Carleton University

Faculty of Public Affairs

Meeting of the FPA Faculty Board
Monday, October 16, 2023 – 2:30-4:00 pm
Senate Room, Pigiarvik 608
and via Zoom (link upon request)

Agenda

1. Welcome and Introductions

2. Adoption of Agenda

3. Adoption of Minutes of the April 6, 2023 meeting (attached)

4. Matters Arising

5. Chair's remarks

6. Question Period (attached)

7. Report from the Provost and Vice-President (Academic) - P. Rankin

8. Report from the Dean - B. O'Neill

9. Reports from Associate Deans

   9.1. Research and Graduate (attached) - J. Malloy
   9.2. Students and Enrolment (attached) - P. Wilson
   9.3. Academic (attached) - V. Bhatia
   9.4. Faculty Affairs (attached) - D. Mendeloff

10. Reports from Faculty Board Committees

    10.1. Academic Policy and Curriculum Committee (APCC) and Motion to approve Calendar changes (attached) - V. Bhatia
    10.2. Ad Hoc Committee on Student Representation (attached) - D. Mendeloff

11. Reports for information

    11.1. Faculty Board Executive Committee (attached) - D. Mendeloff
    11.2. Senate report

12. Student Reports

    12.1. CASG - K. McBride
    12.2. FPA Graduate Students

13. Other business

14. Adjournment

Reception with light refreshments will follow the meeting.

Faculty of Public Affairs Board Meeting
Minutes of Meeting, 9:30-11:00 am, via Zoom
Thursday April 6, 2023

ORGANIZATION OF MEETING: Vandna Bhatia, Secretary of the FPA Faculty Board, Chair; Doris Buss, Clerk of the FPA Faculty Board, took notes.

PRESENT: Brenda O'Neill (ODFPA), Vandna Bhatia (Secretary/PSCI), David Mendeloff (Associate Dean (Academic)/NPSIA); Doris Buss (Clerk/IPE/Law), Paul Wilson (Assoc Dean for Students and Enrolments/Master Political Management); Benjamin Woo (Assoc Dean Equity and Inclusion); Catie Coe (PSCI); Vladimir Gorodkov (EURUS); Mary Francoli (Director, Krueger College); Sarah Todd (Social Work); Katherine Minich (SPPA); Zeina Bou-Zeid (Chair, LLS); Stacy Douglas (LLS); Hannah Dick, Communications/Faculty Board Exec; Joshua Greenberg (Dir School of Journalism and communications); Randy Boswell (JOUR); Aneurin Bosley (JOUR); Emily Hiltz (COMS); Sarah Evert (JOUR); Siobhan Angus (COMS); Jean-Michel Marcoux (LLS); Hashmat Khan (ECON); Louis-Philippe Béland (ECON); Chris Gunn (ECON), Eric Stephens (ECON); Lynda Khalaf (ECON); Bella McInnis (ICCJ, student rep); Sandra Fahy (BGInS); Vince Kazmierski (LLS); Philip Kaisary (LLS); Dale Spencer (LLS); Gülay Kilicaslan (LLS); Atiya Husain (LLS); Fen. Hampson (NPSIA); Teddy Sammy (NPSIA); Isaac Odoom (Political Science); Achim Hurrelmann (Political Science); Ilyan Ferrer (Social Work); Melissa Redmond (Social Work; Katherine Minich (SPPA); Jennifer Ramnarine ((Kroeger/PAPM, Faculty Board Exec); Saiyara Elahi (CASG and Kroeger/PAPM); Cassie Klein (CASG/LLS): Stephanie Bourke (OD FPA); Laurie Jaeger (OD FPA); Tabbatha Malouin, SOWK admin; Ilyas Abu-Hajiar (BGnS); Aleksandra Minic (IPE admin); Heather Moulton (EURUS admin): Nicolas Lalonde (PSCI admin).

1. **WELCOME AND INTRODUCTIONS**: Vandna Bhatia welcomed those present
2. **Agenda adopted by consensus.**
3. **Minutes** of 28 November 2022 adopted by consensus

4. **Question Period**
   - Question from Sheryl Hamilton submitted in writing ahead of the meeting concerning the selection of student representative and recommending that students should elect their own rep.

   - The following Motion (D. Mendeloff/I Knezevic) was proposed: That Faculty Board Executive be directed to establish an ad hoc committee to review and recommend any changes to s. 6(2) of the constitution as it pertains to election of student members of

Faculty Board committees and to bring any proposed amendments to the next scheduled Faculty Board meeting. **Motion carried**.

5. **Report from the Dean (Brenda O'Neill)**

   A. Bargaining with CUPE 4600 Units 1 and 2;
   B. Budgetary Outlook – Dean O'Neill outlined financial challenges facing the University and the Faculty, and the state of undergraduate student enrolments
   C. FGPA decentralization process discussed
   D. Hires in 2022/23: noting that three positions were not replaced due to budget, and three other positions were replaced with new hires
   E. Research success in the faculty, noting a 70% growth in research award funding over the last 5 years. Recognizing the hard work of the research support team in FPA (Kyla Reid, Michael Agnew, and Paul Vandenberg).
   F. Overview of strategic planning process for the Faculty currently under way, led by a committee including Dean O'Neill, Hashmat Khan, Sarah Todd, Karen Kelly and Laurie Jaeger
   G. Recognition of the hard work of David Mendeloff who is finishing his term as Associate Dean Academic, and welcome to Vandna Bhatia who is taking on the position.

   Question period following the Dean's report with multiple questions concerning the budgetary situation facing the Faculty.

