.

The meeting was adjourned at 3:40 p.m.