

Meeting of the FPA Faculty Board
Monday, November 27, 2023 – 2:30-4:00 pm
Senate Room, Pigiarvik 608
and via Zoom ([register in advance here](#))

Agenda

1. Welcome and Call to Order
2. Adoption of Agenda
3. Adoption of Minutes of the October 16, 2023 meeting (attached)
4. Matters Arising
5. Chair's remarks
6. Question Period
7. Report from the Dean – B. O'Neill
8. Reports from Associate Deans
 - 8.1. Research and Graduate (attached) – J. Malloy
 - 8.2. Students and Enrolment (attached) – P. Wilson
 - 8.3. Academic (attached) – V. Bhatia
 - 8.4. Faculty Affairs (attached) – D. Mendeloff
9. Reports from Faculty Board Committees
 - 9.1. Academic Policy and Curriculum Committee (APCC) and Motions to recommend Calendar changes (attached) – V. Bhatia
10. Constitutional Revisions
 - 10.1. Motion to amend the FPA Constitution (attached) – D. Mendeloff
11. Reports for information
 - 11.1. Faculty Board Executive Committee (attached) – D. Mendeloff
 - 11.2. CASG (attached) – K. McBride
 - 11.3. GSA (attached) – H. Uz Özcan
 - 11.4. Senate – S. Burges
12. Other Business
13. Adjournment

Voting members of FPA Faculty Board include: all full-time FPA faculty members (professors at all ranks, and full-time lecturers and instructors); all elected or appointed undergraduate and graduate student representatives on departmental boards of FPA sub-units; and all appointed representatives from the other Faculties.

Quorum: At least 15 voting members; at least one member from at least five FPA sub-units; at least 51% faculty members in FPA sub-units.



MINUTES of FPA Faculty Board

Monday, October 16, 2023

Senate Room (PK 608) & Zoom

The following were present in-person:

Faculty: Brenda O’Neill (ODFPA), Paul Wilson (AKC-MPM), Vandna Bhatia (PSCI), Mary Francoli (SJC-COMS), Beatrice Parker (AFRI), Miranda Brady (SJC-COMS), Allan Thompson (SJC-JOUR), Hashmat Khan (ECON), Paul Goode (EURUS), Jeffrey Monaghan (ICCJ), Alexander McClelland (ICCJ), Chris Gunn (AKC-PAPM and ECON), Leah West (NPSIA), Hans-Martin Jaeger (PSCI), Sarah Todd (SOWK), Susan Braedley (IPE and SOWK), Shi Li (Sprott), Mike Hildebrand (FGPA), Cati Coe (PSCI), Jennifer Stewart (SPPA), Jerald Sabin (SPPA), Sean Burges (AKC-BGInS), Benjamin Woo (SJC-COMS), Rado Vadovic (ECON), Hassan Bashir (AKC-BGInS), Jonathan Malloy (PSCI), David Mendeloff (Interim Secretary and Chair; NPSIA)

Students: Chris Pratt (BGInS), Kayla McBride (CASG), Noah Goodgie (ECON), Vladimir Gorodkov (EURUS), Michael Sadano (NPSIA)

The following were present online:

Faculty: Aneurin Bosley (SJC-JOUR), Beth MacLeod (FASS), Joan DeBardeleben (EURUS), Paloma Raggo (SPPA), Sandra Fahy (AKC-BGInS), Stacy Douglas (LAW), Zeina Boe-Zeid (LAW), Pierre Cloutier de Repentigny (LAW), Nana aba Duncan (SJC-JOUR), Mohammad Hasan (LAW), Katelyn Graham (SJC-MPD), Julia Wallace (Science), Jeni Armstrong (AKC-MPM), Eric Stephens (ECON),

Student: Magdalena Steen (NPSIA)

Guests: Pauline Rankin (Provost), Laurie Jaeger (ODFPA), Stephanie Bourk (ODFPA – recording the minutes)

1. Chair called the meeting to order at 2:35 pm.
2. Approval of agenda (**B. Woo/J. Malloy**). **Approved.**
3. Approval of minutes of April 6, 2022 (**V. Bhatia/B. Woo**). **Approved.**

4. Matters Arising

D. Mendeloff noted that the Constitutional changes approved in April are not yet approved by Senate.

5. Chair’s Remarks

D. Mendeloff reminded members that we were not successful in electing a Secretary or Clerk at our meeting last April. Executive has appointed D. Mendeloff as Interim Secretary. We still do not have a Clerk. S. Bourk has kindly agreed to take minutes until that position can be filled. David encouraged

anyone interested in filling that role this year, to contact a member of Executive. He also encouraged members to put their names forward for Secretary and Clerk for the next academic term (2024-25).

6. Question Period

P. Cloutier de Repetigny asked 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. Dean O'Neill made note that this report has been shared with Chairs and Directors and that there are no other plans at the moment.

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

Provost P. Rankin provided an overview of issues she will be focusing on this year, particularly enrolment concerns and the impact on budgets, and the reorganization of FGPA. She invited questions from the members.

The Provost was asked about the future of Graduate Faculty Board. She confirmed that the conversations of reworking Grad Faculty Board have taken place and are underway currently, and that the reorganization of FGPA will be completed this year.

The Provost was asked if she anticipated any tuition increases for out-of-province students. She confirmed that tuition has been frozen for Ontario students, therefore those with a permanent residency in Ontario will not be affected by any out-of-province increases.

Allan Thompson raised the concern about under-utilized common space in Richcraft Hall and asked if the space could be better utilized by students for small social gatherings and studying, similar to Nicol. B. O'Neill confirmed this concern was noted and will raise it with Facilities Management and Planning.

8. Report from the Dean

Dean O'Neill presented a report on the state of the Faculty, particularly declining new first-year enrolments and current budget realities. She invited questions from members.

The Dean was asked to clarify how decisions are made regarding the allocation of CRCs in the Faculty. She noted that the number of CRC's that Carleton receives is determined by overall Tri-Council funding and allocated proportionally to each Faculty.

The Dean was asked about what is being done to address challenges with Research Services. She noted that a university committee has been struck, and that Erin Tolley, CRC in Political Science, is representing the Faculty on that committee.

9. Reports from Associate Deans

9.1. Research and Graduate

J. Malloy summarized his report that was circulated with the agenda. There were no questions.

9.2. Students and Enrolment

P. Wilson summarized his report that was circulated with the agenda. There were no questions.

9.3. Academic

V. Bhatia summarized her report that was circulated with the agenda. There were no questions.

9.4. Faculty Affairs

D. Mendeloff invited questions on his written report circulated with the agenda. No questions were asked.

9.5. M. Francoli (AD and Director Kroeger College) had no items to report.

10. Reports from Faculty Board Committees

10.1. Academic Policy and Curriculum Committee (APCC) and Motion to approve Calendar changes

Motion to approve Minor modifications for the 2024-25 Calendar (**V. Bhatia/C. Gunn**):

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. **PASSED.**

10.2. Ad Hoc Committee on Student Representation

D. Mendeloff invited comments on the report circulated with the agenda and feedback on the proposed recommendations regarding student election/appointment to Faculty Board committees. There were no comments or questions.

11. Reports for Information

11.1. Faculty Board Executive Committee

D. Mendeloff invited comments on the report circulated with the agenda. There were no questions or comments.

11.2. Senate Report

S. Burges gave an update on items raised at the first Senate meeting of the academic term.

12. Student Reports

12.1. CASG

K. McBride, CASG FPA Coordinator, presented a report on recent CASG activities (attached). She noted that after the recent CASG election, 14 of 20 FPA seats have been filled. She also noted that CASG's first major initiative for this academic year is to have departments create a "syllabus bank" of past course outlines to aid students in course registration.

12.2. FPA Graduate Students

M. Steen spoke on behalf of FPA graduate students. She raised particular concern about poor communication with PhD students in some units regarding when faculty members are on leave.

13. Other Business

The chair thanked S. Bourk for taking minutes, and L. Jaeger for helping manage the Zoom.

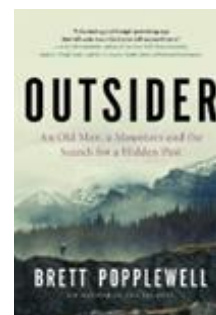
14. The meeting adjourned at 4:12 p.m. (**J. Stewart/M. Brady**)

November 2023
Associate Dean (Research and Graduate) Report for Faculty Board

The research prowess of FPA continues. We were pleased to see Carleton recently [ranked #1](#) in Canada among comprehensive universities for social sciences and humanities research grants by *Maclean's*. We of course share this distinction with colleagues in FASS and other Faculties, but I will note that within Carleton, FPA has had the highest Faculty rate of success in recent competitions. Just sayin'.

As always, I want to emphasize that while success in external grants is important, the real impact of our research is ultimately in knowledge mobilization and exchange and social and policy impact. We are always exploring new ways to communicate and promote our research impact and I invite faculty to keep us in ODFPA informed about ways in which FPA research is making a difference.

Author Meets Readers - We are delighted to continue the longstanding Author Meets Readers program with our partner and host, Irene's Pub, as well as Octopus Books. In October we featured Brett Popplewell's (Journalism) exciting book *Outsider*. [On November 30](#) we welcome William Walters (Political Science) and his edited collection *Viapolitics: Borders, Migration, and the Power of Locomotion*.



We are testing hybrid options for AMR. The technical challenges in the pub space are significant, but we're very pleased to offer this [YouTube recording](#) of the *Outsider* event with Brett and colleague Sarah Everts.



Bagels and Banter - While AMR roars ahead, we have placed Bagels and Banter on hiatus. For years this program allowed a 'sandbox' opportunity to explore and receive feedback on new teaching and research ideas, while chowing down on fine Kettleman's products. However, interest and attendance has weakened and we received no submissions for opportunities this year. Unless there is clear renewed demand, B+B will be discontinued, though we will look for new opportunities for faculty to engage in cross-unit and cross-disciplinary conversations.

Small Grants - November 27 is the final day for applications to the fall gate of the FPA Small Grants program. The two grants are:

The Research Completion Grant: Up to \$3000 to help a research project "get past a significant hurdle in order to complete the project." The most common use is to assist with book publication costs, but we are always open to other ideas. Key criteria are that the investment will clearly lead to the end of the project, and that funds are definitely needed to get over the hurdle.

The Research Initiation Grant: Up to \$3000 to initiate new research projects. This Grant is particularly intended for faculty who have not recently held grants and need a little money to kick start a project. We are particularly open to faculty who have not recently been research-active and are searching to change that. While not a requirement, ideally this grant will lead to an external grant application.

More information and the application form are available [here](#).

We continue to recognize the long-term impacts of the pandemic. The Small Grants form includes an opportunity for a COVID-19 impact statement to describe any special circumstances.

Graduate Matters: Beginning this year I have assumed responsibility for Tri-Council and OGS graduate awards as well as internal awards, working closely between units and FGPA. I am grateful to David Mendeloff for setting up a durable process for me to follow. I retain responsibility for formally setting unit recruitment targets and the distribution of our too-few international 13k packages. I also represent FPA at Graduate Faculty Board. Given the broad range and slow devolution of graduate and FGPA matters, we continue to share graduate responsibilities across several Associate Dean portfolios and work as a team.

Emerging Perspectives - The call for proposals for Emerging Perspectives 2024 is imminent. Please draw your graduate students' attention to this opportunity. This is the fifth EP conference and it has consistently been a great opportunity for graduate students in both academic and professional programs to present their research and enjoy what is often their first professional conference. We will also be approaching faculty as panel discussants and we look forward to your enthusiastic and affirmative responses!

To: FPA Faculty Board

From: Paul Wilson

Re: Report from Associate Dean (Students and Enrolment)

Date: November 27, 2023

I wish to draw the following points to the attention of Faculty Board.

Hiring Recruitment and Planning Officer

As I noted at the October meeting of Faculty Board, the Dean's Office is currently hiring for the position of Recruitment and Planning Officer within FPA. With the added responsibilities for assisting with graduate recruitment, in-depth data analysis and strategic planning for both undergrad and grad recruitment programming, the position has been reclassified from a Level 8 to a Level 9 full-time continuing CUPE 2424 position. We received fifty applications in total and are now reviewing and screening the 45 applicants who are not members of CUPE 2424. Our goal is to make an offer in early December so that the successful candidate may start after the holiday break.

CUROP

Since at least 2017, FPA has awarded summer research internships to undergraduate students through the Carleton University Research Opportunity Program (CUROP). While students work under the supervision of a faculty member, the expectation is that they will design and carry out their own research projects with a significant degree of autonomy.

In past years, award stipends have been \$7,500 for the summer, with an expectation that they engage in their research on a full-time or near full time basis from early May until the end of August. However, although the stipend has remained constant since 2017, its real value has declined over time. Further, the Ontario minimum wage has increased from \$11.40 per hour to \$16.55 per hour over that period. This means that there is a significant opportunity cost for students who choose to participate in CUROP instead of accepting other summer employment.

This year, the Dean has approved an increase in the CUROP stipend to \$10,000 per student for research over the summer. We hope that this will more appropriately reward students for their work and continue to encourage high quality applications.

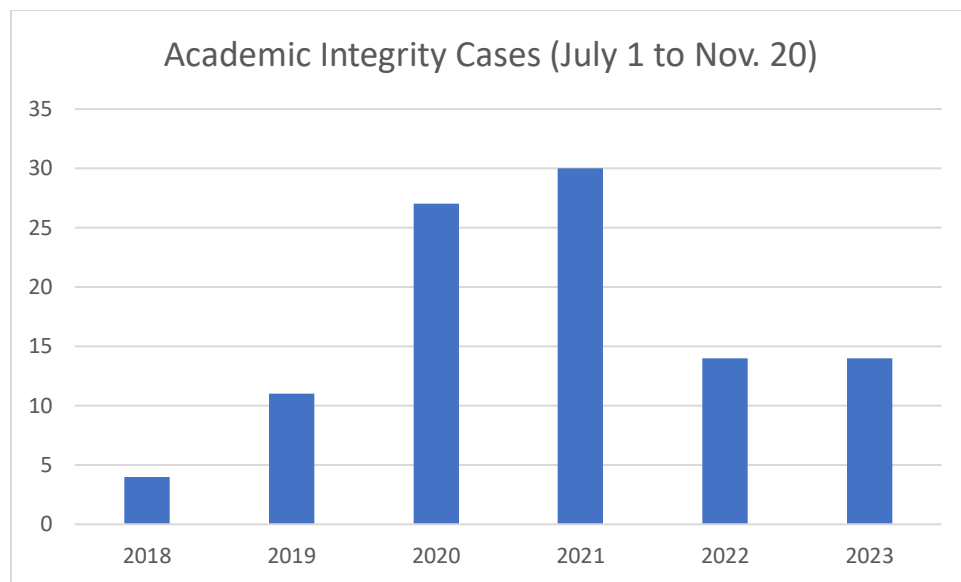
We will begin advertising the 2024 awards on December 1st, and applications will be open until the end of February 2024.

