

The Faculty of Public and Global Affairs acknowledges and respects the Algonquin people, traditional custodian of the land on which the Carleton University campus is situated.

Public and Global Affairs Faculty Board

Monday, October 7, 2024 – 2:30-4:00 pm

Senate Room, 608 Pigiavik (ᐱᐱᐱᐱᐱᐱ)
and via Zoom ([registration required here](#))

Agenda

- 1.** Welcome and Call to Order – D. Mendeloff, Interim Faculty Board Secretary
- 2.** Adoption of Agenda
- 3.** Adoption of Minutes of the April 15, 2024 meeting (attached)
- 4.** Matters Arising
- 5.** Question Period
- 6.** Report from the Dean – B. O’Neill
- 7.** Associate Dean Updates
 - 7.1.** Research and Graduate (attached) – J. Greenberg
 - 7.2.** Students and Enrolment (attached) – P. Wilson
 - 7.3.** Academic (attached) – V. Bhatia
 - 7.4.** Equity and Inclusion (attached) – Y. Wang
 - 7.5.** Faculty Affairs (attached) – D. Mendeloff
- 8.** Reports from Faculty Board Committees
 - 8.1.** Executive Committee (attached) – D. Mendeloff
 - 8.2.** Undergraduate Curriculum Committee (UGCC) and Motion to recommend Calendar changes (attached) – V. Bhatia
 - 8.3.** Graduate Curriculum Committee (GCC) and Motion to recommend Calendar changes (attached) – V. Bhatia
 - 8.4.** Joint Committee on Admissions and Studies (JCAS) (attached)
- 9.** Faculty Board Constitution (attached) – D. Mendeloff
- 10.** Reports for information
 - 10.1.** CASG – E. Manzo
 - 10.2.** GSA – A. Sanagavarupa
 - 10.3.** Senate report – J. Armstrong
- 11.** Other Business
- 12.** Adjournment

Voting members of PGA Faculty Board include: all full-time FPGA faculty members holding the rank of professor, associate professor, assistant professor, lecturer, professor (teaching stream), associate professor (teaching stream), assistant professor (teaching stream), and lecturer (teaching stream); all elected or appointed undergraduate and graduate student representatives on departmental boards of FPGA units; and all designated representatives from other Faculties.

Quorum: At least 15 voting members; at least one member from at least five FPGA units; at least 51% must be FPGA faculty members.

MINUTES of FPA Faculty Board

Monday, April 15, 2024
Senate Room (PK 608) & Zoom

The following were present in-person:

Faculty members: Brenda O’Neill (ODFPA), Paul Wilson (AKC-MPM), Vandna Bhatia (PSCI), Evelyn Maeder (SJC-COMS), Miranda Brady (SJC-COMS), Jeffrey Monaghan (ICCJ), Hans-Martin Jaeger (PSCI), Sean Burges (AKC-BGInS), Benjamin Woo (SJC-COMS), Jonathan Malloy (PSCI), David Mendeloff (Interim Secretary and Chair; NPSIA), Katie Graham (BMPD), Dan Siddiqi (FGPA), Yanling Wang (NPSIA), Pierre Cloutier de Repentigny (LAW), Zeina Bou-Zeid (LAW), Hannah Dick (COMS), Rado Vadovic (ECON), Michael Christensen (LAW), Caroline O’Neill (BMPD), Simon Power (ECON), Crina Vijju (EURUS), Achim Hurrelmann (PSCI), Chris Worswick (ECON), Hashmat Khan (ECON), Joan DeBardeleben (EURUS), Paul Goode (EURUS), Christopher Gunn (ECON), Jeff Sahadeo (EURUS/PSCI), Christine Crowther (JOUR), David Hornsby (NPSIA), Sheryl Hamilton (COMS), Frances Woolley (ECON), Scott E. Bennett (PSCI), Marc Hanvelt (PSCI), Patricia Audette Longo (JOUR), Matthew Pearson (JOUR), Alex McClelland (ICCJ), Kate Porter (JOUR), Gabriel Maracle (PSCI), Steve White (PSCI), Bill Cross (PSCI), Christina Gabriel (PSCI), Hollis Moore (LAW), Steve Tasson (LAW), Mehdi Ammi (SPPA).