6. Reports from Associate Deans

   6.1. Research and International (Jonathan Malloy)

   - Jonathan was not present, but Vandna read his prepared remarks. Jonathan noted the issues relating to research expenses are a priority. There have been insufficient staff to service the leap in research activity resulting from successes with research grants. New position created but Kyla and Jonathan are happy to receive reports from faculty members of issues arising.

   6.2. Students and Enrolment (Paul Wilson)

   - Thanks to staff and faculty who have been attending recruitment open houses. Another open house is coming up in May. The Faculty has hired a recruitment coordinator (Akaysha Humniski) who is doing research to help with recruitment. She has coordinated a 'spend a day' to have high school students visit the University. 42 students attended.

   - Rise in student use of Chat GP – encouraged faculty members to send him papers that appear to break the rules. Noted there have been fewer cases of instructional offences this semester.

   6.3. Equity and Inclusion (Ben Woo)

Noted his review of EDID practices in tenure and promotion within FPA was presented in his report "Seeking Equity in Tenure & Promotion: A Review of FPA Unit Standards" which was circulated with meeting materials.

6.4. Academic (David Mendeloff)
- **Motion** (D Mendeloff/R Boswell): THAT FPA Faculty Board approve as presented in the attached document (circulated with the agenda) the proposed addition of **two new B.A. pathways in Criminology and Criminal Justice** and recommend that they continue through the Institutional Quality Assurance Process and to Senate for inclusion in the 2024-25 Calendar. **Motion carried**.

- **Motion** (D Mendeloff/R Boswell): THAT FPA Faculty Board approve as presented in the attached document (circulated with the agenda) the proposed late Minor modifications to the **B.P.A.P.M Communication and Policy Studies Specialization** and recommend that they continue through the Institutional Quality Assurance Process and to Senate for inclusion in the 2023-24 Calendar. **Motion carried**.

- Academic accommodation: discussion of the self-declaration policy that has been used since January. Students who are required to provide documentation to support a request for accommodation can use this form to replace medical notes. SCCASP is now looking for feedback on the policy and to provide guidance on its use, for example, in situations where students request multiple accommodations. Faculty members should send David comments/feedback on the policy.

7. **Report from Faculty Board Executive Committee** (Vandna Bhatia): reporting that the Executive Committee met to approve graduand lists, to approve that proposed changes to the FPA constitution go forward for discussion and decisions to the next Faculty Board meeting, and to approve the agenda for today's meeting (6 April 2023). No action required

8. Report from CASG (Cassie Klein): reporting on key accomplishments in a successful year such as: post COVID transition back to in-person classes and programing; hiring of 5 student staff; creation of a student support hub; launch of a student consultation series on sexual violence, permanent greeting reform, and exam prep and study tips; and the sponsoring of 10 academic events through the Academic Initiative Fund.

9. Motion to approve changes to the FPA Constitution resulting from restructuring FGPA and allocation of responsibilities to FPA.

- **MOTION (D Mendeloff/B Woo) to Amend the FPA Constitution**

  THAT FPA Faculty Board approve amendments to the FPA Constitution as presented in the attached summary document (circulated with the agenda). The proposed amendments will:

1. change the name of the Academic Policy and Curriculum Committee to "Undergraduate Curriculum Committee";
2. establish a Faculty Graduate Curriculum Committee;
3. add ODFPA Managers and Team Leads to the membership of the Committee of Chairs and Directors;
4. update the membership of the Faculty Computing Committee; and
5. make non-substantive grammatical and stylistic changes.

David proposed a slight word change to sections 3(2)(2) and 3(3)(2): replace the phrase, "substantive changes in courses and programs" to: "major and minor modifications to courses and programs." This change was suggested by the Vice Provost Academic to ensure that it mirrors the language used in the university's quality assurance document (the "IQAP"). This does not present a substantive change from the language in the document circulated to Faculty Board members on March 7, 2023.

Amendments to the constitution require 2/3 majority of votes cast. In this case, 24 votes were cast, requiring 16 votes to pass. **Motion carried with proposed word change.**

10. **Elections:** Vandna Bhatia: The following positions are available; no nominations have been received.

    10.1. Faculty Member Positions

       10.1.1. FPA Faculty Board Clerk (1 position)
       10.1.2. FPA Faculty Board Secretary (1 position)
       10.1.3. FPA Faculty Board Executive Committee Faculty Representatives (2 positions)

Two students have been acclaimed into the following positions:

- FPA Faculty Board Executive Committee Student Representative: Vladimir Gorodkov, Institute for European, Russian and Eurasian Studies
- FPA Faculty Board APCC Student Representative: Bella McInnis, Institute of Criminology and Criminal Justice.

11. **No other business**

12. **Adjourned**

Question Period

FPA Faculty Board
October 16, 2023

From Prof. Pierre Cloutier de Repentigny, Law and Legal Studies

I would like to know if there has been any follow-up or actions taken as a result of Dr. Woo's report "Seeking Equity in Tenure & Promotion: A Review of FPA Unit Standards" and/or if there is otherwise anything in the works regarding the report.

October 2023
Associate Dean (Research and Graduate) Report for FPA Faculty Board
Jonathan Malloy

As Associate Dean it is my happy pleasure to oversee a portfolio of achievements by others. Supported by our very able research team (see below), FPA faculty have achieved many recent research successes.

As always, securing external grants is a critical focus, and so far in 2023 FPA researchers have been awarded a total of $8,245,000 in new funding, including 5 Insight Grants, 8 Insight Development Grants, and FPA's first New Frontiers in Research Fund (NFRF) Exploration Grant, for Stéfy McKnight (Media Production and Design). Special congratulations to Dawn Moore (Law and Legal Studies) for securing and leading a $2.5 million SSHRC Partnership Grant for the Prison Transparency Project.