Students are responsible for finding suitable supervisors to provide advice and to oversee their work. While supervision is not intended to be as onerous as, say, supervising an Honours

Research Essay, it does involve helping students to develop a work plan, including identifying realistic deliverables, and checking in with them regularly to ensure they are on track. The willingness of faculty members to generously assist students by providing such supervision is essential for running the CUROP program, and I am grateful for those who are willing to serve in this way. If you are asked by students to act as their supervisor, I hope that you will consider it if you can. And if you know of talented students who might be thinking of pursuing graduate studies and might enjoy and benefit from a summer of paid research, please think about bringing this opportunity to their attention.

Academic Integrity

I reported to the October Faculty Board meeting that academic integrity violations were lower, at this point in the semester, than in other recent years. Cases have grown since that meeting, and as of November 20th I have found 13 violations, for a total of 14 so far this academic year. The following chart shows this academic year to date (July 1st to November 20th) in comparison to other years at the same point in time.



I will continue to report on trends for your information.



**Carleton
University**

Faculty of
Public Affairs

To: FPA Faculty Board
From: Vandna Bhatia, Associate Dean (Academic)
Re: Report to Faculty Board
Date: November 27, 2023

TA Allocation

TA allocation for **Winter 2024** is underway and should be finalized by mid-December. Instructors are asked to please review the TA assignments for their courses, complete the Assignment of Duties (AOD) form in Carleton Central no later than **December 15th**, and make sure TAs sign off on those duties. Incomplete AOD forms will be interpreted to mean that a TA is not required for the course, and the TA may be re-assigned elsewhere.

TAs who have exhausted their priority terms may apply to have their priority extended. Applications for Winter 2024 are due no later than December 1. More information and application forms can be found on the [Teaching Assistants webpage of the Office of the Deputy Provost – Academic Operations and Planning](#).

Instructors with TAs who may be needed to completed grading during the University Closure Period (December 23 to January 3) must request approval before assigning duties. Please contact me ASAP if you have not already done so.

Undergraduate Curriculum, Regulations, and Policies

Senate has approved the new [Academic Consideration Policy](#) for short and long-term student accommodation and it will come into effect on January 1, 2024. This policy replaces the previous medical accommodation policy and formalizes the use of student self-declarations for short-term academic consideration requests under specified conditions. [Guidelines for instructors](#), [course template](#) language and [procedures for students](#) can be found on the [FPA/FASS Teaching Regulations webpage](#). *Please review this information for all graduate and undergraduate courses and assignments.*

Academic Policy and Curriculum Committee (APCC)

This committee, which I chair, has biweekly over the Fall term to review program and course change proposals from each unit. The second of two packages of proposed modifications for 2024-25 will be presented to Faculty Board for approval at the November 27th meeting. I'd like to thank APCC members for their efforts to advance undergraduate curriculum review and renewal.

Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP)

I represent FPA on this committee, which has had six meetings so far this term. SCCASP reviews graduate and undergraduate curricular, admissions, and policy change proposals from all faculties, including those from FPA Faculty Board, for Senate approval.

Undergraduate Affairs Committee (UGAF)

The UGAF has met three times this fall. The Committee is considering implementation issues surrounding the academic consideration policy, and requests by student groups to improve students' access to course outlines to aid course selection and planning.

Graduate Curriculum and Planning

FGPA's Programs and Planning Committee has met several times to review proposed changes to graduate programs and courses. All major and minor modifications proposed by FPA units have been recommended to GFB for approval.

Exam Scheduling

As instructors prepare their winter term course outlines, I want to highlight the variety of options available to you for scheduling end-of-term exams. Many instructors schedule a **take home exam** on the last day of the term, which is due on the last day of the official exam period. Scheduling an exam through Scheduling and Exam Services (SES) may give you several other options, including formally scheduled:

- Proctored in-person written exams;
- Proctored in-person digital exams (e.g., on Brightspace or similar platform);
- [E-proctored exams](#), either in-person or remote;
- Take-home exams, with or without a fixed duration.

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| Please consult with Exam Services to understand your options and/or if you have any questions: examinations@carleton.ca , phone: 613-520-4454. |
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Equity, Diversity and Inclusion

I was a member of the appointment committee for the new Associate Dean, EDI, which is now complete.

I convened a meeting of the Faculty's Justice, Equity, Diversity and Inclusion (JEDI) Working Group on October 30, 2023. There was discussion at this meeting of the various initiatives of and challenges experienced with promoting EDI at the unit level.

To: FPA Faculty Board
From: David Mendeloff, Associate Dean (Faculty Affairs)
Date: 21 November 2023

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

Appointments and Governance. I've been involved in a number of appointment- and governance-related processes, including: leading the search process for a new director for the School of Social Work; appointment of the Bell Chair for the Study of Canadian Parliamentary Democracy; and chairing an advisory committee to the Dean to review the current leadership structure in the School of Journalism and Communication and to develop procedural guidelines for selecting leadership positions in the School.

The Senate Ad-Hoc Committee on Graduate Academic Governance (SGAG). The committee, which was created to advise Senate and the Provost on how to manage the decentralization of graduate curriculum matters to the line Faculties, has continued to meet. We are on track to provide a report in January recommending which curriculum-related responsibilities should move to the Faculties and which should remain centralized, and the implications for Senate governance, including any changes to the membership and responsibilities of Senate committees. The committee will also be reviewing the various graduate curriculum governance processes identified in the Faculty constitutions and will make recommendations to the Senate Academic Governance Committee (SAGC) for any necessary changes.

New FPA Excellence Award. I am happy to announce a new FPA Excellence award for community engagement. We are finalizing the terms of reference, but in general terms the award is intended to recognize those who have made an exceptional contribution to building or strengthening institutional relationships between FPA and the broader local, provincial, national and/or international community.

Faculty Board and Constitution. I have been working on updates to the FPA Constitution. I circulated a memo to all Faculty Board members on October 26 detailing proposed revisions, and will be putting these changes forward for adoption at the November 27 Faculty Board meeting. The notable revisions include: addition of a clause that clarifies the responsibilities of Faculty Board; changes to student representation on Faculty Board committees; major revision to the terms of reference for the Joint Committee on Admissions and Studies (JCAS); deletion of two defunct standing committees; and a major overhaul of the formatting, numbering and general presentation of Sections and Clauses.

As a reminder, we are still looking for a **Faculty Board Clerk** for the remainder of this academic year. The Clerk is primarily responsible for keeping the meeting minutes, ensuring quorum, and working with the Secretary to organize committee elections in the spring. Please consider stepping forward to volunteer for this very important role.



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

*Prepared for FPA Faculty Board Meeting of November 27, 2023
by Vandna Bhatia, Chair, APCC*

The APCC has met three times since October 16, 2023, to review proposed undergraduate curricular changes for the 2024-25 Calendar. The committee is presenting 26 program and course change proposals for Faculty Board approval and recommendation, including 3 major modifications. A summary of the proposed modifications begins on the next page.

The **Track A2 major modifications** include two new concentrations in the Law and Legal Studies Department (see attached **Executive Summary**, attached, p. 4-7):

- i. Concentration in Criminal Law and Social Order BA Honours (**TBD-2222**, attached, p. 8)
- ii. Concentration in Criminal Law and Social Order BA Combined Honours (**TBD-2224**, attached, p. 12-15)

The new concentrations assemble existing courses in criminal law and social order, which are in high demand and popular with students, into a coherent bundle. The proposed concentrations build on the teaching and research strengths within the Department.

One **Track B major modification** is presented in the Bachelor's in Media Production and Design program. This is the addition of an alternative capstone course, MPAD 4906: Translational Approach to Indigenous Community Wellness (**MPAD 4906**, attached, p. 16-17). This course gives MPAD students an opportunity to work with students in FASS and with Indigenous communities to while completing their degree requirements.

Motion to approve Major Modifications for the 2024-25 Calendar:

THAT FPA Faculty Board approve as presented the proposed **Major Modifications** 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.

There are 23 **minor modifications** presented in the attached summary table, including 5 new courses, and updates to course titles, descriptions, and related information. Individual minor modifications are in the **APCC 2023-11 FB Report Supplement** file, circulated with meeting materials.

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.

FPA Faculty Board Meeting, November 27, 2023

Summary of Proposed Major and Minor Modifications for 2024-25 Calendar**SUMMARY OF MAJOR MODIFICATIONS - Track A2**

| Courseleaf Code | Title | Summary | Status |
|------------------------------|---|-------------------|--------|
| Law and Legal Studies | | | |
| TBD-2224 | Law with Concentration in Criminal Law and Social Order B.A. Combined Honours | New concentration | NEW |
| TBD-2222 | Law with Concentration in Criminal Law and Social Order B.A. Honours | New concentration | NEW |

SUMMARY OF MAJOR MODIFICATIONS - Track B

| Courseleaf Code | Title | Summary | Status |
|------------------------------------|---|---------------------|--------|
| Media Production and Design | | | |
| MPAD 4906 | MPAD 4906: Capstone Projects: Translational Approach to Indigenous Community Wellness | New capstone course | NEW |

SUMMARY OF MINOR MODIFICATIONS (see APCC 2023-11 FB Report Supplement file for more detail)

| Courseleaf Code | Title | Summary | Status |
|---|---|--|--------|
| Communications and Media Studies | | | |
| BCMSH-29B | Bachelor of Communication and Media Studies Honours (BCoMS Honours) | Add a new requirement; add a course to electives | Edited |
| BCMSH-29B+ | Bachelor of Communication and Media Studies Honours Combined Honours (BCoMS Combined Honours) | Add a new requirement; add a course to electives | Edited |
| BCMSG-29B | Bachelor of Communication and Media Studies (BCoMS) | Add a new requirement; add a course to electives | Edited |
| COMS 3600 | COMS 3600 : Communication and Community Service Learning | New course proposal | NEW |

Criminology and Criminal Justice

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| TBD-1096 | Electives - Criminology Course Categories (UG) | Update electives list with additional courses | Edited |
| CRCJ 4100 | CRCJ 4100 : Criminal Courts and Society | Update course name, description, and prerequisite statement | Edited |
| CRCJ 4120 | CRCJ 4120 : Criminalization and Resistance | New course proposal | NEW |
| CRCJ 4130 | CRCJ 4130 : Anarchism and Abolitionism | New course proposal | NEW |
| CRCJ 4400 | CRCJ 4400: Crime, Emotions, and The Senses | Update description and course title | Edited |
| CRCJ 4908 | CRCJ 4908: Honours Thesis | Update description and course format | Edited |

Economics

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|-----------|---|---|--------|
| 3DK | Concentration in Economic Data Science | Add additional courses to electives list | Edited |
| ECON 0005 | ECON 0005: Preparatory Mathematics for Economics | New course proposal | NEW |
| ECON 1401 | ECON 1401: Elementary Mathematics for Economics | Update prerequisites statement | Edited |
| ECON 2001 | ECON 2001 : Intermediate Microeconomics for Non-Mathematical Majors | Add BIT students to 'not open to' statement | Edited |
| ECON 2009 | ECON 2009 : Managerial Economics | Clarify 'not open to' statement | Edited |
| ECON 2101 | ECON 2101 : Intermediate Macroeconomics for Non-Mathematical Majors | Add BIT students to 'not open to' statement | Edited |

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|-----------|---|--------------------------------|--------|
| ECON 3001 | ECON 3001 : Mathematical Methods of Economics | Update prerequisites statement | Edited |
| ECON 4905 | ECON 4905 : Honours Capstone Seminar | Update prerequisites statement | Edited |

Journalism

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|----------|---|--------------------------------------|--------|
| BJ-3029B | Journalism and Communication and Media Studies B.J. Combined Honours | Update required and elective courses | Edited |
| BJ-30+ | Journalism B.J. Combined Honours | Update required and elective courses | Edited |
| BJ-30 | Journalism B.J. Honours | Update required and elective courses | Edited |

Media Production and Design

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|-----------|--|---|------------|
| BMPD-UMPD | BMPD Bachelor of Media Production and Design Honours | Add ITEC 4021 and MPAD 4403 to elective course options | Edited |
| MPAD 4403 | MPAD 4403: Professional Skills: strategic communication | Add new cross-listed course (existing JOUR 4403) | NEW |

MEMORANDUM**To:** Senate Quality Assurance and Planning Committee (SQAPC) for A2s**From:** Stephen Tasson (Undergraduate Supervisor), Zeina Bou-Zeid (Chair), Law and Legal Studies**CC:** Brenda O'Neill, Vandna Bhatia, ODFPA**Date:** April 20, 2023**Subject:** Proposal for New BA Concentration (**Criminal Law, Criminalization and Social Order**) (Major Mod Track A2)

Modification Description

The Law and Legal Studies department proposes to establish a new Concentration in **Criminal Law, Criminalization and Social Order**. The department currently offers three concentrations available to those enrolled in the BA Honours Law program:

- (i) Business Law
- (ii) Law, Policy and Government
- (iii) Transnational Law and Human Rights

Concentrations are a very popular option within the Honours program with over **44%** of all BA Honours Law students electing to register in one of the existing concentrations.

This additional proposed concentration would address high student demand from existing and prospective students for a concentration focusing on the area of criminal law. We expect this new concentration to result in new enrollments and improved retention. A Concentration in Criminal Law, Criminalization and Social Order would showcase the existing depth of our faculty's research and expertise in this area, and a core area of teaching strength within the department.

We believe this concentration will attract students interested in exploring a wide range of future graduate and professional studies, as well as career opportunities that comprise, support, and challenge the broad field of criminal law and the criminal justice system in Canada.

Law B.A. Honours with Concentration in **Criminal Law, Criminalization and Social Order**

Consistent with other concentrations in the Department of Law and Legal Studies, the proposed concentration is comprised of 5 credits. Students complete 1.0 mandatory 2000-level credits and 1.5 mandatory credits in 3000-level and 4000-level courses. These "core" credits provide a foundation for the field and focus attention on dominant issues and debates whilst still providing a measure of flexibility and student choice. Students complete the remainder of their 2.5 credits from a list of approved courses at the 3000 and 4000-levels. 4000-level options include tutorials and research options through an Honours Research Paper.

As with other concentrations in the department, students must maintain a minimum CGPA of 6.50 over courses fulfilling the concentration to continue in their concentration.

Program requirements

1.0 credit in

LAWS 2301 [0.5 credit] Criminal Justice System

LAWS 2302 [0.5 credit] Criminal Law

1.5 credits in

LAWS 3306 [0.5 credit] Crime, Law, Process and Politics

LAWS 3305 [0.5 credit] (Crime and State in History)

OR LAWS 3308 [0.5 credit] (Punishment)

LAWS 4305 (Criminal Justice Reform)

OR LAWS 4308 (Sentencing)

OR LAWS 4504 (Indigenous Criminal Justice)

1.5 credits from

LAWS 3209 [0.5 credit] Canadian Correctional Policies in Historical Perspective

LAWS 3305 [0.5 credit] Crime and State in History (if not used above)

LAWS 3306 [0.5 credit] Crime, Law, Process and Politics (if not used above)

LAWS 3307 [0.5 credit] Youth and Criminal Law

LAWS 3308 [0.5 credit] Punishment (if not used above)

LAWS 330X [0.5 credit] Public and Private Policing

LAWS 330X [0.5 credit] Race and Law

1.0 credit from

LAWS 4106 [0.5 credit] Law and Violence

LAWS 4302 [0.5 credit] Regulation of Corporate Crime

LAWS 4303 [0.5 credit] Drugs, The User and The State

LAWS 4304 [0.5 credit] Policing and Social Surveillance

LAWS 4305 [0.5 credit] Criminal Justice Reform (if not used above)

LAWS 4306 [0.5 credit] Criminal Law Issues

LAWS 4307 [0.5 credit] Medical Criminal Law Issues

LAWS 4308 [0.5 credit] Sentencing (if not used above)

LAWS 4309 [0.5 credit] State Security and Dissent

LAWS 4311 [0.5 credit] Human Rights in Canadian Prisons

LAWS 4504 [0.5 credit] Indigenous Criminal Justice (if not used above)

LAWS 4702 [0.5 credit] Special Topic in Criminal Justice and Social Policy

LAWS 4802 [0.5 credit] Criminal Jury Trials

LAWS 4901 [0.5] Tutorial in Law

LAWS 4902 [0.5] Tutorial in Law

LAWS 4908 [1.0] Honours Paper

Impact on Other Programs

The addition of a new concentration within the BA Law program would be unlikely to have a significant impact on other programs within the Faculty. The proposed concentration does not require students to complete courses offered by other departments or draw on any other resources outside of the Department of Law and Legal Studies.