Students: Vladimir Gorodkov (EURUS), Kayla McBride (CASG).

Guests: Stephanie Bourk (ODFPA – recording the minutes), Karen Kelly (ODFPA)

The following were present online:

Faculty members: Julia Wallace (Science), Jeni Armstrong (AKC-MPM), Eric Stephens (ECON), Ilyan Ferrer (SOWK), Teddy Samy (NPSIA), Allan Thompson (JOUR), Christiane Wilke (LAW), Dana Galizia (ECON), Doris Buss (LAW), Emily Hiltz (COMS), Erin Tolley (PSCI), Ira Wagman (COMS), James Milner (PSCI), Konstantinos Metaxoglou (ECON), Liam Young (COMS), Lynda Khalaf (ECON), Mary Francoli (COMS), Megan Gaucher (LAW), Minjoon Lee (ECON), Patrick Coe (ECON), Philip Kaisary (LAW), Randy Boswell (JOUR), Sandra Fahy (BGInS), Sarah Everts (JOUR), Sean Richmond (LAW), Stacy Douglas (LAW), Vincent Kazmierski (LAW), William Hébert (LAW), Josh Greenberg (COMS).

Guests: Laurie Jaeger (ODFPA), Kristi Wells (ODFPA)

1. Call to order

Chair called the meeting to order at 2:03 pm.

2. Adoption of the agenda

The agenda was adopted by unanimous consent.

3. Adoption of the minutes

The minutes of November 27, 2023 meeting were adopted by unanimous consensus.

4. Matters Arising

Chair noted that there were no matters arising from the minutes of the last meeting that were not addressed in forthcoming individual reports.

5. Chair's Remarks

Chair had no separate remarks.

6. Question Period

Chair confirmed no questions were submitted in advance of the meeting.

7. Report from the Dean

Dean O'Neill updated the Board on a number of items:

- CUPE 2424 collective agreement has ratified. CUASA/CU negotiations have yet to start; they have been delayed pending final agreement on retroactive compensation following the repeal of Bill 124.
- Presidential and FASS Decanal searches are ongoing.
- Four FPA permanent hires this year: three CRCs and the Ivey Chair in Governance and Sustainable Transitions in SPPA.
- ODFPA welcomed a new recruitment and Planning Officer (Ashley-Dawn McKee) and new AD Equity & Diversity (Yanling Wang). The search for a new Research Facilitator is underway.
- University Promotions Committee met last week;
- Research success continues: 50% success rate with SSHRC Insight Grants;
- University and Faculty budgets are in a crisis situation due to:
 - Inadequate provincial response to the Blue Ribbon Panel;
 - International student visa caps;
 - Second year of deficit budget for Carleton University
 - Significant enrolment decline in FPA creating budgetary constraints

A question was asked about whether research time award (RTA) course release would continue. Brenda confirmed that nothing is guaranteed, but strongly supports maintaining the RTAs.

A member also asked about future retirements: how many retirements are anticipated in how many years given that Brenda mentioned that we must pay back to central the equivalent of 10 faculty positions through attrition and that this may take many years. Brenda noted there is no structure to determine when a faculty member will retire so it is not possible to say how long this will take.

A member asked whether the Faculty has any "interest" to pay on ELBA debt owed to central. Brenda confirmed that there is no such interest owing on debts to central.

8. Report of the Strategic Planning Committee – B. O'Neill

8.1. Proposal to change the name of the Faculty

B. O'Neill gave an overview of the process involved in narrowing down a proposed new name, the "Faculty of Public and Global Affairs," and referred members to the Strategic Planning Committee memo circulated with the agenda.

MOTION:

THAT FPA change the name of the Faculty to the "Faculty of Public and Global Affairs". (B. O'Neill/D. Saddiqi) CARRIED.