But ultimately the measure of research is its actual impact, and I am constantly impressed at the wide variety of research publications and achievements of FPA faculty that I have the privilege of supporting as Associate Dean. I oversee things, but it's the researchers that do the heavy lifting and along with our research team deserve the credit.

Research Team 2023 has seen big changes in the FPA research team. After over a decade of amazing FPA service, **Kyla Reid** is now Assistant Director in the Carleton Office of Research Initiatives and Service (CORIS). After an open competition, our able Research Facilitator **Michael Agnew** was promoted to replace Kyla as Manager - Research Services and Initiatives. I am also pleased to welcome Dr. **Lamin Massaquoi** as our new Research Facilitator. Lamin most recently worked for the World Health Organization after several years at the University of Regina. Congratulations Michael and welcome Lamin! **Paul Vandenberg** continues as well as our Post Award Support Officer.

Graduate Matters This position has changed from Associate Dean (Research and International) to (Research and Graduate). The new title may be slightly confusing as considerable responsibility for graduate matters remains with the Associate Dean (Academic), **Vandna Bhatia**, particularly TA assignments and curriculum. My focus is primarily on graduate recruitment and funding, including new responsibilities for OGS and SSHRC and other scholarships and awards. The name change also anticipates long term developments with the further transfer of responsibilities from FGPA to the line faculties.

Research Expenses The most difficult ongoing issue in my portfolio is research expenses. The downside of Carleton's considerable increase in research activity has been an inability to keep up with the processing and managing of all the new spending. Issues range from delays in simple reimbursements to very complex challenges involving major grants and donations. The problems are well-known and the magnitude of the issue means it is being dealt with primarily at the decanal and vice-presidential level. Responses are well underway, particularly increasing the staff in Research Financial Services. More broadly, there are initiatives to streamline and update processes that have become cumbersome and unsustainable.

FPA researchers who experience difficulties in any aspect of research spending (reimbursements, invoices, etc.) are welcome to bring them to the attention of Michael Agnew and myself. I do caution that the issues are widespread and we have limited ability to resolve them ourselves. However, we do keep track of everything and this is useful in facilitating long-term solutions. My own main message continues to be that researchers experiencing difficulties, particularly having claims sent back for more information, should not feel singled out or that their specific research and expenses are being targeted; the issue is systemic, not personal.

CRC Searches We have been fortunate to have three CRC searches in FPA this year, all at the Tier II level, in NPSIA (Cybersecurity), COMS (Communication and Critical Disability Studies), and Economics (Sustainable Global Prosperity). The NPSIA search is concluded, COMS nearly so, and Economics is at the advertising stage. All positions are conditional on a successful nomination to the CRC secretariat; that is, candidates will not start work (or be announced internally, and later publicly) until then. As Associate Dean I chair all CRC searches and it has been a pleasure to work with each unit on their searches.

Emerging Perspectives Conference: We are holding the 5th Emerging Perspectives graduate student conference in March. Having returned in-person last year, the conference continues to follow its successful model of broad participation from across FPA, including many first-time presenters. The conference will again be primarily organized by a committee of graduate students nominated by their units and include special panels on professional development.

Internal FPA Research Programs We continue to be able to support FPA faculty researchers with several internal programs. This includes the *research conference travel fund*, the *Research Initiation Grant*, and the *Research Completion Grant*. The latter two are also known as the Small Grants Program and we are issuing the semi-annual call for applications this month. The *Research Time Awards* program, which automatically awards teaching release for recipients of major external grants, is our most popular program of all. I am glad to say that all these programs continue to operate, though they always depend on the availability of fiscal funds. But everyone seems to agree they are money well spent!

Exciting Opportunity Available! My term as Associate Dean ends next June and I am returning to my normal faculty position, where no one will have to read my terrible attempts at graphic design anymore. Applications are due to the dean by November 1. I am delighted to talk to anyone about the job.

To: FPA Faculty Board

From: Paul Wilson

Re: Report from Associate Dean (Students and Enrolment): Recruitment, Academic Integrity and Artificial Intelligence

Date: October 16, 2023

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This memorandum discusses recent developments in the areas of recruitment and academic integrity, key parts of the Students and Enrolment portfolio for which I am responsible. The memo also highlights the recent report of the University's working group on artificial intelligence in teaching and its recommendations with respect to academic integrity and course design.

Recruitment

Registration Data for 2023/2024

Recruitment continues to be a challenge across the university. As shown in table 1, student registration at the undergraduate level is down in comparison to this time last year in all Carleton faculties except for Science (driven by a 200 student increase in Computer Science). FPA undergrad registrations are down over 7% year over year. Overall graduate registration is up from last year due to 163% growth in the Sprott MBA program. FPA graduate registrations are down almost 3%, which is ahead of both the faculties of Engineering and Science.

Table 1
By Faculty: Per Cent Change in Fall Registration: 2023/24 vs. 2022/23 (As of Oct 6, 2023)

	All Students	All Undergraduate	All Graduate
All University	0.13	-2.26	11.91
Arts and Social Science	-2.89	-3.15	0.14
Business	19.01	-3.04	93.66
Engineering and Design	-1.61	-0.93	-4.88
Public Affairs	-6.38	-7.19	-2.99
Science	1.60	2.31	-4.06

Table 2 shows the year over year change in undergraduate and graduate student registration data for FPA units.