The concentration *may* attract a small number of students that might otherwise enroll in the BA CCJ. Presently CCJ students can complete their degree with a concentration in Law. The proposed concentration in **Criminal Law, Criminalization and Social Order** may attract some “BA Honours CCJ with a Concentration in Law” students who wish to prioritize the study of law as the primary focus of their degree, whilst still concentrating their studies in the area of criminal law and criminal justice. However, there may be an equal number of students drawn away from Law and Legal Studies to the new non-concentration pathway in the BA Honours CCJ.

Societal Need

The department offers an interdisciplinary approach to the study of law and to the issues, institutions and personnel that broadly define, support, and enact the criminal justice system in Canada. A core advantage of the department’s approach in this part of our program is that we provide students both with a firm understanding of foundational legal tools, terminology, and institutional frameworks, while crucially also providing students with a wide range of important critical resources to reflexively evaluate and challenge these same tools, terminology and frameworks.

Students that complete the BA Honours Law with the proposed concentration will be exceptionally well-positioned to pursue graduate or professional qualifications (e.g. law school), as well as a range of diverse career paths including law enforcement, governmental policy work in the area of criminal law, correction services, non-profit and community-based organization groups operating within the field of the criminal justice, victim advocacy, restorative justice, court supports, etc.

In recent years the acute failures of the criminal justice system – especially in its encounters with Indigenous, and other marginalized or racialized individuals and communities – have become more widely acknowledged and condemned. Calls to reform core aspects and operations within criminal law and the criminal justice system are heard more loudly and frequently. Graduates with this concentration are well positioned to be important players in these new reform initiatives.

Student Demand

The absence of a “criminal law concentration” is regularly highlighted by existing students in advising appointments with departmental advisors and is frequently identified as a “gap” in the department’s concentrations by prospective students at recruiting events.

Presently, **27%** of all second-year BA Honours Law students elect to take both core 2000-level credits that will comprise the proposed concentration (LAWS 2301 - Criminal Justice System and LAWS 2302 - Criminal Law) and the 3000- and 4000-level credits that will be included are some of the department’s most consistently full course offerings.

Just over **30%** of the topics of Honours Research Papers undertaken in the department over the last 5 years reflect a focus on some aspect of criminal law and criminal justice issues. **40%** of all Service Placements undertaken in this period reflect this focus, as well.

Expanding concentration options in the BA Honours Law, and specifically offering a concentration focused on criminal law, also distinguishes Carleton from other universities offering similar “legal studies” or “law and society” programs in Ontario and across Canada. Competing BA Honours programs in “legal studies” or “law and society”, such as those offered by the Universities of Waterloo, Laurier, McMaster, and York, do not offer formal specializations or concentration options within their undergraduate programs. Only Laurentian University and the Ontario Tech University (OTU) offer “specializations”, with Laurentian offering a narrower BA in Criminal Justice (alongside their BA in Law and Justice) and OTU offering a BA Legal Studies with specializations in Human Rights, Alternative Dispute Resolution, and Information Law. The addition of this proposed concentration to the BA Honours Law will be a major competitive advantage to attract prospective students to Carleton. The new concentration will also allow our program to more effectively compete against Criminology programs that have positioned themselves as also engaging in “legal studies”, such as the Department of Criminology and Socio-Legal Studies at the University of Toronto.

Resources

As the proposed concentration effectively draws on existing departmental strengths, no new resources are required to support this proposal. The new concentration is well-supported by existing administrative resources, comprehensive course offerings, and the research and teaching focus of a significant number of the department’s junior and senior faculty.

The proposed structure of the concentration and the fact that the concentration effectively “packages” regularly offered and well-subscribed courses, means that the department retains a high degree of flexibility in determining yearly course offering to support the concentration.

A significant portion of BA Honours Law students already elect to pursue one of the department’s existing concentrations, administrative staff are well acquainted with these structures and able to meet any new administrative or advising demands from students seeking to enroll or navigate the new concentration.

The proposal will have no new library, equipment, space, or graduate student funding implications.

Program Change Request

New Program Proposal

Date Submitted: 07/24/23 8:54 am

Viewing: **TBD-2222 : Law with Concentration in Criminal Law and Social Order B.A. Honours**

Last edit: 10/10/23 9:23 am

Last modified by: sarahcleary

[Changes proposed by: sarahcleary](#)

In Workflow

1. CalEditor
2. LAWS ChairDir UG
3. PA Dean
4. PA FCC
5. PA FBoard
6. PRE SCCASP
7. SCCASP
8. SQAPC
9. Senate
10. PRE CalEditor
11. CalEditor

Approval Path

1. 06/22/23 10:04 am
Zeina Bou-Zeid
(zeinabouzeid):
Approved for LAWS
ChairDir UG
2. 07/24/23 8:43 am
Natalie Phelan
(nataliephelan):
Rollback to Initiator
3. 07/24/23 8:57 am
Natalie Phelan
(nataliephelan):
Approved for CalEditor
4. 07/28/23 2:27 pm
Zeina Bou-Zeid
(zeinabouzeid):
Approved for LAWS
ChairDir UG
5. 09/12/23 2:53 pm
Vandna Bhatia
(vandnabhatia):
Approved for PA Dean
6. 10/05/23 1:25 pm
Vandna Bhatia
(vandnabhatia):
Rollback to LAWS
ChairDir UG for PA
FCC
7. 10/10/23 2:29 pm
Zeina Bou-Zeid
(zeinabouzeid):
Approved for LAWS
ChairDir UG
8. 10/10/23 2:46 pm
Vandna Bhatia
(vandnabhatia):
Approved for PA Dean

| | |
|----------------|--|
| Effective Date | 2024-25 |
| Workflow | majormod |
| Program Code | TBD-2222 |
| Level | Undergraduate |
| Faculty | Faculty of Public Affairs |
| Academic Unit | Department of Law and Legal Studies |
| Degree | |
| Title | Law with Concentration in Criminal Law and Social Order B.A. Honours |

Program Requirements

Law with Concentration in Criminal Law and Social Order B.A. Honours (20.0 credits)

Continuation in this concentration requires a minimum CGPA of 6.50 over credits in the concentration. The courses defining the Concentration in Law and Social Order are those in **Items 2, 7, 8, 9** below.

A. Credits Included in the Major CGPA (9.5 credits)

| | | |
|---|--|-----|
| 1. 1.0 credit in: | | 1.0 |
| LAWS 1001 [0.5] | Introduction to Legal Studies 1 | |
| LAWS 1002 [0.5] | Introduction to Legal Studies 2 | |
| 2. 1.0 credit in: | | 1.0 |
| LAWS 2301 [0.5] | Criminal Justice System | |
| LAWS 2302 [0.5] | Criminal Law | |
| 3. 0.5 credits from: | | 0.5 |
| LAWS 2201 [0.5] | Persons and Property | |
| LAWS 2202 [0.5] | Obligations | |
| 4. 0.5 credit from: | | 0.5 |
| LAWS 2501 [0.5] | Law, State and Constitution | |
| LAWS 2502 [0.5] | Law, State and Citizen | |
| 5. 0.5 credit from: | | 0.5 |
| LAWS 2105 [0.5] | Social Justice and Human Rights | |
| LAWS 2601 [0.5] | Public International Law | |
| (or 0.5 credit from Items 3-4 not already used to fulfil those items) | | |
| 6. 1.0 credit in: | | 1.0 |
| LAWS 2908 [0.5] | Methodological Approaches in Legal Studies 1 | |
| LAWS 3908 [0.5] | Methodological Approaches in Legal Studies 2 | |
| 7. 1.5 credits from: | | 1.5 |
| LAWS 3306 [0.5] | Crime, Law, Process and Politics | |
| LAWS 3305 [0.5] | Crime and State in History | |
| or LAWS 3308 [0.5] | Punishment and the Law | |
| LAWS 4305 [0.5] | Criminal Justice Reform | |
| or LAWS 4308 [0.5] | Sentencing | |
| or LAWS 4504 [0.5] | Indigenous Criminal Justice | |

| | | |
|--|--|------|
| 8. 1.5 credits from: | | 1.5 |
| LAWS 3209 [0.5] | Canadian Correctional Policies in Historical Perspective | |
| LAWS 3305 [0.5] | Crime and State in History (if not used above) | |
| LAWS 3307 [0.5] | Youth and Criminal Law | |
| LAWS 3308 [0.5] | Punishment and the Law (if not used above) | |
| LAWS 3309 [0.0] | Public and Private Policing | |
| LAWS 3310 [0.0] | Race and Law | |
| 9. 1.0 credits from: | | 1.0 |
| LAWS 4106 [0.5] | Law and Violence | |
| LAWS 4302 [0.5] | Regulation of Corporate Crime | |
| LAWS 4303 [0.5] | Drugs, The User and The State | |
| LAWS 4304 [0.5] | Policing and Social Surveillance | |
| LAWS 4305 [0.5] | Criminal Justice Reform (if not used above) | |
| LAWS 4306 [0.5] | Selected Topics in Criminal Law Issues | |
| LAWS 4307 [0.5] | Medical Criminal Law Issues | |
| LAWS 4308 [0.5] | Sentencing (if not used above) | |
| LAWS 4309 [0.5] | State Security and Dissent | |
| LAWS 4311 [0.5] | Human Rights in Canadian Prisons | |
| LAWS 4504 [0.5] | Indigenous Criminal Justice (if not used above) | |
| LAWS 4702 [0.5] | Special Topic in Criminal Justice and Social Policy | |
| LAWS 4802 [0.5] | Criminal Jury Trials | |
| LAWS 4901 [0.5] | Tutorial in Law | |
| LAWS 4902 [0.5] | Tutorial in Law | |
| LAWS 4908 [1.0] | Honours Paper | |
| 10. 0.5 credit in LAWS at the 3000-level or above | | 0.5 |
| 11. 0.5 credit in LAWS at the 4000-level or above | | 0.5 |
| B. Credits Not Included in the Major CGPA (10.5 credits) | | |
| 12. 8.0 credits in electives not in LAWS | | 8.0 |
| 13. 2.5 credits in free electives | | 2.5 |
| Total Credits | | 20.0 |

Notes:

1. Students who count [LAWS 4901](#), [LAWS 4902](#) or [LAWS 4908](#) [1.0] toward the requirements of Item 9 above must complete an approved topic related to the theme of the Concentration.
2. Students completing the B.A. (Honours) in Law with a Concentration in Criminal Law and Social Order are encouraged, but not required, to consider completing a Minor in another discipline (e.g. Political Science) to broaden their exposure to that discipline.
3. The Concentration in Criminal Law and Social Order is not available to students in the Law B.A. program.

| | |
|---------------|---|
| New Resources | No New Resources |
| Summary | Establishing a new concentration in Criminal Law and Social Order. |
| Rationale | A Concentration in Criminal Law and Social Order would address existing and prospective student demand for a program concentration and showcase the existing depth of the department's research and teaching expertise in this area. Concentrations are a very popular option within the Honours program (i.e. over 44% of all BA Honours Law students elect to register in one of the existing concentrations). Presently, 27% of all second-year BA Honours Law students elect to take both core 2000-level credits that will comprise the proposed concentration (LAWS 2301 - Criminal Justice System and LAWS 2302 - Criminal Law) and the 3000- and 4000-level credits that will be included are some of the department's most consistently full course offerings. The absence of a "criminal law concentration" is regularly highlighted by existing students in advising appointments with departmental advisors and also frequently identified as a |

“gap” in the department’s concentrations by prospective students at recruiting events. We anticipate the addition of this concentration will address this demand, improve retention within the program and greatly assist in recruiting new students. Expanding the concentration options in the BA Honours Law distinguishes Carleton from other universities offering similar “legal studies” or “law and society” programs in Ontario and across Canada. Competing BA Honours programs in “legal studies” or “law and society”, such as those offered by the Universities of Waterloo, Laurier, McMaster, and York, do not offer formal specializations or concentration options within their undergraduate programs. The addition of this proposed concentration to the BA Honours Law will be a major competitive advantage to attract prospective students to Carleton. The new concentration will also allow our program to more effectively compete against Criminology programs that have positioned themselves as also engaging in “legal studies”, such as the Department of Criminology and Socio-Legal Studies at the University of Toronto. The concentration may attract a small number of students that might otherwise enroll in the BA CCJ. Presently CCJ students can complete their degree with a concentration in Law. The proposed concentration in Criminal Law and Social Order may attract some BA Honours CCJ with a Concentration in Law students who wish to prioritize the study of law as the primary focus of their degree, whilst still concentrating their studies in the area of criminal law and criminal justice. Because this concentration recognizes and promote existing core strengths within the department, no new departmental resources are required.

Transition/Implementation An advising and communications plan will take place to communicate this new option to current and prospective students.

Program reviewer comments

nataliephelan (07/24/23 8:43 am): Rollback: For correction, as requested.
vandnabhatia (10/05/23 1:22 pm): The concentration name was changed to remove 'criminalization' from the title, as per email from S. Tasson (LAWS) on October 5, 2023.
vandnabhatia (10/05/23 1:25 pm): Rollback: Please resubmit with new name in the proposal title.
sarahcleary (10/10/23 9:23 am): Updated the title to be Criminal Law and Social Order as per rollback from V. Bhatia.