Prior to opening debate, a motion was offered from the floor:

MOTION:

THAT voting on the name change and the strategic plan shall proceed by paper ballot (for those who are in the room) or anonymous poll (for those who are on Zoom). (V. Kazmierski/C. Wilke) CARRIED.

Questions were asked about how much the name change would cost, how it would increase enrolments, and how it would strengthen the Faculty. Brenda confirmed that digital updating, stationary ordering, and new signage associated with the name change would not be a significant cost. She noted that the change will provide a mechanism for creating a marketing plan to develop the Faculty's programs and how they are unique. Brenda and Strategic Planning committee member Hashmat Khan made note of the importance of the Strategic Plan in strengthening the Faculty's reputation and collaborating among units and a new communications team to ensure everyone across the country understands what we do and how we do it. A new name that better reflects who we are is integral to that plan.

The vote proceeded by paper ballot and online poll. The Motion was carried.

8.2. Adoption of the Strategic Plan for 2024-2029

B. O'Neill provided an overview of the plan, which was also circulated with the agenda.

MOTION:

THAT FPA Faculty Board approve the 2024-2029 FPA Strategic plan as presented. (B. O'Neill/S. Burges). CARRIED.

The planning committee was thanked for their hard work and efforts. A member commented that the strategic plan is lacking a focus on teaching. Brenda noted that quality of teaching would be part of the marketing plan.

A member noted the importance of focusing on reconciliation and EDI in a very intentional way, and to ensure that community engagement is reciprocal and not one-way. Member of the Strategic Planning Committee Sarah Todd confirmed that EDI and community engagement reciprocity were fundamental and at the forefront of the plan.

Concerns were raised over the possibility of shared work spaces and program closures. Brenda noted that there will be work done with Chairs and Directors to look at doing things innovatively and more efficiently, but the strategic plan cannot overrule provisions in the Collective Agreements.

The vote proceeded by paper ballot and online poll. The Motion was carried.

9. Approval of new B.A. General Studies – V. Bhatia

- 9.1. V. Bhatia summarized the proposed B.A. General Studies and referred to the documentation circulated with the agenda.

MOTION:

THAT FPA Faculty Board approve as presented the new B.A. General Studies. **(V. Bhatia/A. Hurrelmann). CARRIED.**

A question was asked about how Faculties would get credit for ‘bums in seats’ noting the budget problem. Vandna stated that this is credited to the delivering unit’s Faculty. A suggestion was made to come up with a name that was more exciting than “General Studies.” Vandna confirmed that the program utilizes courses that are already being offered. B. O’Neill mentioned that this program would attract people with mid- or late career and retirees, who would not necessarily benefit or are not interested in a disciplinary-specific degree at that point in their lives.

MOTION:

THAT FPA Faculty Board empower the Executive Committee to vote on behalf of Faculty Board on an APCC recommendation to approve the calendar language for the B.A. General Studies. **(D. Mendeloff/V. Bhatia). CARRIED.**

10. Reports from Associate Deans

- 10.1. As time was limited, D. Mendeloff invited questions or comments on the written reports that were circulated with the agenda. There were none.

11. Reports from Faculty Board Committees

11.1. Academic Policy and Curriculum Committee (APCC) – V. Bhatia

MOTION:

THAT FPA Faculty Board approve as presented the proposed Minor Modifications to the Bachelor of Global and International Studies Specialization and Stream in Global Religions as and recommend that they continue through the Institutional Quality Assurance Process and to Senate for inclusion in the 2024-25 Calendar. **(V. Bhatia/E. Maeder). CARRIED.**

12. Reports for Information

- 12.1. CASG Faculty rep K. McBride noted that CASG will be identifying the FPA Executive and UCC representatives as soon as next year’s executive seats are confirmed. D. Mendeloff invited questions or comments. There were none.
- 12.2. H. Uz Özcan was unable to attend the meeting, but submitted a written report, which was circulated with the agenda. D. Mendeloff invited questions or comments on the report. There were none.