Table 2
By FPA Unit: Per Cent Change in Fall Registration: 2023/24 vs. 2022/23 (As of Oct 6, 2023)

	All Undergrad	All Grad	New First Year Undergrad
COMS	-12.37	-7.46	-18.32
CRCJ	-7.78		8.10
Economics	4.55	43.22	13.18
EURUS	4.76	14.89	66.67
NPSIA	-	-8.75	-
Journalism	-6.86	-26.53	-20.78
Law and Legal Studies	-8.25	-13.40	-2.31
PAPM	-15.38	-3.90*	-45.24

Political Economy	-	6.45	-
Political Science	-11.74	-12.75	-10.45
Public Policy and Admin		0	
Social Work	1.86	4.26	0

The label in the data cubes notwithstanding, PAPM is only an undergraduate program.   Presumably this graduate student figure refers to the two Kroeger College graduate units, MPM and MDS, which declined by 5.13% and 2.63% year over year respectively.

Despite significant variation between units, 62.5 fewer new first year undergraduate students registered in FPA units this year versus last year, which represents a year over year decline of 6.06%.

Recruitment Events

Faculty members across FPA units have been working hard to improve recruitment, notably in support of initiatives led by the University's central Undergraduate Recruitment Office (UGR). The FPA Dean's Office helps to coordinate faculty members' participation in these activities. This semester, key events are:

Tour+ Day (October 6): On the Friday prior to Thanksgiving weekend, representatives from all FPA undergrad units were available to meet with prospective students who came to tour campus.

Ontario Universities' Fair (Toronto, October 21 and 22): Seventeen faculty members from FPA will be travelling to Toronto to participate in the annual Ontario Universities' Fair. UGR considers this a key opportunity for Carleton to develop profile with prospective students in the Greater Toronto Area.

Fall Open House (November 4th): UGR will host the annual Fall Open House on Saturday November 4th (unfortunately conflicting with convocation ceremonies). I anticipate that all FPA units will participate in the faculty fair and will also have formal presentations for interested students and their parents.

I'd like to thank all faculty members, especially unit chairs/directors and undergraduate supervisors, who devote so much time and effort to attending these events on behalf of their units, the faculty and the University.

Hiring Recruitment and Planning Officer

The Dean's Office is currently inviting applications for the position of Recruitment and Planning Officer within FPA. This position will play a key role within the faculty by working with UGR to support recruitment efforts by FPA units, by providing detailed data analysis, and by developing a variety of strategies to promote FPA units. The job posting will be open until October 22nd, and is available at https://carleton.njoyn.com/CL2/xweb/XWeb.asp?NTKN=c&clid=53443&Page=JobDetails&Jobid=J1023-0045&BRID=343782&lang=1

Academic Integrity

As Associate Dean for Students and Enrolment, I am responsible for investigating and resolving alleged academic integrity offences pursuant to the University's Academic Integrity Policy. Chart 1 (below) shows the number of academic integrity offences per year from 2018/2019 to present. The impact of the pandemic is apparent, with the number of offences spiking during 2020/2021 and declining in 2021/2022 and 2022/2023, although the latter year still seems somewhat elevated compared to the pre-pandemic trend.
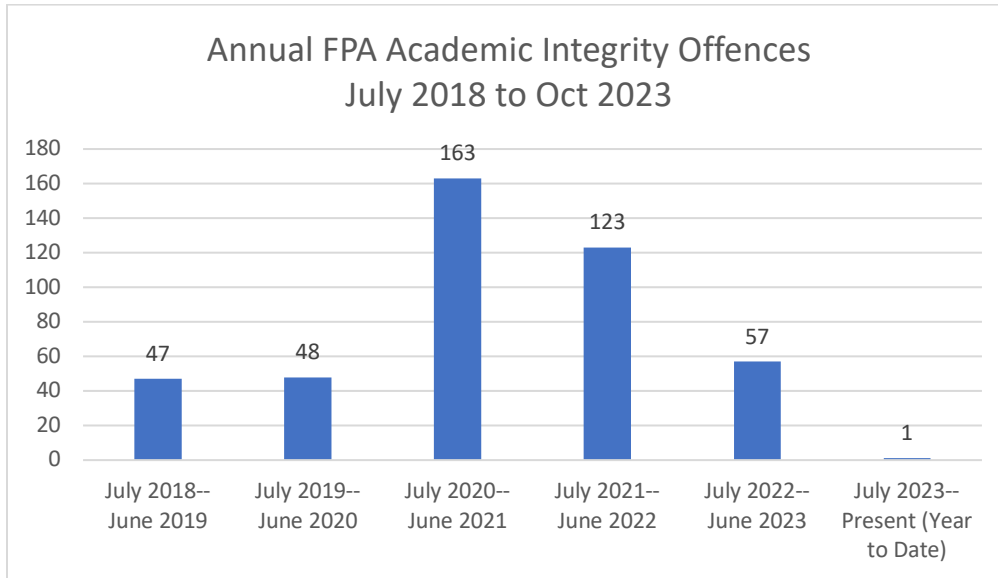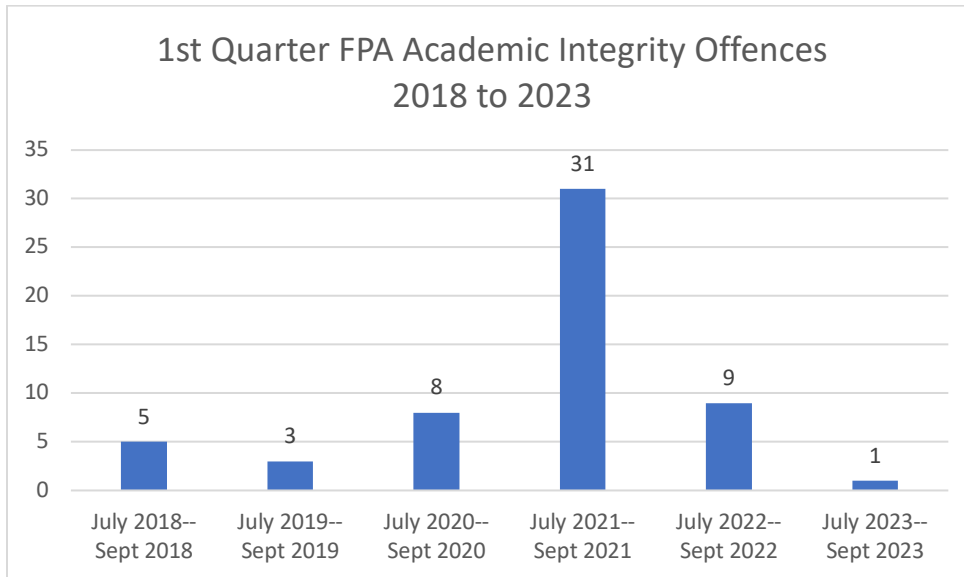
Chart 1