Key: 2222

Program Change Request

New Program Proposal

Date Submitted: 07/20/23 7:47 am

Viewing: **TBD-2224 : Law with Concentration in Criminal Law and Social Order B.A. Combined Honours**

Last edit: 10/10/23 9:21 am

Last modified by: sarahcleary

[Changes proposed by: sarahcleary](#)

In Workflow

1. CalEditor
2. LAWS ChairDir UG
3. PA Dean
4. PA FCC
5. PA FBoard
6. PRE SCCASP
7. SCCASP
8. SQAPC
9. Senate
10. PRE CalEditor
11. CalEditor

Approval Path

1. 07/20/23 2:37 pm
Natalie Phelan
(nataliephelan):
Approved for CalEditor
2. 07/28/23 2:27 pm
Zeina Bou-Zeid
(zeinabouzeid):
Approved for LAWS
ChairDir UG
3. 09/12/23 2:53 pm
Vandna Bhatia
(vandnabhatia):
Approved for PA Dean
4. 10/05/23 1:26 pm
Vandna Bhatia
(vandnabhatia):
Rollback to LAWS
ChairDir UG for PA
FCC
5. 10/10/23 2:29 pm
Zeina Bou-Zeid
(zeinabouzeid):
Approved for LAWS
ChairDir UG
6. 10/10/23 2:45 pm
Vandna Bhatia
(vandnabhatia):
Approved for PA Dean

| | |
|----------------|---------------|
| Effective Date | 2024-25 |
| Workflow | majormod |
| Program Code | TBD-2224 |
| Level | Undergraduate |

| | |
|---------------|---|
| Faculty | Faculty of Public Affairs |
| Academic Unit | Department of Law and Legal Studies |
| Degree | |
| Title | Law with Concentration in Criminal Law and Social Order B.A. Combined Honours |

Program Requirements

Law with Concentration in Criminal Law and Social Order B.A. Combined Honours (20.0 credits)

Continuation in this concentration requires a minimum CGPA of 6.50 over credits in the concentration. The courses defining the Concentration in Law and Social Order are those in **Items 2, 7, 8** below.

A. Credits Included in the Major CGPA (8.0 credits)

| | | |
|---|--|-----|
| 1. 1.0 credit in: | | 1.0 |
| LAWS 1001 [0.5] | Introduction to Legal Studies 1 | |
| LAWS 1002 [0.5] | Introduction to Legal Studies 2 | |
| 2. 1.0 credit in: | | 1.0 |
| LAWS 2301 [0.5] | Criminal Justice System | |
| LAWS 2302 [0.5] | Criminal Law | |
| 3. 0.5 credits from: | | 0.5 |
| LAWS 2201 [0.5] | Persons and Property | |
| LAWS 2202 [0.5] | Obligations | |
| 4. 0.5 credit from: | | 0.5 |
| LAWS 2501 [0.5] | Law, State and Constitution | |
| LAWS 2502 [0.5] | Law, State and Citizen | |
| 5. 0.5 credit from: | | 0.5 |
| LAWS 2105 [0.5] | Social Justice and Human Rights | |
| LAWS 2601 [0.5] | Public International Law | |
| (or 0.5 credit from Items 3-4 not already used to fulfil those items) | | |
| 6. 1.0 credit in: | | 1.0 |
| LAWS 2908 [0.5] | Methodological Approaches in Legal Studies 1 | |
| LAWS 3908 [0.5] | Methodological Approaches in Legal Studies 2 | |
| 7. 1.5 credits from: | | 1.5 |
| LAWS 3306 [0.5] | Crime, Law, Process and Politics | |
| LAWS 3305 [0.5] | Crime and State in History | |
| or LAWS 3308 [0.5] | Punishment and the Law | |
| LAWS 4305 [0.5] | Criminal Justice Reform | |
| or LAWS 4308 [0.5] | Sentencing | |
| or LAWS 4504 [0.5] | Indigenous Criminal Justice | |
| 8. 1.5 credits from: | | 1.5 |
| LAWS 4106 [0.5] | Law and Violence | |
| LAWS 4302 [0.5] | Regulation of Corporate Crime | |
| LAWS 4303 [0.5] | Drugs, The User and The State | |
| LAWS 4304 [0.5] | Policing and Social Surveillance | |
| LAWS 4305 [0.5] | Criminal Justice Reform (if not used above) | |
| LAWS 4306 [0.5] | Selected Topics in Criminal Law Issues | |

| | | |
|---|---|------|
| LAWS 4307 [0.5] | Medical Criminal Law Issues | |
| LAWS 4308 [0.5] | Sentencing | |
| LAWS 4309 [0.5] | State Security and Dissent | |
| LAWS 4311 [0.5] | Human Rights in Canadian Prisons | |
| LAWS 4504 [0.5] | Indigenous Criminal Justice | |
| LAWS 4702 [0.5] | Special Topic in Criminal Justice and Social Policy | |
| LAWS 4802 [0.5] | Criminal Jury Trials | |
| LAWS 4901 [0.5] | Tutorial in Law | |
| LAWS 4902 [0.5] | Tutorial in Law | |
| LAWS 4908 [1.0] | Honours Paper | |
| 9. 0.5 credit in LAWS at the 3000-level or above | | 0.5 |
| B. Additional Requirements (12.0 credits) | | 12.0 |
| 10. The requirements for the other discipline must be satisfied | | |
| 11. Sufficient free electives to make up 20.0 credits total for the program | | |
| Total Credits | | 20.0 |

Notes:

1. Students who count [LAWS 4901](#), [LAWS 4902](#) or [LAWS 4908](#) [1.0] toward the requirements of Item 8 above must complete an approved topic related to the theme of the Concentration.
2. Where the Combined Honours is with the School of Journalism and Communication, the degree awarded will be the Bachelor of Journalism with Law with a Concentration in Criminal Law and Social Order. Students are directed to the regulations of the [Bachelor of Journalism](#) in this Calendar.

| | |
|---------------|--|
| New Resources | No New Resources |
| Summary | <p>Establishing a new combined honours concentration in Criminal Law and Social Order.</p> <p>A Concentration in Criminal Law and Social Order would address existing and prospective student demand for a program concentration and showcase the existing depth of the department's research and teaching expertise in this area. Concentrations are a very popular option within the Honours program (i.e. over 44% of all BA Honours Law students elect to register in one of the existing concentrations). Presently, 27% of all second-year BA Honours Law students elect to take both core 2000-level credits that will comprise the proposed concentration (LAWS 2301 - Criminal Justice System and LAWS 2302 - Criminal Law) and the 3000- and 4000-level credits that will be included are some of the department's most consistently full course offerings. The absence of a "criminal law concentration" is regularly highlighted by existing students in advising appointments with departmental advisors and also frequently identified as a "gap" in the department's concentrations by prospective students at recruiting events. We anticipate the addition of this concentration will address this demand, improve retention within the program and greatly assist in recruiting new students. Expanding the concentration options in the BA Honours Law distinguishes Carleton from other universities offering similar "legal studies" or "law and society" programs in Ontario and across Canada. Competing BA Honours programs in "legal studies" or "law and society", such as those offered by the Universities of Waterloo, Laurier, McMaster, and York, do not offer formal specializations or concentration options within their undergraduate programs. The addition of this proposed concentration to the BA Honours Law will be a major competitive advantage to attract prospective students to Carleton. The new concentration will also allow our program to more effectively compete against Criminology programs that have positioned themselves as also engaging in "legal studies", such as the Department of Criminology and Socio-Legal Studies at the University of Toronto. The concentration may attract a small number of students that might otherwise enroll in the BA CCJ. Presently CCJ students can complete their degree with a concentration in Law. The proposed concentration in Criminal Law and Social Order may attract some BA Honours CCJ with a Concentration in Law students who wish to prioritize the study of law</p> |
| Rationale | |

November 27, 2023

APCC Report to FPA Faculty Board

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as the primary focus of their degree, whilst still concentrating their studies in the area of criminal law and criminal justice. Because this concentration recognizes and promote existing core strengths within the department, no new departmental resources are required.

Transition/Implementation An advising and communications plan will take place to communicate this new option to current and prospective students.

Program reviewer comments

nataliephelan (07/20/23 1:07 pm): Minor wording changes to item 10 and note 2, for consistency.

vandnabhatia (10/05/23 1:19 pm): The concentration name was changed to remove 'criminalization' from the title, as per email guidance from S. Tasson (LAWS) on October 5.

vandnabhatia (10/05/23 1:26 pm): Rollback: Please resubmit with new concentration name in the title.

sarahcleary (10/10/23 9:21 am): Updated the title to be Criminal Law and Social Order as per rollback from V. Bhatia.

Key: 2224

Course Change Request

New Course Proposal

Date Submitted: 09/14/23 2:07 pm

Viewing: **MPAD 4906 : Capstone Projects: Translational Approach to Indigenous Community Wellness**

Last edit: 10/02/23 11:25 am

[Changes proposed by: krysiakotarba](#)

In Workflow

1. JOUR ChairDir UG
2. PA FCC
3. PA FBoard
4. PRE SCCASP
5. SCCASP
6. SQAPC
7. Senate
8. PRE CalEditor
9. Banner

Approval Path

1. 09/25/23 12:20 pm
Allan Thompson
(allanthompson):
Approved for JOUR
ChairDir UG

| | |
|-----------------------------------|--|
| Effective Date | 2024-25 |
| Workflow | majormod |
| New Resources | No New Resources |
| Level | Undergraduate |
| Course Code | MPAD |
| Course Number | 4906 |
| Title | Capstone Projects: Translational Approach to Indigenous Community Wellness |
| Title (short) | Indigenous Community Wellness |
| Faculty | Faculty of Public Affairs |
| Academic Unit | School of Journalism and Communication (JOUR) |
| Credit Value | 1.0 |
| Special/Selected Topics | Not Applicable |
| Significant Experiential Learning | Field Experience |

| | |
|--------------------------|---|
| Course Description | This course involves co-developing an Indigenous community-led process or product that addresses a current and specific mental health issue with students from other departments at Carleton University. Involves working in interdisciplinary groups with a community partner. This course may be taken instead of MPAD 4000. |
| Prerequisite(s) | MPAD 2002, MPAD 3003, ITEC 2100, ITEC 2400 and fourth-year standing in the Bachelor of Media production and Design program. |
| Class Format | Seminars or workshops three hours a week. A field trip to the partner community is typically required. |
| Precluded Courses | |
| Also listed as | NEUR 4906 |
| Piggybacked Courses | |
| Grade Mode | Standard Letter Grade |
| Schedule Type | *Capstone Other *May constitute a major modification under Carleton's IQAP. Please consult https://carleton.ca/viceprovost/major-minor-modifications/ for more details. |
| Unpaid Placement | No |
| Summary | We are looking to allow students to take NEUR 4906 Translational Approach to Indigenous Community Wellness instead of taking MPAD 4000: Capstone Projects, as their final thesis capstone course. This would be a very limited enrollment ie. 8 students (this is because there are students from BIOLOGY, NEUR, and ENVIRONMENTAL SCIENCES also taking the course and it must be manageable for all). Essentially, instead of working in groups in MPAD 4000, two groups would work within this course. |
| Rationale for new course | Students in MPAD 4000 have had the option of working with Indigenous communities, alongside students in Neuroscience and Biology since 2021 by informally taking NEUR 4906 as a course, because their professor Dr. McKnight teaches MPAD 4000 and works alongside colleagues involved with the Indigenous youth storytelling project. This has been made possible since Dr. McKnight is a course coordinator for NEUR 4906 and has been able to support their students in their projects. However, because of the work load that is required to learn how to ethically and care-fully engage with Indigenous communities, students who are registered in MPAD 4000 and who take this route for their final capstone project, do extra work than other students. They do so by doing extra training, participate in workshops and guest speakers that go beyond MPAD 4000. By allowing students to take NEUR 4906 through a MPAD course code, they will be able to work with communities, complete a capstone project, without needing to take both courses (NEUR 4906 informally) at once. This gives students the rare and exceptional opportunity to work with communities while also completing their degree requirements. The design of NEUR 4906 works in tandem with the requirements of MPAD 4000. Students will be required to work with groups with an organization, work on project management, produce a portfolio, tell a story, and create a multi-media project that will be exhibited to their peers and communities in April. |
| Course reviewer comments | nataliephelan (10/02/23 11:25 am): Changed to majormod workflow, new capstone. |



MOTION to Amend the FPA Constitution

Presented to FPA Faculty Board

November 27, 2023

THAT FPA Faculty Board approve the amendments to the April 2023 version of the FPA Constitution as summarized below and detailed in the attached memorandum.

Substantive Revisions

| | Section | Description |
|----|--|--|
| 1. | Section I | Addition of a new Clause (I.5), specifying the responsibilities of Faculty Board. |
| 2. | Section III ("Committees") | Revision to the Executive, Undergraduate and Graduate Curriculum Committee memberships (Clause III.1.i(b) and (c), III.2.i, and III.3.i) to reflect proposed new procedures for selecting student members. |
| 3. | Section III ("Committees") | Deletion of Clause III.7 ("The Public Affairs Research Centre (PARC) Committee"). |
| 4. | Section III ("Committees") | Addition of a new Clause (III.9), clarifying <i>ex officio</i> membership on committees. |
| 5. | Section IV ("Joint Committee on Admissions and Studies") | Revisions to align with current practice. |
| 6. | Section V ("The Joint BA Curriculum Committee") | Deletion of Section V. |
| 7. | Renumbered Section V ("Elections") | Addition of a new Clause (V.2.iv) to clarify the student selection procedures. |

Editorial/Presentational Revisions

| | Section | Description |
|----|----------------------------|---|
| 1. | Section III ("Committees") | Revision to Clause III.1.ii(c) to clarify the responsibilities of the Faculty Board Executive Committee: Specifically, the word "approves" is being replaced with "affirms", since neither Faculty Board nor Executive Committee actually "approves" graduation lists |

| | | |
|----|----------------------------|---|
| | | – they merely “scrutinize and affirm” the lists provided by the Registrar and recommend that they be approved by Senate. |
| 2. | Section III (“Committees”) | Revision to Clause III.2.i(b), and III.3.i(b) to clarify the Associate Dean membership on the Undergraduate and Graduate Curriculum Committees: Specifically, the word “academic” is being added to clarify that the Associate Dean sitting on those committees is one with responsibility specifically for undergraduate and graduate <i>academic</i> affairs, respectively. |
| 3. | Section III (“Committees”) | Revision to Clause III.2.i(d) and III.3.i(d) to clarify that the <i>ex officio</i> registrarial representatives on the Undergraduate and Graduate Curriculum Committees are non-voting members, as per past and current practice. |
| 4. | All Sections | Reformatting, re-ordering, and re-numbering of sections/clauses and addition of descriptive headings for purposes of clarity and consistency of presentation. |

October 26, 2023

To: Voting Members of FPA Faculty Board

From: David Mendeloff, Interim Faculty Board Secretary and Chair, FPA Faculty Board Executive Committee

Re: Proposed revisions to the FPA Constitution

At the request of FPA Faculty Board at its meeting of April 6, 2023, the Faculty Board Executive Committee established an ad hoc committee to review the process for electing student representatives to FPA Faculty Board committees and to bring forward any constitutional amendments for consideration. The chair of the ad hoc committee presented a report and recommendations at the October 16, 2023 Faculty Board meeting. I am now circulating the proposed constitutional revisions that follow from that report and the feedback received.

In addition, Faculty Board Executive has taken the opportunity to review the entire constitution for clarity, consistency, and alignment with current practice. This was last done in 2011. As a result, we are also proposing a number of amendments, both substantive and editorial/presentational.

Below is a summary table of the proposed revisions, followed by a more detailed explanation of and rationale for the substantive changes. A tracked-change version of the Constitution is appended to this memo. A “clean” revised version has been circulated by email along with this notice.

Note that the constitutional revisions approved by Faculty Board at the April meeting are still under review by the Senate Academic Governance Committee (SAGC) and have not yet been approved by Senate. Technically, our “old” Constitution (2019 version) is still in effect. The revisions being proposed here are to the latest April 2023 version.