13. Report on Nominations for Faculty Board Officers – D. Mendeloff

- 13.1. D. Mendeloff mentioned that a formal call for nominations for Faculty Board positions (Clerk, Secretary, and two positions on Executive) was circulated and confirmed that two nominations had been received for the Executive positions (Mehdi Ammi and Hassan Bashir). Both candidates were acclaimed for a one-year position commencing July 1, 2024.

David noted that we again did not receive any nominations for Clerk and Secretary and reminded members that the Executive is empowered to appoint individuals to unfilled positions on an interim basis. They would be happy to consider any names that come forward.

14. Carleton University Research Data Centre - F. Woolley

- 14.1. Frances distributed a handout with information on the CURDC. The Chair promised to circulate an electronic copy to Zoom registrants following the meeting.

15. Other Business

There was no other business.

16. Adjournment

Having no further business the meeting was adjourned at 4:03 p.m.

Date: October 7, 2024

To: FPGA Faculty Board

From: Josh Greenberg

Re: Report of the Associate Dean (Research and Graduate)

CRC Tier 2: Economics

The application deadline for the Tier II CRC in Economics was September 30. The committee held its first meeting on September 23 to review the procedures governing CRC searches. The committee expects to have a strong and diverse pool of applicants and hopes to submit its recommendation to the dean before the end of the calendar year.

FPGA Research Committee

The Research Committee held its first meeting on September 11. The committee's focus will be to advance the "research strengths" priorities outlined in the new FPGA strategic plan: to promote and celebrate research excellence, to identify how best to share the range and depth of research in the faculty within and beyond the academy, and to continue exploring how best to enhance the intensity, quality and impact of research in the faculty. The committee discussed recent changes to the university's sabbatical travel policy and was given a high-level overview of the current budgetary environment and research achievement in the faculty over the past 5 years. The committee also reviewed current research support programs offered by the faculty and those which had been recently ended.

Grad Funding & Recruitment

The provost recently announced that the Department of Graduate Studies will be working with line faculties to establish new funding and recruitment processes that can encourage growth in the numbers of applications to graduate programs and improve our conversion rate. The university is exploring a shift from fixed to rolling offers in some graduate programs and preparing for both TA and scholarship packages to be administered by the line faculties following the restructuring of Graduate Studies. The associate dean held meetings with graduate supervisors, grad administrators and chairs/directors from each unit in the faculty in September to inform them of these developments and to begin a conversation about

how we might think differently about funding packages both to support the operational needs of our programs and recruit top graduate students.

Research Events

- **Author Meets Reader:** AMR will hold its first event of the 2024-25 academic year on Thursday, October 24 at Irene's Pub in the Glebe, featuring a conversation with Christina Gabriel from the Dept of Political Science about her new co-edited book (with Provost and VP Academic, Pauline Rankin) entitled *Counting Matters: Policy, Practice and the Limits of Gender Equality in Canada*. We will be holding AMR events throughout the year. Thanks to our host Irene's Pub and our supporting partner Octopus Books. The roster is now full.
- **Katherine A.H. Graham Lecture:** this year's lecture will be delivered by Abram Benedict, Grand Chief of Mohawk Council of Akwesasne, on Monday, November 4th in Teraanga Commons. The lecture is being held in conjunction with a Carleton Centre for Community Innovation (3CI) postdoctoral research event. The Carleton and Ottawa communities are invited to attend both events. Stay tuned for a formal invitation and registration link in the coming weeks.
- **Graduate Studies & the Public Good:** Chairs and Directors and members of the Grad Curriculum Committee have received a copy of *For the Public Good: Reimagining Arts Programs in Canadian Universities*, by Loleen Berdahl, Jonathan Malloy and Lisa Young. The dean's office is organizing a workshop for faculty and staff to explore key themes of the book in early November.

To: FPGA Faculty Board

From: Paul Wilson

Re: Report from Associate Dean (Students and Enrolment)

Date: September 30, 2024

I wish to provide for Faculty Board an update on recruitment and academic integrity, the two main parts of my portfolio as Associate Dean for Students and Enrolment.