Chart 2 compares first quarter (July to September) academic integrity violations for the current year (2023/2024) with the previous years at this same point.

Chart 2

I have only found one violation to date so far this academic year. This is lower than might be expected in comparison to other years at this point in time (notably, 2018 and 2019). It will be interesting to see how numbers continue throughout the course of the year and whether this indicates any impact from the increasing availability of generative artificial intelligence programs such as ChatGPT.

Academic Integrity and Artificial Intelligence

The emergence of ChatGPT last winter precipitated concern and significant reflection throughout the world of higher education. At Carleton, the Provost tasked David Hornsby, Associate Vice-President (Teaching and Learning) to lead a committee of individuals from across the university to consider the issue of artificial intelligence and its implications for teaching.

The working group convened in January 2023 and finalized a report in May. The report was presented to the University Senate on September 22nd and is now posted on the Teaching and Learning Services website at https://carleton.ca/tls/teachingresources/wp-content/uploads/The-Use-of-AI-in-Teaching-and-Learning-2023.pdf.

Unauthorized Use of AI is an Offence

The working group report recommends that:

> Unless explicitly permitted by the instructor in a particular course, any use of generative AI tools to produce assessed content (e.g., text, code, equations, image, summary, video, etc.) is a violation of academic integrity standards. The academic integrity statement in the course outline should be adjusted to clearly indicate this to students.
>
> (--Working Group Report, p. 6)

However, the Academic Integrity Policy itself has not been amended, and so unauthorized use of generative artificial intelligence remains implicitly covered in the policy under the general category of plagiarism.

Course Outlines Should Clearly Address use of AI Tools

Instructors should consider whether or not the use of generative artificial intelligence tools is consistent with course learning outcomes, and should clearly state in their course outline whether these tools will be permitted, and, if so, with what limitations.

TLS has developed a web page with recommendations and guidelines on the use of generative Artificial Intelligence in teaching, and they suggest language that instructors might consider for course outlines either to permit or to forbid the use of AI.   This information is available at: https://carleton.ca/tls/teachingresources/generative-artificial-intelligence/recommendations-and-guidelines/#:~:text=Convened%20in%20February%202023%2C%20the,Carleton%27s%20teaching%20and%20learning%20community.

The TLS web page also discusses ethical and privacy considerations for the use of AI in teaching.

Detecting and Deterring Unauthorized Use of AI

As Associate Dean, I am only able to consider allegations of an academic integrity offence that are supported by evidence. The Working Group report makes clear that artificial intelligence detectors are unreliable; therefore, they are inadmissible as evidence of an offence. Further, circumstantial evidence (for example, the text is poorly written and is generic and repetitive; or, the quality of writing or analysis is beyond the level of the student submitting the assignment) is generally not sufficient to support an allegation.

The challenge is that careful use of ChatGPT and other artificial intelligence engines is very difficult to detect since the generated text is original and cannot be traced to an existing website. Oh, for the good old days when offences consisted of copying and pasting from Wikipedia or Course Hero.

In view of this, I encourage instructors to reconsider and update their assignments and evaluation methods in order to mitigate the risk of unauthorized use of generative artificial intelligence tools. Some measures identified by the Carleton Working Group include:

- Ask students to explain the steps they took in completing the assignment (this could be a video submission);
- Consider incorporating different types of assessment, including in person exams or oral exams;
- Consider having certain assessment done within the class time slot (being mindful that some students have an accommodation granting them extra time);
- Require that the assignment integrate specific class readings or refer to class discussion.

Carleton University | Faculty of Public Affairs

To: FPA Faculty Board

From: Vandna Bhatia, Associate Dean – Academic

Re: Report to Faculty Board

Date: October 11, 2023

Teaching Assistant Allocation

The allocation of teaching assistants for the fall term is essentially completed. There were about 380 full-time equivalent (130 hours) TAs assigned from FPA this fall, from approximately 650 individual students. This fall, two new provisions from the CUPE 4600 Unit 1 Collective Agreement were put into effect, and I have been working on their implementation within FPA

1. <u>PTA Term Extensions</u>
    If a TA has exhausted their priority terms, they may now apply to have their priority extended (1 term for Master's students and up to 2 terms for PhD Students/Candidates). I received 17 applications, 13 were partially or fully approved (of which 4 withdrew their applications). Of the remaining applicants, one was deemed ineligible due to part-time status, and two were denied due to a lack of available positions. Applications for Winter 2024 are due no later than December 1. I am working with Bana Al Tahir in the Deputy Provost's Office to improve the application process for subsequent terms. I welcome any feedback or comments on how we can improve the process.