Summary of Proposed Revisions

Substantive Revisions

| | Section | Description |
|----|----------------------------|--|
| 1. | Section I | Addition of a new Clause (I.5), specifying the responsibilities of Faculty Board. |
| 2. | Section III (“Committees”) | Revision to the Executive, Undergraduate and Graduate Curriculum Committee memberships (Clause III.1.i(b) and (c), III.2.i, and III.3.i) to reflect proposed new procedures for selecting student members. |
| 3. | Section III (“Committees”) | Deletion of Clause III.7 (“The Public Affairs Research Centre (PARC) Committee”). |
| 4. | Section III (“Committees”) | Addition of a new Clause (III.9), clarifying <i>ex officio</i> membership on committees. |

| | | |
|----|--|--|
| 5. | Section IV (“Joint Committee on Admissions and Studies”) | Revisions to align with current practice. |
| 6. | Section V (“The Joint BA Curriculum Committee”) | Deletion of entire section. |
| 7. | Renumbered Section V (“Elections”) | Addition of a new Clause (V.2.iv) to clarify the student selection procedures. |

Editorial/Presentational Revisions

| | Section | Description |
|----|----------------------------|--|
| 1. | Section III (“Committees”) | Revision to Clause III.1.ii(c) to clarify the responsibilities of the Faculty Board Executive Committee: Specifically, the word “approves” is being replaced with “affirms”, since neither Faculty Board nor Executive Committee actually “approves” graduation lists – they merely “scrutinize and affirm” the lists provided by the Registrar and recommend that they be approved by Senate. |
| 2. | Section III (“Committees”) | Revision to Clause III.2.i(b), and III.3.i(b) to clarify the Associate Dean membership on the Undergraduate and Graduate Curriculum Committees: Specifically, the word “academic” is being added to clarify that the Associate Dean sitting on those committees is one with responsibility specifically for undergraduate and graduate <i>academic</i> affairs, respectively. |
| 3. | Section III (“Committees”) | Revision to Clause III.2.i(d) and III.3.i(d) to clarify that the <i>ex officio</i> registrarial representatives on the Undergraduate and Graduate Curriculum Committees are non-voting members, as per past and current practice. |
| 4. | All Sections | Reformatting, re-ordering, and re-numbering of sections/clauses and addition of descriptive headings for purposes of clarity and consistency of presentation. |

Detailed Explanation of Substantive Revisions

1. In Section I: addition of new Clause (I.5), specifying the responsibilities of Faculty Board.

Surprisingly, our constitution makes no direct reference to the functions and responsibilities of Faculty Board. Such a clause exists in other Faculty constitutions. We are proposing the addition of a new Clause (I.5) that makes explicit the responsibilities of Faculty Board that have up to now been largely implicit. These responsibilities reflect current practice, and are aligned with responsibilities of other Faculty Boards (the language proposed here was adapted from the [FASS Faculty Board Constitution](#)).

- 2. In Section III (“Committees”): revision to the Executive, Undergraduate and Graduate Curriculum Committee memberships (Clause III.1.i(b) and (c), III.2.i, and III.3.i) to reflect proposed new procedures for selecting student members.**

The Ad Hoc Committee on Student Representation recommended that student members of Faculty Board committees be selected by FPA students, rather than elected by Faculty Board. In the ad hoc committee’s report that was shared with Faculty Board last month, it was recommended that these positions default to the executive officers of the official student governance bodies (CASG and GSA).

After circulating the report, we received additional feedback from CASG, which noted that executive officers are elected by all Carleton students, and not exclusively by FPA students, so an FPA student elected as an executive officer may not necessarily have been elected by a majority of FPA students. As such, they asked that we simply leave the selection process up to the student government bodies, rather than designate *ex officio* positions. The GSA President concurred.

The proposed amendments (Clause III.1.i(b) and (c), III.2.i, and III.3.i) now specify that the student members of the Executive, Undergraduate and Graduate Curriculum Committees shall be selected by the official student government bodies. A new Clause (V.2.iv) clarifies that student members, unless otherwise stated, “shall be elected or appointed by the appropriate official student government body...according to its own procedures.”

- 3. In Section III (“Committees”): deletion of Clause III.7 (“The Public Affairs Research Centre (PARC) Committee”).**

The Public Affairs Research Centre (PARC) Committee has not met for many years and is essentially defunct. After consulting with the Associate Dean (Research and Graduate), it was agreed that there is little value in maintaining it as a standing committee of Faculty Board. We are proposing that it be removed from the Constitution.

- 4. In Section III (“Committees”): addition of a new Clause (III.9), clarifying ex officio membership on committees.**

An *ex officio* committee member is a member by virtue of holding another office or position, rather than through an election or appointment. Unless otherwise indicated in bylaws, *ex officio* members enjoy the same responsibilities, privileges and voting rights as elected members. This has not always been understood and was not always reflected clearly in our Constitution. We have proposed a new Clause (III.9) that clarifies this.

In addition, we have identified two references to *ex officio* positions that are non-voting, as per current practice, but were not indicated as such in the Constitution: the registrarial representatives on the Undergraduate and Graduate Curriculum Committees. Clauses III.2.i(d) and III.3.i(d) have now been revised to reflect current practice.

- 5. In Section IV (“Joint Committee on Admissions and Studies”): revisions to align with current practice.**

The Joint Committee on Admissions and Studies (JCAS) is the body that reviews applications for readmission to FPA or FASS degree programs after suspension, required withdrawal, or debarment. It is also an appeals body on matters pertaining to academic progression in and graduation from FPA and FASS degree programs. It normally meets monthly or when needed.

It was unclear whether the description of the committee, as stated in Section IV of the Constitution, accurately reflected current practice. Though it has a reporting requirement, neither FASS nor FPA Faculty Board has received any communication from the committee for many years. As such, the FASS Associate Dean (Faculty Affairs) and I met with the Director of Admissions to review the structure and operation of the committee. We have now revised the language to better align it with current practice.

In addition, we have proposed tightening up the requirements for recording committee deliberations and reporting to Faculty Board. We have also proposed relaxing the requirement for the Committee to appoint two co-chairs – one from each Faculty – in favour of alternating the position between Faculties every other year. We have also proposed removing the requirement to have each Faculty Board Executive approve the selection of committee chair.

6. Deletion of Section V (“The Joint BA Curriculum Committee”).

The Joint BA Curriculum Committee is an historical holdover from when FPA (then PAM) was created and there was some concern about having the BA split across the two Faculties. That concern has proven to be unwarranted. Indeed, the committee has not met in many years and the current and longstanding practice, in which each Faculty runs its own curriculum committee that reviews its own BA programs, works effectively. We are proposing that this committee be removed from the Constitution.

7. In new Section V (“Elections”): Added a new Clause (V.2.iv) to clarify the student selection procedures.

See item 2 above.

**CONSTITUTION OF THE
FACULTY OF PUBLIC AFFAIRS
OF
CARLETON UNIVERSITY**

The Faculty of Public Affairs brings together academic units to address the structures, processes, policies and interactions of the private, governmental and non-profit/volunteer sectors of civic society. The composition of the Faculty explicitly reflects Carleton’s belief that public discourse about the issues facing Canada and the world is an integral part of building a strong society. Dedicated to the highest quality of teaching and research, both domestically and internationally, the Faculty supports individual, collaborative, disciplinary and multidisciplinary scholarship. It teaches new generations of students whose knowledge and skills will contribute to advancing public discourse and action. Taking advantage of its location in the nation's capital, the Faculty offers its expertise to governments at all levels, to organized groups, and to the community at large. Its goal is to reach beyond the campus and encourage students and faculty to learn from, and contribute to, public life in Canada and worldwide.

**I
FACULTY AND FACULTY BOARD**

- I.1 There shall be a unit of Carleton University called the *Faculty of Public Affairs*.
- I.2 The following departments, schools and institutes (hereinafter called “sub-units”) shall form the Faculty of Public Affairs: Department of Economics; Department of Law and Legal Studies; Department of Political Science; Institute of Criminology and Criminal Justice; Institute of European, Russian and Eurasian Studies; Institute of Political Economy; Institute of African Studies; Norman Paterson School of International Affairs; School of Journalism and Communication; School of Public Policy and Administration; School of Social Work; Arthur Kroeger College of Public Affairs; and such other sub-units as may be approved by the University and accepted by Faculty Board.
- I.3 The plenary organ of the Faculty shall be the Public Affairs Faculty Board (“Faculty Board”).

I.4 Faculty Board Membership

- i.** ~~I.3~~ Faculty Board shall consist of: the Dean, all professors, associate professors, assistant professors, full-time lecturers and instructors in all sub-units of the Faculty, and all student representatives elected to the Board of all sub-units in the Faculty in accordance with the provisions of the document known as the Academic Governance of the University (the “AGU”), all as voting members.
- ii.** There shall be one representative from each of the Faculty of Science, the Faculty of Engineering and Design, the Faculty of Arts and Social Sciences, the

Sprott School of Business and the Faculty of Graduate Studies and Postdoctoral Affairs, all as voting members.

- iii. Faculty Board may invite representatives of other units and sub-units of the University to attend and participate in meetings of Faculty Board on such terms as Faculty Board may determine.
- iv. The President of the University, the Vice-President (Academic) and Provost, the Vice-President (Research and International), the Dean of Graduate Studies and Postdoctoral Affairs, the Clerk of Senate and the University Registrar shall serve as non-voting members of Faculty Board.

I.5 Faculty Board Responsibilities

Unless otherwise determined by Senate, the Faculty Board shall:

- i. consider and determine all courses of study for all degree, certificate, and diploma programs administered by the sub-units constituting the Faculty of Public Affairs as listed in I.2, for recommendation for approval by the Senate;
- ii. recommend to the Senate the establishment, deletion or administrative reorganization of Centres, Colleges, Committees, Departments, Institutes, Offices and Schools, Chairs, or courses of instruction within the purview of the Faculty;
- iii. receive and consider recommendations respecting academic matters from the sub-units constituting the Faculty of Public Affairs as listed in I.2;
- iv. review and make recommendations to the Senate concerning general or Faculty regulations in the Calendar, specifically those governing admission, registration, examinations, academic standing, continuation, probation and graduation as they affect the degree, certificate, and diploma programs administered by the sub-units constituting the Faculty of Public Affairs as listed in I.2;
- v. recommend to the Senate the granting of degrees, certificates and diplomas that fall within its purview.
- vi. make such recommendations to the Dean of the Faculty or to the Senate as the Board may deem proper for achieving the objects and purposes of the University.

I.6 Faculty Board Meetings

- i. I.4 Except as may otherwise be determined by Faculty Board, meetings of Faculty Board shall be open to all members of the Carleton University

community. Faculty Board may, on 48 hours notice, close a meeting to any or all categories of spectators in accordance with the provisions of the AGU document. Student members of Faculty Board shall not participate in meetings or parts of meetings in which individual student cases are discussed.

- ii. ~~I.5~~ The Board shall meet at the call of its Executive or within 15 working days of the written request of 12 of its voting members.
- iii. ~~I.6~~ A quorum at all meetings of Faculty Board shall consist of 15 voting members of Faculty Board including at least one member from at least 5 sub-units, provided that at least 51% of those in attendance at any meeting of Faculty Board shall be faculty members of sub-units in the Faculty as identified in Clause I.2 above.
- iv. ~~I.7~~ By October 1 of each year, the Committee of Chairs and Directors will provide to the Secretary of Faculty Board a list of two members of each sub-unit who have been given as part of their normal duties attendance at Faculty Board Meetings.
- v. ~~I.8~~ Meetings of Faculty Board shall be conducted in accordance with Robert's Rules of Order and Procedure (to the extent that those Rules are not inconsistent with this Constitution) and such bylaws as may be adopted by Faculty Board. Except as otherwise provided for in this Constitution, notices of meetings with agenda and all relevant documentation shall be circulated to members of Faculty Board at least 5 working days in advance of its meetings.

II OFFICERS

II.1 The Dean of the Faculty of Public Affairs

- i. ~~H.4~~ The Senior administrative officer of the Faculty shall have the Title “Dean of the Faculty of Public Affairs.”
- ii. ~~H.4.i~~ The Dean of the Faculty is an Officer of the University and is appointed in accordance with the document called “Guidelines on the Appointment by the President of Senior Academic Administrators,” passed by the Board of Governors of the University, or any document in substitution therefor.
- iii. ~~H.4.ii~~ In reporting to the Vice-President (Academic) and Provost, the Dean leads the Faculty with respect to curriculum development, teaching, learning, research, and fostering its best interests. The Dean represents the Faculty and acts on its behalf in any administrative and ceremonial matters pertaining to the Faculty as a whole. The Dean manages the Faculty, including matters relating

to resourcing, resource allocation and Faculty development with advice from the Committee of Chairs and Directors and other relevant committees and performs such other duties or functions as required for the academic program of the Faculty.

II.2 The Associate and Assistant Deans

- i. ~~H.1.iii~~ Associate Deans are appointed by the President in accordance with the document called “Guidelines on the Appointment by the President of Senior Academic Administrators,” passed by the Board of Governors of the University, or any document in substitution therefor. Assistant Deans are appointed by the Dean on such terms and conditions as the Dean shall determine.
- ii. ~~H.1.iv~~ Associate Deans and Assistant Deans report to the Dean and, in the absence of the Dean or on other occasions as directed by the Dean, may exercise the full powers of the Dean.

II.3 The Secretary of Faculty Board

- i. ~~H.2.i~~ Pursuant to the provisions of Clause VI.1 below, Faculty Board shall elect one of its voting faculty members as Secretary for a term of three years beginning on the first day of July next following the election.
- ii. ~~H.2.ii~~ The duties of the Secretary shall consist of:
 - a) calling and chairing meetings of Faculty Board and of the Executive Committee;
 - b) representing the Faculty as a member of the University Senate, and reporting recommendations of Faculty Board to Senate;
 - c) reporting relevant proceedings of Senate to Faculty Board;
 - d) serving as electoral officer of Faculty Board;
 - e) such other duties as may be assigned to the Secretary by this Constitution or bylaws or resolutions of Faculty Board.

II.4 The Clerk of Faculty Board

- i. ~~H.3.i~~ Pursuant to the provisions of Clause VI.1 below, Faculty Board shall elect one of its voting faculty members as Clerk for a term of three years beginning on the first day of July next following the election.
- ii. ~~I.3.ii~~ The duties of the Clerk shall consist of:
 - a) giving notice of and recording the proceedings of Faculty Board meetings and keeping the attendance roll;

- b) giving notice of and recording proceedings of Executive Committee meetings;
- c) carrying out the duties of the Secretary of Faculty Board in the Secretary's absence;
- d) such other duties as may be assigned to the Clerk by this Constitution or bylaws or resolutions of Faculty Board.