Recruitment

Declining enrolment in FPGA has financial consequences, and correcting this trend is a major priority.

As context, while overall University enrolment is about even from last year at this time, overall fall enrolment across FPGA (both undergraduate and graduate) is down just over 3% year over year.

At the undergraduate level, FPGA registrations are down by approaching three and a half per cent from this time last year. Over the longer term, they have dropped by about 23% from their high-water mark in 2018, and by just under 20% since 2012 (the earliest year for which I see data).

Graduate student registrations in FPGA have also declined, although less sharply. They are down about 2% from this time last year, and have declined by about 9% from 2018, and about 7% from 2012.

Some of this decline is due to a decline in international student registration, which is likely attributable to the introduction of student visa caps and resulting uncertainty. Across the faculty, domestic graduate student enrolment this year is down about one and a half percent, while international graduate student enrolment is down about 8%. This decline impacts some FPGA units more than others.

While undergraduate recruitment is mostly run by the central Undergraduate Recruitment Office, the FPGA Dean's Office is working with units to do what we can to increase enrolment:

- Sixteen faculty members from FPGA are scheduled to attend the Ontario Universities' Fair in Toronto on the weekend of October 5th and 6th.
- On October 1st we will hold our first FPGA Showcase in order to highlight FPGA programs to prospective local students.
- Ashley McKee, Recruitment and Planning Officer in the Dean's Office, has been working to develop direct relationships for FPGA units with local high schools and community organizations. We hope to identify opportunities for FPGA faculty members to attend local high school classes in order to offer their expertise as relevant to the class curriculum and in order to build awareness of what Carleton FPGA has to offer.
- FPGA units are participating in events and activities led by UGR, including the Fall Open House on Saturday, October 26th.
- The Dean's Office communications team led by Karen Kelly is working with a local firm on a national campaign to increase awareness of FGPA, with a particular focus on increasing undergrad applications.
- The Dean's Office Communications team has also hired four undergrad students to work as "content creators" to support units in generating material for promotion on unit social media accounts.

While most grad student recruitment is done by units, we are also working to support in this respect. We hope to hold both an in person and a virtual graduate recruitment fair later this fall.

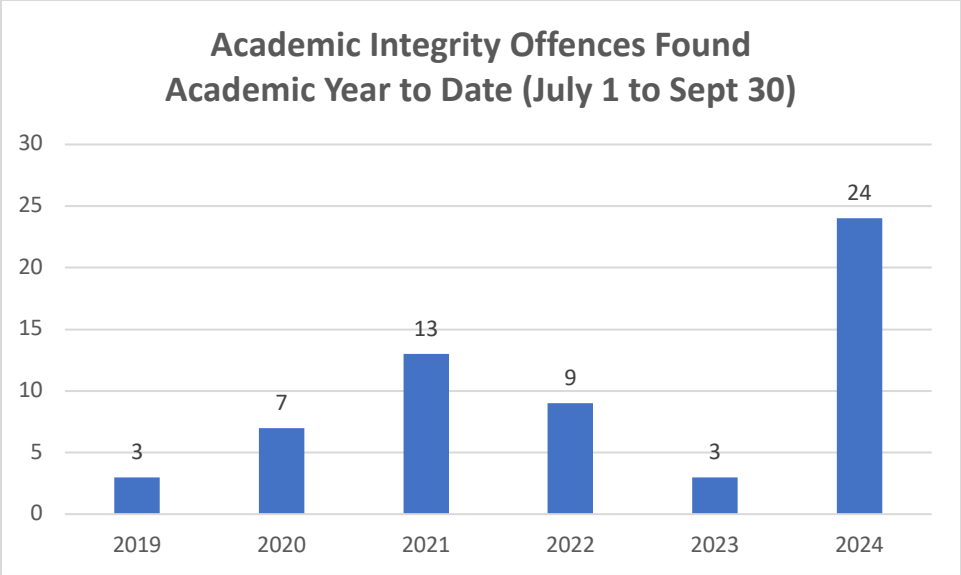
I would like to thank all faculty members who take their time to represent units at these (and other) events and to build connections with prospective students and their parents. I am very grateful for this support, which is so essential for our recruitment efforts.