2. <u>Work During the End of Year University Closure Period</u>
    TAs who are required and agree to complete grading hours during the University closure period will be paid a $10/hour premium. More details about this process were sent out by the Deputy Provost on October 6 and circulated to all faculty and instructors. Requests for approval for TAs to working during the closure period must be submitted to me no later than October 13. I will be reviewing requests on a case-by-case basis and respond no later than October 26.

The TA allocation process for the winter term will begin in late October. Please let your chair/director know if you have any special requests regarding TAs.

Undergraduate Curriculum and Policies

FPA's Academic Policy and Curriculum Committee, which I chair, has met twice, and will continue to meet regularly to review and recommend course and program change proposals. The first set of proposals for 2024-25 calendar changes are presented in a separate report from the APCC. A second set will be brought forward to Faculty Board at its November 27th meeting.

David Mendeloff and I, along with our FASS counterpart, Pascal Gin, continue to work on the FPA-FASS joint online BA program. We are at the drafting stage of the Volume 1 self-study report.

The Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP) has met three times so far this term. It finalized the text of Carleton's new **Academic Consideration Policy** and associated guidelines for instructors and students for Senate's approval this fall. It also reviewed and revised Undergraduate Regulations 4.3 for Deferred Final Exams and 4.4 for Deferred Term Work to ensure consistency with the new Academic Consideration Policy. SCCASP also discussed the issue of publicly **posting course outlines**, with particular attention to the security and intellectual property implications of doing so. It will review the feasibility of a template for summarized course information that meets the needs of students, instructors, and units. Finally, SCCASP was asked to review the academic implications of **work stoppage rules and procedures** in light of labour disputes last spring. It continues to review and discuss the issues with reference to the Senate Policy Academic Accommodations During Labour Disputes.

The Undergraduate Affairs Committee, chaired by Suzanne Blanchard (Vice President – Students & Enrolment, and University Registrar) has met once. The Academic Integrity policy was discussed, with specific reference to the Report of the Working Group on the Use of Artificial Intelligence (AI) in Teaching and Learning at Carleton University, AI in Teaching at Carleton: Opportunities and Challenges and next steps on its recommendations.

Graduate Curriculum and Planning
FGPA's Programs and Planning Committee has met twice to review proposed changes to graduate programs and courses. The committee recommended approval of a new collaborative specialization with African Studies proposed by Political Science. It is in the process of reviewing 128 minor program and course modifications, including 17 proposed from within FPA.

The Committee also discussed Graduate Regulation 8. Continuous Registration, which requires students enrolled in a thesis, research essay or independent research project to be continuously registered. Graduate program supervisors and advisors are encouraged to remind their students of this regulation.

Equity, Diversity and Inclusion
I am part of the selection committee for the new Associate Dean, EDI. In the interim, until the new Associate Dean is appointed, I will convene the Faculty's Justice, Equity, Diversity and Inclusion (JEDI) Working Group this fall. The Dean has apprised units of their funding allocations for EDI initiatives this academic year.

To: FPA Faculty Board
From: David Mendeloff, Associate Dean (Faculty Affairs)
Date: 10 October 2023

Re: **Report of the Associate Dean (Faculty Affairs)**

Since taking on the newly-created position of Associate Dean (Faculty Affairs) in July, I have been settling into my new role. The position is intended to support the Dean in advancing the Faculty in all areas, including planning and budgeting, quality assurance, Faculty governance, and academic staff and labour relations. Below I briefly highlight some of the main issues I have been working on:

- Eleven FPA units have been involved in various stages of cyclical program reviews since July; I have been reviewing self-studies, monitoring reports, and unit responses to external reviewers; meeting with external reviewers; and drafting responses to external reviewer recommendations. I am also sitting on the university-level Senate quality assurance committee (SQAPC) as one of two FPA representatives. The committee meets every two weeks to review and approve major modifications to programs and cyclical program review reports.

- As part of my responsibilities for supporting the Dean and Manager, Financial Services with Faculty budgeting matters, I have been working with FGPA to clarify TA funding allocations to the line Faculties as well as implications of the new provision in the CUPE 4600 Unit 1 Collective Agreement for Priority TA term extensions.

- I have been working on matters arising from the decentralization of graduate curriculum approvals and am sitting on the Senate Ad-Hoc Committee on Graduate Academic Governance (SGAG), which is tasked with reviewing the proposed Faculty-level structures for curriculum approvals and identifying the broader implications for graduate regulations and university-level governance. The committee is identifying and making recommendations on which FGPA responsibilities should move to the line Faculties along with curriculum approval and which should remain centralized. The committee will report to the Senate Academic Governance Committee (SAGC) by the end of this term or early Winter 2024.

- Since we failed to receive any nominations for Faculty Board Secretary at our April meeting, I have agreed to serve as Faculty Board Secretary on an interim basis for this academic year. (Anyone who is interested in taking on this role, or the role of Faculty Board Clerk, for next year, please reach out to me.) In my capacity as acting Secretary I have also been leading the process of drafting constitutional amendments recommended by the Ad Hoc Committee on Student Representation, which will report to Faculty Board this month. I am also undertaking a review of other sections of the constitution, and intend to bring forward proposed amendments at the November meeting.