III COMMITTEES

III.1 Executive Committee

i. Membership

~~III.1.ii~~—The Committee shall consist of:

- a) the Dean, the Associate Deans, the Assistant Deans, the Secretary of Faculty Board and the Clerk of Faculty Board, as *ex officio* members, ~~and~~
- b) one FPA undergraduate student selected by the Carleton Academic Student Government (CASG) as per Clause V.2.iv below for a one-year term beginning immediately upon their selection.
- c) one FPA graduate student selected by the Graduate Student Association (GSA) as per Clause V.2.iv below for a one-year term beginning immediately upon their selection, and
- d) as many as two FPA faculty members ~~and one student member~~ elected by Faculty Board pursuant to the provisions of Clause ~~VI.2~~ below for a ~~one-~~ year term beginning on the first day of July next following the election.

ii. Mandate

~~III.1.i~~—The Executive Committee shall:

- a) plan the forthcoming business of Faculty Board and arrange the agenda of its meetings;
- b) act on behalf of Faculty Board between meetings of Faculty Board;
- c) scrutinize and ~~approve~~ affirm lists of proposed graduates of programmes offered in the Faculty as such may be presented to members of the Executive Committee by the office of the University Registrar;
- d) report all decisions taken by the Committee under b) and c) above to Faculty Board at its next regularly called meeting.

iii. Meetings

- a) ~~III.1.iii~~ The Secretary of Faculty Board shall act as Chair of the Executive Committee and shall call its meetings.
- b) Meetings of the Executive Committee shall be closed to everyone other than members of the Executive Committee and those invited to attend at the request of the Executive Committee.

III.2 Undergraduate Curriculum Committee

i. Membership

~~III.2.i~~ The Undergraduate Curriculum Committee shall consist of:

- a) the undergraduate program coordinators from each of the sub-units of the Faculty, ~~the University Registrar (or the Registrar's designate),~~
- b) the Associate Dean with responsibility for undergraduate academic affairs in the Faculty, and the Secretary of Faculty Board, as *ex officio* members, ~~and~~
- c) one FPA student selected by CASG as per Clause V.2.iv below for a one-year term beginning immediately upon their selection, ~~one student member elected by Faculty Board pursuant to the provisions of Clause VI.2 below for a one year term beginning on the first day of July next following the election. -And~~
- d) the University Registrar (or the Registrar's designate) as *ex officio* (non-voting) member.
~~The chair of the Committee will be the Associate Dean (Academic). Meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee.~~

ii. Mandate

~~III.2.ii~~ The Committee shall:

- a) receive, review and initiate proposals for undergraduate course changes - and additions and make recommendations to Faculty Board concerning major and minor modifications to undergraduate courses and programs;
- b) receive and review proposals and make recommendations to Faculty Board concerning the courses in proposed undergraduate certificate, diploma and degree programs;
- c) review and make recommendations to Faculty Board concerning general or faculty regulations in the undergraduate Calendar, specifically those governing admission, registration, examinations, academic standing, promotion and graduation;

- d) review and comment on all proposed regulations originating outside the Committee that affect the academic progress of undergraduates in the Faculty;
- e) consult with other Faculties concerning combined undergraduate programs or regulations affecting students in the Faculty;

iii. Meetings

- a) The Associate Dean (Academic) shall chair the Committee and shall call its meetings. ~~The chair of the Committee will be the Associate Dean (Academic).~~
- b) Meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee.

iv. ~~III.2.iii~~ Departmental recommendations for changes in curriculum and regulations governing undergraduate programs for the next academic year shall be submitted to the Committee by a date to be specified by the Committee in consultation with the Secretary of Faculty Board. The Committee shall present its recommendations and copies of the departmental submissions to Faculty Board for approval.

III.3 Graduate Curriculum Committee

i. Membership

~~III.3.i~~ The Graduate Curriculum Committee shall consist of:

- a) at least one graduate program coordinator from each of the sub-units of the Faculty, ~~the Graduate Registrar (or the Registrar's designate),~~
- b) the Associate Dean with responsibility for graduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members,
- c) one FPA graduate student member selected by the GSA as per Clause V.2.iv below for a one-year term beginning immediately following their selection, and ~~one graduate student member elected by Faculty Board pursuant to the provisions of Clause VI.2 below for a one-year term beginning on the first day of July next following the election.~~
- d) the Graduate Registrar (or the Registrar's designate) as *ex officio* (non-voting) member.
~~The chair of the Committee will be the Associate Dean (Academic). Meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee.~~

ii. Mandate

~~III.3.ii~~ The Committee shall:

- a) receive, review and initiate proposals for graduate course changes and additions and make recommendations to Faculty Board concerning major and minor modifications to graduate courses and programs;
- b) receive and review proposals and make recommendations to Faculty Board concerning the courses in proposed graduate certificate, diploma and degree programs;
- c) review and make recommendations to Faculty Board concerning general or Faculty regulations in the Graduate Calendar, specifically those governing admission, registration, examinations, academic standing, promotion and graduation;
- d) review and comment on all proposed regulations originating outside the Committee that affect the academic progress of graduate students in the Faculty;
- e) consult with other Faculties concerning combined graduate programs or regulations affecting students in the Faculty;

iii. Meetings

a. The Associate Dean (Academic) shall chair the Committee and shall call its meetings. ~~The chair of the Committee will be the Associate Dean (Academic).~~

b. Meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee

iv. ~~III.3.iii~~ Departmental recommendations for changes in curriculum and regulations governing graduate programs for the next academic year shall be submitted to the Committee by a date to be specified by the Committee in consultation with the Secretary of Faculty Board. The Committee shall present its recommendations and copies of the departmental submissions to Faculty Board for approval.

III.4 Promotion and Tenure Committee

i. Membership

a) ~~III.4.ii~~ The Committee shall consist of: the Dean, the Chair of each sub-unit in the Faculty, and one additional faculty member from each sub-unit in the Faculty selected in accordance with procedures adopted by each sub-unit. ~~The Dean shall act as Chair and call meetings of the Committee. The Dean may, from time to time, invite appropriate Associate Dean(s) to assist in committee deliberations in an ex officio (non-voting) manner.~~

~~Otherwise, meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee.~~

ii. Mandate

~~III.4.i~~ The Promotion and Tenure Committee shall:

- a) receive all sub-unit Promotion and Tenure Committee recommendations concerning promotions, tenure and confirmation, together with such additional submissions as are provided for in various University documents;
- b) advise the Dean concerning the recommendations; and
- c) in the case of each candidate for promotion, transmit its recommendations to the University Committee on Promotions through the Dean along with the recommendations made by sub-units, all relevant supporting documents, and any subsequent comments submitted by sub-units.

iii. Meetings

- a) The Dean shall act as Chair and shall call meetings of the Committee.
- b) The Dean may, from time to time, invite appropriate Associate Dean(s) to assist in committee deliberations in an ~~ex officio~~ ~~(non-voting)~~ ~~manner~~ capacity. Otherwise, meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee.

III.5 Committee of Chairs and Directors

i. Membership

- a) ~~III.5.2~~ The Committee shall be composed of the Dean, the Associate Deans, the Assistant Deans, the executive assistant to the Dean, the ODFPA Managers and Team Leads, and the Chairs or Directors (as the case may be) of all sub-units in the Faculty (which, in the case of the School of Journalism and Communication, shall be deemed to include both the Director and the Associate Director). ~~The Dean shall act as Chair and call meetings of the Committee. Meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee.~~

ii. Mandate

~~III.5.1~~ The Chairs and Directors of the Faculty shall meet at the call of the Dean:

- a) to consider various administrative matters;
- b) to advise the Dean in requesting and allocating funds, personnel, appointments and facilities insofar as these affect the academic programs of the Faculty;
- c) to assist in the formation and implementation of long-range plans for the development and maintenance of all academic programs within the Faculty;
- d) to advise on enrollments in these programs;
- e) to advise on issues of student retention and student success; and
- f) to advise the Dean on such other matters and to undertake such other duties as the Dean may request.

iii. Meetings

- a) The Dean shall act as Chair and call meetings of the Committee.
- b) Meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee.

III.6 Research Committee

i. Membership

- a) ~~III.6.ii~~ The Committee shall be composed of the Dean, the Associate Dean with responsibility for research in the Faculty, one representative from each sub-unit of the Faculty (chosen by the Chair of the Committee and the unit Chair or Director), and such other members of Faculty as may be invited to participate by the Chair of the Committee.

ii. Mandate

- a) ~~III.6.i~~ The Research Committee considers issues relating to the promotion and conduct of research in the Faculty, and makes such recommendations as it considers appropriate.
- b) ~~III.6.iv~~ The Committee reports to Faculty Board through the Chair of the Committee.

iii. Meetings

- a) ~~III.6.iii~~ The Associate Dean acts as chair, and calls meetings of the Committee.

~~III.7—The Public Affairs Research Centre (PARC) Committee~~

~~III.7.i — The PARC Committee considers issues relating to the research centres (both Public Affairs Research Centres and Carleton University Research Centres) located in the Faculty of Public Affairs, and makes such recommendations as it considers appropriate.~~

~~III.7.ii — The PARC Committee shall be composed of the Dean, the Associate Dean with responsibility for research in the Faculty, and one representative from each research centre located in the Faculty as designated by the research centre.~~

~~III.7.iii — The Associate Dean acts as chair, and calls meetings of the PARC Committee.~~

~~III.7.iv — The PARC Committee reports to Faculty Board through the Chair of the Committee.~~

III.78 The FPA Computing Committee

i. Membership

a) ~~III.8.ii~~ The FPA Computing Committee shall consist of one representative from each of the Department of Economics, the Department of Law and Legal Studies, the Department of Political Science, the School of Public Policy and Administration, the Norman Paterson School of International Affairs, the School of Social Work, and the School of Journalism and Communication, together with the Faculty Computing Analyst.

ii. Mandate

a) ~~III.8.i~~ The FPA Computing Committee considers issues relating to all aspects of academic computing, providing advice to both the Dean of the Faculty and to members of faculty across the University, and liaising with the Academic Computing Committee of the University.

b) ~~III.8.iv~~ The FPA Computing Committee reports to Faculty Board through the Chair of the Committee.

iii. Meetings

a) ~~III.8.iii~~ One of the members of the FPA Computing Committee who is also a member of Faculty shall be selected by the FPA Computing Committee to act as chair, and shall call meetings of the FPA Computing Committee as may be necessary.

III.89 Ad Hoc Committees

i. Faculty Board shall be entitled to establish such other standing or *ad hoc* committees as it sees fit, to determine the composition and terms of reference of such committees, and to appoint the initial members of such committees, provided that

- a) no such committee shall remain a committee of Faculty Board for more than two years from the date of the meeting of Faculty Board at which it was established unless its composition and terms of reference are incorporated in this Constitution; and
- b) all elections subsequently necessary to fill positions on such committees are held pursuant to the provisions of Clause VI.2 below

III.9 Ex Officio Members

i. Unless otherwise stated, ex officio members of the above Committees shall have full voting rights and responsibilities.

IV JOINT COMMITTEE ON ADMISSIONS AND STUDIES (JCAS)

IV.1 Joint Committee on Admissions and Studies (JCAS)

i. Membership

The Joint Committee on Admissions and Studies shall consist of:

- a) four faculty members, two from the Faculty of Arts and Social Sciences (as defined in its Constitution) and two from the Faculty of Public Affairs nominated by the Executive Committee of the appropriate Faculty Boards, to serve a three-year term, renewable;
- b) two alternate faculty members, one from each Faculty Board, nominated by the appropriate Faculty Board Executive Committees in the manner described in IV.1.i.a for a three-year period, who will be called upon to replace regular members who are unable to attend;
- c) ~~The Undergraduate Program Co-ordinator, Faculty of Arts and Social Sciences,~~ one Admissions Officer and one representative from the Registrar's Office as *ex officio* and non-voting members.
- d) Terms of Office will normally commence July 1st.

ii. Officers

- a) The Joint Committee on Admissions and Studies shall ~~select a~~ nominate two co-e Chairs from among its membership, ~~one from each Faculty Board, to a non-renewable term of not more than~~ for a term of two years, ~~to be~~

~~approved by the Executive Committees of both Faculties. The position of Chair shall alternate between the two Faculties.~~

- b) The Admissions Officer representative shall maintain a record of all meetings and committee decisions

iii. Mandate/Terms of Reference

The Joint Committee on Admissions and Studies shall:

- a) ~~The Committee shall~~ hear and decide petitions and appeals concerning the interpretation of, exceptions to, or administrative application of academic regulations affecting the admission and academic progress and graduation of ~~undergraduate~~ students registered in ~~B.A. programmes~~ undergraduate programs in either the Faculty of Arts and Social Sciences, the Faculty of Public Affairs, or both;
- b) ~~The Committee shall~~ actively monitor the ~~whole body of academic regulations governing the~~ admission and academic regulations, ~~progress, academic standing and graduation of specific to~~ undergraduate ~~students~~ programs registered or intended to be registered in ~~B.A. programmes~~ in either the Faculty of Arts and Social Sciences, the Faculty of Public Affairs, or both, and make recommendations to the relevant Faculty Boards regarding regulatory change when needed;
- c) prior to the start of each Fall term ~~The committee shall present a report on its activities directly submit~~ to both Faculty Boards ~~each academic year, and shall make recommendations regarding regulatory change when needed~~ a report on its activities covering the prior academic year.

iv. Meetings

- a) The Joint Committee on Admissions and Studies shall meet as required to consider petitions in a timely fashion.
- b) The Committee will decide its own quorum rule, but it is recommended that the quorum be the Chair and two faculty representatives.

~~V.~~

~~**JOINT B.A. CURRICULUM COMMITTEE**~~

~~V.1 Joint B.A. Curriculum Committee~~

~~V.1.i The Joint B.A. Curriculum Committee will consist of:~~

- a) ~~Four faculty members from the B.A. granting units in the Faculty of Arts and Social Sciences who are also members of the Academic Planning and Curriculum Committee in the Faculty of Arts and Social Sciences;~~

- ~~b) Four faculty members from the B.A.—granting units in the Faculty of Public Affairs who are members of and appointed by the Academic Planning and Curriculum Committee of the Faculty of Public Affairs.~~
- ~~c) An Associate Dean from the Faculty of Arts and Social Science;~~
- ~~d) An Associate Dean from the Faculty of Public Affairs;~~
- ~~e) One student representative from each of the two Faculties (selected by the relevant APCC if more than one is eligible);~~
- ~~f) The University Registrar (or alternate, as designated by the University Registrar).~~

~~V.2—Officers~~

- ~~i. The Committee shall be co-chaired by an Associate Dean from FASS and Public Affairs.~~

~~V.3—Mandate/Terms of Reference~~

- ~~i. The Committee shall review and make recommendations for the next Calendar year for changes in B.A. degree regulations;~~
- ~~ii. The Committee shall consult with other Faculties concerning combined programs affecting B.A. students in the Faculties of Arts and Social Sciences and Public Affairs.~~

~~V.4—Submissions:~~

- ~~i. The Faculty APCC shall forward B.A. degree regulation submissions to the Joint Committee by a date specified by the Joint B.A. Curriculum Committee in consultation with the Secretaries of the two Faculty Boards.~~

~~V.5—Recommendations:~~

- ~~i. The Committee shall present its recommendations to the Faculty Board of Arts and Social Sciences and to the Faculty Board of Public Affairs for action at times appropriate to meet Senate deadlines.~~

VI ELECTIONS

VI.1 Election of Secretary and Clerk of Faculty Board

- i. Except as otherwise provided for in valid University or Senate documents, the election of the Secretary and the Clerk of Faculty Board shall take place during April on a date (the “Election Date”) assigned by the Executive Committee, and shall be conducted in accordance with the following procedures:

- a) Not less than four weeks prior to the Election Date, the Executive Committee shall circulate to members of Faculty Board a call for nominations to be received in the office of the Clerk of Faculty Board not later than two weeks prior to the Election Date.
- b) All nominations submitted pursuant to paragraph VI.1.i(a) shall be signed by three faculty members of Faculty Board and the nominee.
- c) The Secretary shall call a meeting of Faculty Board for the Election Date, and in issuing that call shall append a list of those nominated pursuant to paragraph VI.1.i(a).
- d) The Secretary and the Clerk shall be elected from among the nominees listed pursuant to paragraph VI.1.i(c) by a simple majority of the votes cast at the meeting of Faculty Board referred to in that paragraph.

ii. The office of Secretary or Clerk (as the case may be) shall be deemed to be vacated should the incumbent be absent from the University for longer than six consecutive months.

iii. Should the office of Secretary or Clerk (as the case may be) become vacant for any reason whatsoever, then the remaining members of the Executive Committee shall appoint another faculty member of Faculty Board to serve in that office until a replacement is elected in accordance with the provisions of sub-Clause VI.1.i. Such election shall be held in the April next following the creation of the vacancy.