If you have any personal connections with local high schools or high school teachers which you think might be useful for building up the profile of your unit or the faculty and you are willing to share these with the Dean's Office to follow up, then I invite you to get in touch with Ashley or with me.

Academic Integrity

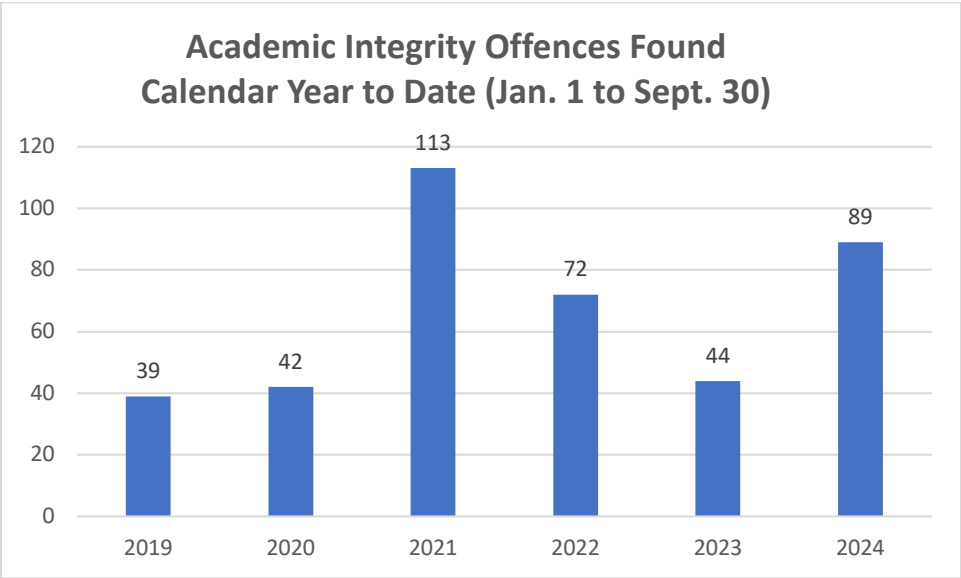
Academic integrity cases are up significantly over last year and are high in comparison to past years except for the height of the pandemic.

The following chart shows the number of offences found in this academic year to date (that is, July 1 to September 27) compared to the same period in other years:



During July, August and September of this year I found 24 offences, up from 3 cases last summer and up from the previous high of 13 cases in 2021 (when all courses were online due to the pandemic).

The following chart shows the number of offences found in the calendar year to date (January 1 to September 27) for this year and the five previous years:



The 89 cases found at this point in the calendar year 2024 are double the number of cases at this point last year, and are higher than at this point in any previous year except 2021 (again, when all classes were online).

In many of these cases instructors have suspected the unauthorized use of generative artificial intelligence. However, use of AI is very hard to prove. For example, in keeping with the general practice among associate deans across faculties at Carleton, I do not accept output from ChatGPT detectors as evidence of an offence. Frequently, when I find an offence it is because the student has failed to provide full and accurate references. The most glaring cases are when students have submitted fictitious references. These fictitious references have likely been “hallucinated” by the AI. But, regardless of the reason—whether AI or old-fashioned misrepresentation or simply sloppiness—inaccurate referencing constitutes an offence.

Since the number of academic integrity cases is rising in the context of increasingly powerful and increasingly available generative artificial intelligence programs, and since, as above, such use is very hard to prove, I suspect that the cases referred to me only represent the lowest hanging fruit, as it were. Students who are more careful in their unauthorized use of AI are almost certainly going undetected.