- Finally, while I have handed over most of my previous responsibilities as Associate Dean (Academic) to Vandna Bhatia, there are some important "legacy" projects that I continue to work on: the first is a Faculty TA Handbook, a draft of which will be shared with Chairs and Directors and TA assigners for feedback. The second project is the proposed 15-credit general studies B.A. that can be taken entirely online. I have been working with Vandna and Pascal Gin, Associate Dean (Academic) in FASS, on developing the new program documentation for submission this Fall.

Report of the FPA
Academic Policy and Curriculum Committee (APCC)

Prepared for FPA Faculty Board Meeting of October 16, 2023
by Vandna Bhatia, Chair, APCC

The APCC has met twice since the beginning of the 2023-24 Academic year – September 16 and October 2 – to review undergraduate curricular changes proposed for the 2024-25 Calendar. The committee has so far reviewed 38 program and course change proposals, of which 33 are presented here for Faculty Board approval. A summary of the proposed minor modifications is attached. The committee will convene several more times and bring additional proposals to Faculty Board for approval at its November 27, 2023 meeting.

Motion to approve Minor modifications for the 2024-25 Calendar:

THAT FPA Faculty Board approve the proposed Minor modifications as presented in the attached list and recommend that they continue through the Institutional Quality Assurance Process and to Senate for inclusion in the 2024-25 Calendar.

Summary of Minor Modifications for 2024-25 Calendar

Courseleaf Code	Title	Summary	Status
Communications and Media Studies			
MA2	Minor in Communication and Media Studies	Add COMS 3111 to list of elective options	Edited
Journalism			
NMI	Minor in News Media and Information	Add that Computer Science students are not eligible for this minor	Edited
JOUR 2201	JOUR 2201: Fundamentals of Reporting	Redesigned course content; course description update	Edited
JOUR 2202	JOUR 2202: Digital Journalism Toolkit	Course deletion. Replaced with redesigned JOUR 2201	Deleted
JOUR 2203	JOUR 2203 : Civics for Journalists	New course proposal	New
Media Production and Design			
MPAD 1002	MPAD 1002: Introduction to Storytelling: The Practice	Update course description	Edited
MPAD 2001	MPAD 2001: Basics of Visual Communication I	Update course description	Edited
MPAD 2002	MPAD 2002: Basics of Visual Communication II	Update course description	Edited
MPAD 2004	MPAD 2004: Writing for Media	Update course description	Edited
MPAD 3001	MPAD 3001: Storytelling and Social Media	Update course description	Edited
MPAD 3002	MPAD 3002: Civic Engagement and Public Institutions I	Update course description	Edited
MPAD 3003	MPAD 3003: Civic Engagement and Public Institutions II: Minor Design Project	Update course description, and add an overlooked prerequisite	Edited
MPAD 4000	MPAD 4000: Capstone Project	Update course description	Edited
MPAD 4200	MPAD 4200: Freelance Media Survival Skills	Update course description, and add an overlooked prerequisite	Edited
Economics			
3DD	Concentration in Financial Economics	Course adjustments to balance changes in Sprott courses; add flexibility	Edited
ECON 2220	ECON 2220: Introductory Econometrics	Remove & update preclusions	Edited
ECON 2708	ECON 2708: Applied Data Analysis	Remove computer science prerequisite	Edited
ECON 3050	ECON 3050: Introduction to Financial Economics	Update course description, prerequisites & preclusions	Edited
ECON 4057	ECON 4057: Behavioural Financial Economics	Add prerequisite	Edited
ECON 4708	ECON 4708: Economic Data Science - Analytics	Change prerequisites	Edited
Global & International Studies			
BGISH-36A	BGInS Specialization in Global and Transnational History	Increase program electives, streamline pathway	Edited
BGISG-37A	BGInS Stream in Global and Transnational History	Increase program electives, streamline pathway	Edited
GINS 1100	GINS 1100: Global Development	Revised course prerequisites	Edited
Law and Legal Studies			

LAWS 2105	LAWS 2105: Social Justice and Human Rights	Update prerequisites to reflect changes in HRSJ courses	Edited
LAWS 2301	LAWS 2301: Criminal Justice System	Revised course description and schedule type	Edited
LAWS 3306	LAWS 3306: Crime, Law, Process and Politics	Revised course description and schedule type	Edited
LAWS 3309	LAWS 3309: Public and Private Policing	New course proposal	New
LAWS 3310	LAWS 3310: Race and Law	New course proposal	New
Political Science			
PSCI 3105	PSCI 3105: Imperialism and Decolonization	Revised title and course description	Edited
PSCI 3702	PSCI 3702: Israeli-Palestinian Relations	Revised course prerequisites	Edited
PSCI 3908	PSCI 3908: Summer Field Research Course	New course proposal	New
PSCI 4303	PSCI 4303: Genealogies of Politics and Governance	Revised title and course description	Edited

To: FPA Faculty Board

From: David Mendeloff, Associate Dean (Faculty Affairs) and Chair, Ad Hoc Committee on Student Representation

Date: 10 October 2023

Re: **Report of the Ad Hoc Committee on Student Representation**

Background

At the request of Faculty Board on April 6, 2023, an Ad Hoc Committee on Student Representation (AHCSR) was constituted to review the current practice of electing students to FPA Faculty Board committees and to discuss possible alternative processes. The committee members were: Dale Spencer (Law and Legal Studies), Rena Bivens (Communication and Media Studies), FPA student Cassie Klein (past CASG FPA Coordinator), and FPA student Nora Draper (CASG Vice President Academic). David Mendeloff (Associate Dean - Faculty Affairs) chaired the committee.