VI.2 Election of Members of Committees of Faculty Board

i. Except as otherwise provided for in valid University or Senate documents, wherever in this Constitution it is provided that members of committees of Faculty Board shall be elected, then such election shall take place during April at a meeting (the "Meeting") of Faculty Board, and shall be conducted in accordance with the following procedures:

- a) Not less than four weeks prior to the Meeting, the Executive Committee shall circulate to members of Faculty Board a call for nominations to be received in the office of the Clerk of Faculty Board not later than two weeks prior to the Meeting.
- b) All nominations submitted pursuant to paragraph VI.2.i(a) shall be signed by one member of Faculty Board and the nominee.
- c) With notice of the Meeting, the Executive Committee shall circulate a list of nominees to elected positions on committees of Faculty Board.
- d) Elected members of committees of Faculty Board shall be elected from among the nominees listed pursuant to paragraph VI.2.i(c) by a simple majority of the votes cast at the Meeting.

- ii. Any elected member of a committee of Faculty Board shall be deemed to have vacated the position should the incumbent be absent from the University for longer than six consecutive months.
- iii. Should a vacancy occur for any reason whatsoever in any elected position on a committee of Faculty Board, then the remaining members of that committee shall appoint another member to serve in that position until a replacement is elected in accordance with the provisions of sub-Clause VI.2.i. Such election shall be held in the April next following the creation of the vacancy.
- iv. Except as otherwise indicated, all FPA student members of Faculty Board committees shall be elected or appointed by the appropriate official student government body – the Carleton Student Government Association (CASG) or Graduate Student Association (GSA) – as required, according to its own procedures.

VI **BYLAWS AND CONSTITUTIONAL AMENDMENTS**

VI.1 Bylaws

Bylaws of Faculty Board shall be adopted by a simple majority of the votes cast at a duly constituted meeting of Faculty Board at which a quorum is present. Notice of proposed amendment, repeal or adoption of bylaws must be given in writing not less than 30 days prior to the meeting at which those proposals are intended to be considered.

VI.2 Constitutional Amendments

This Constitution may be adopted or amended by a vote of 2/3 of the votes cast at a regularly scheduled meeting of the Faculty Board at which a quorum is present. Notice of proposed constitutional amendments must be given in writing not less than 30 days prior to the meeting at which those proposals are intended to be considered.

Approved at *proforma* Faculty Board meeting 97/1/31
Amended 98/12/03 (Article III.2 and IVA – establishing Joint BA Curriculum Committee)
Amended 2000/03/07 (Article I.2 adding Institute of Criminology and Criminal Justice)

Amended 2005//04/27 (Modifications to Article IV and IVA to direct undergraduate course and program proposal changes from PAM BA units to the PAM APCC, and modifying the structure and mandate of the Joint BA Curriculum committee)

Amended 2005/10/20 (Modifications to Article IV – structure and mandate of Joint Committee on Admissions and Studies)

Amended 2006/04/24 (Change of name to Faculty of Public Affairs, new preamble, creation of standing Research Committee, modifying election procedures and consequential amendments)

Amended 2007/03/08 (Changing name of Institute of European and Russian Studies to Institute of European, Russian and Eurasian Studies)

Amended 2011/12/07 (full revision)

Amended 2019/11/14 (Amended article I.7 to remove exclusion of designated Faculty Board unit representatives from serving on Executive Committee)

Amended 2023/04/06 (Amended Article III.2 to change name of APCC to Undergraduate Curriculum Committee; added Graduate Program Committee as Article III.3 and renumbered subsequent sub-articles; amended Article III.5.2 to update membership of Committee of Chairs and Directors; amended Article III.8.iii to update membership of Computing Committee; various minor edits for grammar and style.)

**CONSTITUTION OF THE
FACULTY OF PUBLIC AFFAIRS
OF
CARLETON UNIVERSITY**

The Faculty of Public Affairs brings together academic units to address the structures, processes, policies and interactions of the private, governmental and non-profit/volunteer sectors of civic society. The composition of the Faculty explicitly reflects Carleton’s belief that public discourse about the issues facing Canada and the world is an integral part of building a strong society. Dedicated to the highest quality of teaching and research, both domestically and internationally, the Faculty supports individual, collaborative, disciplinary and multidisciplinary scholarship. It teaches new generations of students whose knowledge and skills will contribute to advancing public discourse and action. Taking advantage of its location in the nation's capital, the Faculty offers its expertise to governments at all levels, to organized groups, and to the community at large. Its goal is to reach beyond the campus and encourage students and faculty to learn from, and contribute to, public life in Canada and worldwide.

**I
FACULTY AND FACULTY BOARD**

- I.1 There shall be a unit of Carleton University called the *Faculty of Public Affairs*.
- I.2 The following departments, schools and institutes (hereinafter called “sub-units”) shall form the Faculty of Public Affairs: Department of Economics; Department of Law and Legal Studies; Department of Political Science; Institute of Criminology and Criminal Justice; Institute of European, Russian and Eurasian Studies; Institute of Political Economy; Institute of African Studies; Norman Paterson School of International Affairs; School of Journalism and Communication; School of Public Policy and Administration; School of Social Work; Arthur Kroeger College of Public Affairs; and such other sub-units as may be approved by the University and accepted by Faculty Board.
- I.3 The plenary organ of the Faculty shall be the Public Affairs Faculty Board (“Faculty Board”).
- I.4 Faculty Board Membership
 - i. Faculty Board shall consist of: the Dean, all professors, associate professors, assistant professors, full-time lecturers and instructors in all sub-units of the Faculty, and all student representatives elected to the Board of all sub-units in the Faculty in accordance with the provisions of the document known as the Academic Governance of the University (the “AGU”), all as voting members.
 - ii. There shall be one representative from each of the Faculty of Science, the Faculty of Engineering and Design, the Faculty of Arts and Social Sciences, the

Sprott School of Business and the Faculty of Graduate Studies and Postdoctoral Affairs, all as voting members.

- iii. Faculty Board may invite representatives of other units and sub-units of the University to attend and participate in meetings of Faculty Board on such terms as Faculty Board may determine.
- iv. The President of the University, the Vice-President (Academic) and Provost, the Vice-President (Research and International), the Dean of Graduate Studies and Postdoctoral Affairs, the Clerk of Senate and the University Registrar shall serve as non-voting members of Faculty Board.

I.5 Faculty Board Responsibilities

Unless otherwise determined by Senate, the Faculty Board shall:

- i. consider and determine all courses of study for all degree, certificate, and diploma programs administered by the sub-units constituting the Faculty of Public Affairs as listed in I.2, for recommendation for approval by the Senate;
- ii. recommend to the Senate the establishment, deletion or administrative reorganization of Centres, Colleges, Committees, Departments, Institutes, Offices and Schools, Chairs, or courses of instruction within the purview of the Faculty;
- iii. receive and consider recommendations respecting academic matters from the sub-units constituting the Faculty of Public Affairs as listed in I.2;
- iv. review and make recommendations to the Senate concerning general or Faculty regulations in the Calendar, specifically those governing admission, registration, examinations, academic standing, continuation, probation and graduation as they affect the degree, certificate, and diploma programs administered by the sub-units constituting the Faculty of Public Affairs as listed in I.2;
- v. recommend to the Senate the granting of degrees, certificates and diplomas that fall within its purview.
- vi. make such recommendations to the Dean of the Faculty or to the Senate as the Board may deem proper for achieving the objects and purposes of the University.

I.6 Faculty Board Meetings

- i. Except as may otherwise be determined by Faculty Board, meetings of Faculty Board shall be open to all members of the Carleton University community.

Faculty Board may, on 48 hours notice, close a meeting to any or all categories of spectators in accordance with the provisions of the AGU document. Student members of Faculty Board shall not participate in meetings or parts of meetings in which individual student cases are discussed.

- ii. The Board shall meet at the call of its Executive or within 15 working days of the written request of 12 of its voting members.
- iii. A quorum at all meetings of Faculty Board shall consist of 15 voting members of Faculty Board including at least one member from at least 5 sub-units, provided that at least 51% of those in attendance at any meeting of Faculty Board shall be faculty members of sub-units in the Faculty as identified in Clause I.2 above.
- iv. By October 1 of each year, the Committee of Chairs and Directors will provide to the Secretary of Faculty Board a list of two members of each sub-unit who have been given as part of their normal duties attendance at Faculty Board Meetings.
- v. Meetings of Faculty Board shall be conducted in accordance with Robert's Rules of Order and Procedure (to the extent that those Rules are not inconsistent with this Constitution) and such bylaws as may be adopted by Faculty Board. Except as otherwise provided for in this Constitution, notices of meetings with agenda and all relevant documentation shall be circulated to members of Faculty Board at least 5 working days in advance of its meetings.

II OFFICERS

II.1 The Dean of the Faculty of Public Affairs

- i. The Senior administrative officer of the Faculty shall have the Title “Dean of the Faculty of Public Affairs.”
- ii. The Dean of the Faculty is an Officer of the University and is appointed in accordance with the document called “Guidelines on the Appointment by the President of Senior Academic Administrators,” passed by the Board of Governors of the University, or any document in substitution therefor.
- iii. In reporting to the Vice-President (Academic) and Provost, the Dean leads the Faculty with respect to curriculum development, teaching, learning, research, and fostering its best interests. The Dean represents the Faculty and acts on its behalf in any administrative and ceremonial matters pertaining to the Faculty as a whole. The Dean manages the Faculty, including matters relating to

resourcing, resource allocation and Faculty development with advice from the Committee of Chairs and Directors and other relevant committees and performs such other duties or functions as required for the academic program of the Faculty.

II.2 The Associate and Assistant Deans

- i. Associate Deans are appointed by the President in accordance with the document called “Guidelines on the Appointment by the President of Senior Academic Administrators,” passed by the Board of Governors of the University, or any document in substitution therefor. Assistant Deans are appointed by the Dean on such terms and conditions as the Dean shall determine.
- ii. Associate Deans and Assistant Deans report to the Dean and, in the absence of the Dean or on other occasions as directed by the Dean, may exercise the full powers of the Dean.

II.3 The Secretary of Faculty Board

- i. Pursuant to the provisions of Clause V.1 below, Faculty Board shall elect one of its voting faculty members as Secretary for a term of three years beginning on the first day of July next following the election.
- ii. The duties of the Secretary shall consist of:
 - a) calling and chairing meetings of Faculty Board and of the Executive Committee;
 - b) representing the Faculty as a member of the University Senate, and reporting recommendations of Faculty Board to Senate;
 - c) reporting relevant proceedings of Senate to Faculty Board;
 - d) serving as electoral officer of Faculty Board;
 - e) such other duties as may be assigned to the Secretary by this Constitution or bylaws or resolutions of Faculty Board.

II.4. The Clerk of Faculty Board

- i. Pursuant to the provisions of Clause VI.1 below, Faculty Board shall elect one of its voting faculty members as Clerk for a term of three years beginning on the first day of July next following the election.
- ii. The duties of the Clerk shall consist of:
 - a) giving notice of and recording the proceedings of Faculty Board meetings and keeping the attendance roll;

- b) giving notice of and recording proceedings of Executive Committee meetings;
- c) carrying out the duties of the Secretary of Faculty Board in the Secretary's absence;
- d) such other duties as may be assigned to the Clerk by this Constitution or bylaws or resolutions of Faculty Board.

III COMMITTEES

III.1 Executive Committee

i. Membership

The Committee shall consist of:

- a) the Dean, the Associate Deans, the Assistant Deans, the Secretary of Faculty Board and the Clerk of Faculty Board, as *ex officio* members,
- b) one FPA undergraduate student selected by the Carleton Academic Student Government (CASG) as per Clause V.2.iv below for a one-year term beginning immediately upon their selection,
- c) one FPA graduate student selected by the Graduate Student Association (GSA) as per Clause V.2.iv below for a one-year term beginning immediately upon their selection, and
- d) as many as two FPA faculty members elected by Faculty Board pursuant to the provisions of Clause V.2 below for a one-year term beginning on the first day of July next following the election.

ii. Mandate

The Executive Committee shall:

- a) plan the forthcoming business of Faculty Board and arrange the agenda of its meetings;
- b) act on behalf of Faculty Board between meetings of Faculty Board;
- c) scrutinize and affirm lists of proposed graduates of programs offered in the Faculty as such may be presented to members of the Executive Committee by the office of the University Registrar;
- d) report all decisions taken by the Committee under b) and c) above to Faculty Board at its next regularly called meeting.

iii. Meetings

- a) The Secretary of Faculty Board shall act as Chair of the Executive Committee and shall call its meetings.
- b) Meetings of the Executive Committee shall be closed to everyone other than members of the Executive Committee and those invited to attend at the request of the Executive Committee.

III.2 Undergraduate Curriculum Committee

i. Membership

The Undergraduate Curriculum Committee shall consist of:

- a) the undergraduate program coordinators from each of the sub-units of the Faculty,
- b) the Associate Dean with responsibility for undergraduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members,
- c) one FPA student selected by CASG as per Clause V.2.iv below for a one-year term beginning immediately upon their selection, And
- d) the University Registrar (or the Registrar's designate) as *ex officio* (non-voting) member.

ii. Mandate

The Committee shall:

- a) receive, review and initiate proposals for undergraduate course changes and additions and make recommendations to Faculty Board concerning major and minor modifications to undergraduate courses and programs;
- b) receive and review proposals and make recommendations to Faculty Board concerning the courses in proposed undergraduate certificate, diploma and degree programs;
- c) review and make recommendations to Faculty Board concerning general or faculty regulations in the undergraduate Calendar, specifically those governing admission, registration, examinations, academic standing, promotion and graduation;
- d) review and comment on all proposed regulations originating outside the Committee that affect the academic progress of undergraduates in the Faculty;
- e) consult with other Faculties concerning combined undergraduate programs or regulations affecting students in the Faculty;

iii. Meetings

- a) The Associate Dean (Academic) shall chair the Committee and shall call its meetings.

- b) Meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee.

- iv. Departmental recommendations for changes in curriculum and regulations governing undergraduate programs for the next academic year shall be submitted to the Committee by a date to be specified by the Committee in consultation with the Secretary of Faculty Board. The Committee shall present its recommendations and copies of the departmental submissions to Faculty Board for approval.