There is a place for AI in the classroom. This is a powerful emerging technology with which students will be expected to be familiar when they leave university. However, in the current context there is also a high risk that students may use AI without authorization for assignments which they were expected to complete unaided. I urge instructors to build guardrails into their course assessment in order to ascertain that students themselves are doing the work and meeting the course learning objectives. Guardrails might include the following:

- Pen and paper tests and exams are likely the most effective means to prevent unauthorized AI use.
- Oral exams could also be effective, although these are impractical for larger classes and raise questions about potential bias.
- E-proctored exams (ideally in a classroom setting with a human proctor present) are useful, although there can be technical challenges with the University’s CoMaS system, and there are now costs associated with it.

Other strategies might include:

- Requiring that students submit iterative drafts of their work;
Reserving the right to request that a student produce their notes or evidence of their research;
- Requiring that submitted work refer only to in class readings, or that specific page numbers be included in citations.

Few of these approaches are perfect guarantees. But reconsidering assessment is essential in the new AI context, and I urge instructors to consider what adaptations may work best for them.

Senate Ad Hoc Committees on Academic Integrity and Academic Appeals and Petitions

I note for information that on September 27th Senate approved terms of reference for an ad hoc committee on Academic Integrity and an ad hoc committee on Academic Petitions and Appeals. They will be constituted later this semester with the expectation that by March they will make policy recommendations for consideration by Senate.

To: FPGA Faculty Board
From: Vandna Bhatia, Associate Dean – Academic
Re: Report to Faculty Board
Date: September 30, 2024

TEACHING ASSISTANT ALLOCATION

TA allocations for the fall term are complete. The winter term allocation process will begin in late October. I'll be reaching out to units for their requests, so please let your chair/director know if you have any special requests regarding TAs.

Reminders:

- TAs who are *required* to attend lecture, tutorials, or workshops on the **National Day for Truth and Reconciliation** [Sep 30th] are eligible for premium pay. Instructors and TA supervisors must complete the [NDTR Form for Premium Pay](#) for each TA they instruct to work on this day.
- **Work During the End of Year University Closure Period:** The UCP falls from December 24, 2024, to January 2, 2025, inclusive. Instructors must submit the [Premium Pay for Work During the University Closure Period](#) form for each TA no later than October 21. More details will be provided by office of the Deputy Provost (Academic Operations and Planning)

UNDERGRADUATE CURRICULUM

FPGA's Undergraduate Curriculum Committee, which I chair, has met several times to review and recommend course and program change proposals. The first set of proposals for 2025-26 calendar changes are presented in a separate report from the UGCC.

I have been working with several units on curriculum development. I've also been working with other Faculties on several new initiatives:

- The launch of the new BA General Studies, which will receive its first intake of students next September
- The development of a proposal for a new BA in health studies
- The rebranding of the undeclared program as a Discovery Year program

I represent FGPA on the Senate Committee on Curriculum, Admissions and Studies Policy (**SCCASP**). SCCASP has recommended new definitions of **program elements** (Major, Concentration, Stream) to Senate for approval. The RO will prepare an implementation plan and timeline to be circulated to Faculties by December. All new programs are expected to conform to the new definitions and existing programs to implement them gradually over the next 2-3 years. The following items were also recommendation to Senate for approval:

- The First Year Grading policy also applies to students in the ESP and IESP programs.
- The limit on the number of transfer credits (7.0) allowed for students applying to BGIInS is removed.
- The introduction of a new micro-credential program on Climate Change and Youth Mental Health (2025-26)

I, along with AD Paul Wilson, represent FPGA on the **Undergraduate Affairs Committee**, chaired by Suzanne Blanchard (VPSE and University Registrar). The committee reviewed the process for **Academic Consideration** and clarified the following:

- Students *must* consult the course instructor for all consideration requests.
- Instructors *may* ask students to complete the [Academic Consideration Request Form](#) (formerly known as self-declaration) for short-term accommodation. The RO noted that instructors are notified within 2 hours if a student submits this form for their course.
- Instructors *must* ask students to complete the Academic Consideration Request Form for long-term requests. The RO will review these requests and consult with the instructor.
- Instructors have the final say on whether a request is approved, and the nature of the accommodation, if granted.
- The RO will work to improve clarity in [messaging to students](#) about how and when the policy applies, as well as its limits, and will offer more [guidance for instructors](#), including workshops, about how to interpret and apply the policy
- The RO will send monthly reports to unit chairs/directors and ADs listing the Academic Consideration forms it receives.