The committee's mandate was to review and recommend any changes to the FPA Constitution as it pertains to election of student members of Faculty Board committees and to bring any proposed amendments to the next scheduled Faculty Board meeting. Currently, one student representative serves on each of the following board committees[1]: Executive, Undergraduate Curriculum (formerly the APCC), and Graduate Curriculum. Section VI.2 specifies that these are elected positions according to the following procedures:

1. Students are nominated by any member of Faculty Board (a student or faculty member) with consent of the nominee;
2. The list of nominees is circulated to Faculty Board with the agenda for the April meeting;
3. All Faculty Board members present at the April meeting vote on the proposed nominees.

At the April 6, 2023 Faculty Board some members raised concerns about this practice. It was noted that in keeping with the spirit of democratic representation students should be electing their own members to these committees. It was also noted that this would be more respectful of student voices and would empower students to be more engaged in Faculty governance.

The committee met on May 15 to consider these concerns. It reviewed our current practice as well student appointment/election processes in other Carleton governance bodies. After careful consideration, the AHCSR agreed that Faculty Board and students would be better served by committees that included student representatives who were directly elected by FPA students. In particular, it was agreed that those elected to executive positions in existing student government bodies (CASG and GSA) would be best positioned to represent students on Faculty Board committees.

Recommendations

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[1] The Constitution was amended at the April 2023 Faculty Board meeting to add a new Graduate Curriculum Committee. However, the Constitution still requires approval of Senate. That is anticipated sometime this Fall.

The committee drafted a set of recommendations, which were shared with Faculty Board Executive and the Executive of the Carleton Graduate Students' Association (GSA) and the Carleton Academic Student Government (CASG) for their feedback.

Based on this feedback, the AHSCE presents the following recommendations and encourages Faculty Board to adopt the corresponding constitutional amendments outlined below.

1. Faculty Board Executive Committee
The FPA Faculty Board Executive shall include two students, one representing graduate students, and one representing undergraduates. The most senior elected FPA students in CASG and GSA shall sit *ex officio* on Faculty Board Executive, each with full voting rights and responsibilities. In the case of CASG, this would be the President or a Vice President (if they are an FPA student), or the FPA Coordinator. If none are willing or able to take on the role, the CASG Executive may appoint or elect another CASG FPA representative in a manner of its own choosing. In the case of GSA, the representative would normally be the GSA President or a Vice President, if they are an FPA student. In the event that neither is willing or able to take on the role, the GSA Executive may appoint or elect another FPA representative in a manner of its own choosing.

This recommendation requires amendment to **Section III.1.ii** of the FPA Constitution.

2. Undergraduate Curriculum Committee
The most senior elected FPA student in CASG with responsibility for academic matters shall serve *ex officio* on the FPA Undergraduate Curriculum Committee, with full voting rights and responsibilities. This would normally be the Vice President (Academic), if they are an FPA student, otherwise the FPA Coordinator will serve in this role. If neither is willing or able to take on this role, the CASG Executive may appoint or elect another FPA CASG representative in a manner of its own choosing.

This recommendation requires amendment to **Section III.2.i** of the FPA Constitution.

3. FPA Graduate Curriculum Committee
The most senior elected FPA student in GSA with responsibility for academic matters shall serve *ex officio* on the FPA Graduate Curriculum Committee, with full voting rights and responsibilities. This would normally be the Vice President (Academic), if they are an FPA student. In the event the VP (Academic) is unwilling or unable to take on this role, the GSA Executive may appoint or elect another FPA GSA representative in a manner of its own choosing.

This recommendation requires amendment to **Section III.3.i** of the FPA Constitution.

Faculty of
Public Affairs

To: FPA Faculty Board
From: David Mendeloff, Interim Secretary of FPA Faculty Board and Chair, FPA Faculty Board
         Executive Committee
Date: 14 October 2023

Re: **Report of the Faculty Board Executive Committee**

The Faculty Board Executive did not hold any formal meetings since last April. However, the committee did convene business by email and hold e-votes pertaining to the following matters:

- **May 3-4, 2023**
  Approval by e-vote of a late change for 2023-24 calendar: minor modification to ECON 1402.

- **May 10-11, 2023**
  Approval by e-vote of posthumous recognition for a student: Certificate of Outstanding Academic Achievement – in memoriam – for Austin Edward Evans-Wigfield.

- **May 23-29, 2023**
  The Executive discussed the report and recommendations of the Ad Hoc Committee on Student Representation.

- **May 26-29, 2023**
  Approval by e-vote of the Spring 2023 FPA undergraduate graduation list.

- **June 5-6, 2023**
  Approval by e-vote of late amendment to the Spring 2023 FPA undergraduate graduation list.

- **August 22-22, 2023**
  Appointment of David Mendeloff as interim Secretary of Faculty Board for 2023-24.

- **October 10, 2023**
  Approval by e-vote of the agenda of the October 16, 2023 Faculty Board meeting.

In addition, I am currently reviewing the Faculty Constitution in light of current practice and clarity of presentation. In particular, I have met with Paul Keen, FASS Associate Dean (Faculty Affairs) and Jen Sugar, Director of Admissions, to review the current description and terms of reference of the Joint Committee on Admissions and Studies (JCAS) to ensure alignment with current practice. The JCAS is the body that hears undergraduate petitions regarding admissions and academic regulations specific to FPA and FASS programs. Any recommendations for constitutional amendments will be circulated to Faculty Board at least 30 days prior to our next Faculty Board meeting on November 27.