III.3 Graduate Curriculum Committee

i. Membership

The Graduate Curriculum Committee shall consist of:

- a) at least one graduate program coordinator from each of the sub-units of the Faculty,
- b) the Associate Dean with responsibility for graduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members,
- c) one FPA graduate student member selected by the GSA as per Clause V.2.iv below for a one-year term beginning immediately following their selection, and
- d) the Graduate Registrar (or the Registrar's designate) as *ex officio* (non-voting) member.

ii. Mandate

The Committee shall:

- a) receive, review and initiate proposals for graduate course changes and additions and make recommendations to Faculty Board concerning major and minor modifications to graduate courses and programs;
- b) receive and review proposals and make recommendations to Faculty Board concerning the courses in proposed graduate certificate, diploma and degree programs;
- c) review and make recommendations to Faculty Board concerning general or Faculty regulations in the Graduate Calendar, specifically those governing admission, registration, examinations, academic standing, promotion and graduation;
- d) review and comment on all proposed regulations originating outside the Committee that affect the academic progress of graduate students in the Faculty;

- e) consult with other Faculties concerning combined graduate programs or regulations affecting students in the Faculty;
- iii. Meetings
- a. The Associate Dean (Academic) shall chair the Committee and shall call its meetings.
 - b. Meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee
- iv. Departmental recommendations for changes in curriculum and regulations governing graduate programs for the next academic year shall be submitted to the Committee by a date to be specified by the Committee in consultation with the Secretary of Faculty Board. The Committee shall present its recommendations and copies of the departmental submissions to Faculty Board for approval.

III.4 Promotion and Tenure Committee

- i. Membership
- a) The Committee shall consist of: the Dean, the Chair of each sub-unit in the Faculty, and one additional faculty member from each sub-unit in the Faculty selected in accordance with procedures adopted by each sub-unit.

ii. Mandate

The Promotion and Tenure Committee shall:

- a) receive all sub-unit Promotion and Tenure Committee recommendations concerning promotions, tenure and confirmation, together with such additional submissions as are provided for in various University documents;
- b) advise the Dean concerning the recommendations; and
- c) in the case of each candidate for promotion, transmit its recommendations to the University Committee on Promotions through the Dean along with the recommendations made by sub-units, all relevant supporting documents, and any subsequent comments submitted by sub-units.

iii. Meetings

- a) The Dean shall act as Chair and shall call meetings of the Committee.
- b) The Dean may, from time to time, invite appropriate Associate Dean(s) to assist in committee deliberations in a non-voting capacity. Otherwise,

meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee.

III.5 Committee of Chairs and Directors

i. Membership

- a) The Committee shall be composed of the Dean, the Associate Deans, the Assistant Deans, the executive assistant to the Dean, the ODFPA Managers and Team Leads, and the Chairs or Directors (as the case may be) of all sub-units in the Faculty (which, in the case of the School of Journalism and Communication, shall be deemed to include both the Director and the Associate Director).

ii. Mandate

The Chairs and Directors of the Faculty shall meet at the call of the Dean:

- a) to consider various administrative matters;
- b) to advise the Dean in requesting and allocating funds, personnel, appointments and facilities insofar as these affect the academic programs of the Faculty;
- c) to assist in the formation and implementation of long-range plans for the development and maintenance of all academic programs within the Faculty;
- d) to advise on enrollments in these programs;
- e) to advise on issues of student retention and student success; and
- f) to advise the Dean on such other matters and to undertake such other duties as the Dean may request.

iii. Meetings

- a) The Dean shall act as Chair and call meetings of the Committee.
- b) Meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee.

III.6 Research Committee

i. Membership

- a) The Committee shall be composed of the Dean, the Associate Dean with responsibility for research in the Faculty, one representative from each sub-unit of the Faculty (chosen by the Chair of the Committee and the unit

Chair or Director), and such other members of Faculty as may be invited to participate by the Chair of the Committee.

- ii. Mandate
 - a) The Research Committee considers issues relating to the promotion and conduct of research in the Faculty, and makes such recommendations as it considers appropriate.
 - b) The Committee reports to Faculty Board through the Chair of the Committee.
- iii. Meetings
 - a) The Associate Dean acts as chair, and calls meetings of the Committee.

III.7 The FPA Computing Committee

- i. Membership
 - a) The FPA Computing Committee shall consist of one representative from each of the Department of Economics, the Department of Law and Legal Studies, the Department of Political Science, the School of Public Policy and Administration, the Norman Paterson School of International Affairs, the School of Social Work, and the School of Journalism and Communication, together with the Faculty Computing Analyst.
- ii. Mandate
 - a) The FPA Computing Committee considers issues relating to all aspects of academic computing, providing advice to both the Dean of the Faculty and to members of faculty across the University, and liaising with the Academic Computing Committee of the University.
 - b) The FPA Computing Committee reports to Faculty Board through the Chair of the Committee.
- iii. Meetings
 - a) One of the members of the FPA Computing Committee who is also a member of Faculty shall be selected by the FPA Computing Committee to act as chair, and shall call meetings of the FPA Computing Committee as may be necessary.

III.8 Ad Hoc Committees

- i. Faculty Board shall be entitled to establish such other standing or *ad hoc* committees as it sees fit, to determine the composition and terms of reference of such committees, and to appoint the initial members of such committees, provided that
 - a) no such committee shall remain a committee of Faculty Board for more than two years from the date of the meeting of Faculty Board at which it was established unless its composition and terms of reference are incorporated in this Constitution; and
 - b) all elections subsequently necessary to fill positions on such committees are held pursuant to the provisions of Clause V.2 below

III.9 Ex Officio Members

- i. Unless otherwise stated, *ex officio* members of the above Committees shall have full voting rights and responsibilities.

IV JOINT COMMITTEE ON ADMISSIONS AND STUDIES (JCAS)

IV.1 Joint Committee on Admissions and Studies (JCAS)

i. Membership

The Joint Committee on Admissions and Studies shall consist of:

- a) four faculty members, two from the Faculty of Arts and Social Sciences (as defined in its Constitution) and two from the Faculty of Public Affairs nominated by the Executive Committee of the appropriate Faculty Boards, to serve a three-year term, renewable;
- b) two alternate faculty members, one from each Faculty Board, nominated by the appropriate Faculty Board Executive Committees in the manner described in IV.1.i.a for a three-year period, who will be called upon to replace regular members who are unable to attend;
- c) one Admissions Officer and one representative from the Registrar's Office as *ex officio* and non-voting members.
- d) Terms of Office will normally commence July 1st.

ii. Officers

- a) The Joint Committee on Admissions and Studies shall select a Chair from among its membership for a term of two years. The position of Chair shall alternate between the two Faculties.

- b) The Admissions Officer representative shall maintain a record of all meetings and committee decisions

iii. Mandate

The Joint Committee on Admissions and Studies shall:

- a) hear and decide petitions and appeals concerning the interpretation of, exceptions to, or administrative application of academic regulations affecting the admission and academic progress and graduation of students registered in undergraduate programs in either the Faculty of Arts and Social Sciences, the Faculty of Public Affairs, or both;
- b) actively monitor the admission and academic regulations specific to undergraduate programs in either the Faculty of Arts and Social Sciences, the Faculty of Public Affairs, or both, and make recommendations to the relevant Faculty Boards regarding regulatory change when needed;
- c) prior to the start of each Fall term submit to both Faculty Boards a report on its activities covering the prior academic year.

iv. Meetings

- a) The Joint Committee on Admissions and Studies shall meet as required to consider petitions in a timely fashion.
- b) The Committee will decide its own quorum rule, but it is recommended that the quorum be the Chair and two faculty representatives.

V ELECTIONS

V.1 Election of Secretary and Clerk of Faculty Board

- i. Except as otherwise provided for in valid University or Senate documents, the election of the Secretary and the Clerk of Faculty Board shall take place during April on a date (the “Election Date”) assigned by the Executive Committee, and shall be conducted in accordance with the following procedures:
 - a) Not less than four weeks prior to the Election Date, the Executive Committee shall circulate to members of Faculty Board a call for nominations to be received in the office of the Clerk of Faculty Board not later than two weeks prior to the Election Date.
 - b) All nominations submitted pursuant to paragraph V.1.i(a) shall be signed by three faculty members of Faculty Board and the nominee.

- c) The Secretary shall call a meeting of Faculty Board for the Election Date, and in issuing that call shall append a list of those nominated pursuant to paragraph V.1.i(a).
 - d) The Secretary and the Clerk shall be elected from among the nominees listed pursuant to paragraph V.1.i(c) by a simple majority of the votes cast at the meeting of Faculty Board referred to in that paragraph.
- ii. The office of Secretary or Clerk (as the case may be) shall be deemed to be vacated should the incumbent be absent from the University for longer than six consecutive months.
 - iii. Should the office of Secretary or Clerk (as the case may be) become vacant for any reason whatsoever, then the remaining members of the Executive Committee shall appoint another faculty member of Faculty Board to serve in that office until a replacement is elected in accordance with the provisions of sub-Clause V.1.i. Such election shall be held in the April next following the creation of the vacancy.

V.2 Election of Members of Committees of Faculty Board

- i. Except as otherwise provided for in valid University or Senate documents, wherever in this Constitution it is provided that members of committees of Faculty Board shall be elected, then such election shall take place during April at a meeting (the “Meeting”) of Faculty Board, and shall be conducted in accordance with the following procedures:
 - a) Not less than four weeks prior to the Meeting, the Executive Committee shall circulate to members of Faculty Board a call for nominations to be received in the office of the Clerk of Faculty Board not later than two weeks prior to the Meeting.
 - b) All nominations submitted pursuant to paragraph V.2.i(a) shall be signed by one member of Faculty Board and the nominee.
 - c) With notice of the Meeting, the Executive Committee shall circulate a list of nominees to elected positions on committees of Faculty Board.
 - d) Elected members of committees of Faculty Board shall be elected from among the nominees listed pursuant to paragraph V.2.i(c) by a simple majority of the votes cast at the Meeting.
- ii. Any elected member of a committee of Faculty Board shall be deemed to have vacated the position should the incumbent be absent from the University for longer than six consecutive months.
- iii. Should a vacancy occur for any reason whatsoever in any elected position on a committee of Faculty Board, then the remaining members of that committee shall appoint another member to serve in that position until a replacement is

elected in accordance with the provisions of sub-Clause V.2.i. Such election shall be held in the April next following the creation of the vacancy.

- iv. Except as otherwise indicated, all FPA student members of Faculty Board committees shall be elected or appointed by the appropriate official student government body – the Carleton Student Government Association (CASG) or Graduate Student Association (GSA) – as required, according to its own procedures.

VI BYLAWS AND CONSTITUTIONAL AMENDMENTS

VI.1 Bylaws

Bylaws of Faculty Board shall be adopted by a simple majority of the votes cast at a duly constituted meeting of Faculty Board at which a quorum is present. Notice of proposed amendment, repeal or adoption of bylaws must be given in writing not less than 30 days prior to the meeting at which those proposals are intended to be considered.

VI.2 Constitutional Amendments

This Constitution may be adopted or amended by a vote of 2/3 of the votes cast at a regularly scheduled meeting of the Faculty Board at which a quorum is present. Notice of proposed constitutional amendments must be given in writing not less than 30 days prior to the meeting at which those proposals are intended to be considered.

Approved at *proforma* Faculty Board meeting 97/1/31

Amended 98/12/03 (Article III.2 and IVA – establishing Joint BA Curriculum Committee)

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Amended 2006/04/24 (Change of name to Faculty of Public Affairs, new preamble, creation of standing Research Committee, modifying election procedures and consequential amendments)

Amended 2007/03/08 (Changing name of Institute of European and Russian Studies to
Institute of European, Russian and Eurasian Studies)

Amended 2011/12/07 (full revision)

Amended 2019/11/14 (Amended article I.7 to remove exclusion of designated Faculty
Board unit representatives from serving on Executive Committee)

Amended 2023/04/06 (Amended Article III.2 to change name of APCC to
Undergraduate Curriculum Committee; added Graduate Program Committee
as Article III.3 and renumbered subsequent sub-articles; amended Article
III.5.2 to update membership of Committee of Chairs and Directors; amended
Article III.8.iii to update membership of Computing Committee; various minor
edits for grammar and style.)

To: FPA Faculty Board
From: David Mendeloff, Interim Secretary of FPA Faculty Board and Chair, FPA Faculty Board Executive Committee
Date: 21 November 2023

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

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

- **October 16-18, 2023**
Review and recommended approval by e-vote of the Fall 2023 graduation list.
- **October 25-26, 2023**
Review of memo on constitutional revisions that was circulated on October 26.
- **November 17-21, 2023**
Review and approval of the agenda for the November 27 Faculty Board meeting.

To: FPA Faculty Board
From: Kayla McBride, CASG Coordinator
Date: November 20, 2023

Re: Report to Faculty Board on Behalf of Undergraduate Students

I want to thank you for taking the time to read my report on behalf of the undergraduate students. I only have two issues to report on for this meeting, a follow-up on the Syllabi Bank initiative and student concerns relating to the cost-of-living.

First as a follow-up to my report from the previous meeting, CASG is continuing to advocate for syllabi banks across departments. The concerns that were shared at the last FPA board meeting were brought back to FPA councillors as well as the CASG executive. This effort is still ongoing.

Second, through discussions with the FPA councillors as well as larger conversations at the CASG level it has become apparent that the current cost-of-living crisis is beginning to take a toll on students. At a FPA councillor meeting in early November, some councillors shared concerns over the increased workload students have taken on this school year due to the increase in the cost of rent and groceries among other things. It appears to FPA councillors that many students have taken on additional part-time or full-time jobs to pay for rent, education etc. It should be noted that this finding was through peer engagement and not a formal survey. As a result, FPA councillors expressed interest specifically related to scholarships and alleviating some of the financial stress put on students. Although I recognize that the cost-of-living crisis is one that is beyond the scope of the FPA Board, I felt that it was important to share the concerns of students on this issue as it may have greater effects across departments.

At the CASG level, talks have begun between councillors and the executive about the possibility of increasing the CASG student levy to create long lasting scholarships for future students. The possibility of this levy has only been proposed and at this time there has been no council vote on the matter.

If you have any questions, suggestions, or concerns, please feel free to email me at kaylamcbride@cmail.carleton.ca.

To: FPA Faculty Board
From: FPA Graduate Representative Hande Uz Özcan (Communication and Media Studies)
Date: 20 November 2023
Re: FPA Graduate Students Report

- GSA started a Food Hamper Program specifically for graduate students of Carleton. For those who are interested can go to the GSA website for further information.
- GSA Grants and Awards will be closed by November 24th, 2023, for the evaluation process. And then Grants and Awards will re-open in January 2024 for the Winter Semester applications.
- GSA is collaborating with FMP and PMC to make Kitiganensag Community Garden more accessible to all students.
- Graduate Students attended the Day of Action event on November 4th at Parliament Hill, urging the Federal Government to support students with more funding and make higher-education more accessible to everyone.
- GSA Executives attended the talk with Canada's Housing Minister Sean Fraser on October 26th at Carleton University. They mentioned how negatively students are affected by the housing crises in the Ottawa region.