I attended a meeting called by VPAVP David Hornsby to discuss a **new mandate** from the Ministry of Colleges and Universities that requires all course outlines to list costs associated with mandatory materials. More information about this and an update course outline template will be circulated soon.

GRADUATE CURRICULUM

I chair FPGA's Graduate Curriculum Committee which has met several times this fall to review proposed changes to graduate programs and courses. The first set of proposals for 2025-26 calendar changes are presented in a separate report from the GCC.

I attended the inaugural meeting of **Graduate Council** (on behalf of Josh Greenberg), a meeting of the **Graduate Affairs Committee**, and meetings with the Vice Provost (Graduate Studies). The focus of discussion at these meetings has been graduate recruitment and graduate funding, including both scholarships and TA funding.

OTHER ITEMS

The Dean has tasked me with overseeing the **FPGA Intranet site**, which is now live: <https://i.carleton.ca/fpga/> . I would appreciate your feedback and suggestions about information that should be made available on this site, which is only be accessible to FPGA faculty members, instructors, and staff.

I have been working on updating the [FPGA-FASS teaching regulations](#), which are available via the FPGA intranet. This work is ongoing, and I would appreciate any suggestions or feedback on how to make the information useful for your needs.

2024—09—27

To: FPGA Faculty Board
From: Yanling Wang, Associate Dean, Equity & Inclusion, FPA
Subject: **October 2024 Report**

I have 3 items to report.

1. EDI Allotment to each unit to support their activities promoting EDID within their units.

To support each unit's EDI and reconciliation efforts for the 2024-2025 academic year, the Dean's office has once again allotted a specific amount to each unit based on unit sizes to fund their undertakings.

2. EDI and Reconciliation Strategy for FPGA

The Dean has tasked me and the Faculty's JEDI (Justice, Equity, Diversity and Inclusion) Working Group to develop an FPGA's EDI and Reconciliation strategy for the next five years. The JEDI Group had its first meeting on September 26, 2024. The work is now underway.

3. EDI Student Scholarship

The Dean's Office has committed to establish FPGA's EDI student scholarship for one undergraduate student and one graduate student, in the aim of getting the first recipients selected by Spring 2025. JEDI Group has initiated the work for terms and criteria.

To: PGA Faculty Board
From: David Mendeloff, Associate Dean (Faculty Affairs)
Date: September 30, 2024

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

Faculty Governance and Leadership Appointments. I am happy to report that all three governance projects from last year – appointing a new Director for the School of Social Work, securing a new coordinator for the Collaborative Specialization in Climate Change (CSCC), and coordinating recommendations for leadership selection and governance in the School of Journalism and Communication (SJC) – wrapped up successfully over the summer. We are very excited that Deborah Conners from the Department of Sociology and Anthropology agreed to take over as Director of the School of Social Work. Jesse Vermaire, Acting Director of the Institute of Environmental and Interdisciplinary Science, kindly agreed to oversee the CSCC for the next two years. The Dean has now accepted the SJC’s recommendations for a new leadership selection process and governance structure, and is with the Provost for final approval. We anticipate that a new process will be in place to guide the appointment process for the two SJC leaders this coming year.

We are still in the process of identifying a new Director of Kroeger College, which has been vacant since mid-August. We are hopeful that we will find someone to take on this important role beginning in the Winter term. In the meantime, the Dean has asked me to serve as Interim College Director. We are fortunate to have experienced AKC program heads in place to ensure a smooth term and to carry us through a transition to a new Director. **If you have an interest in taking on the Kroeger Director position and would like to learn more, please reach out to the Dean or me and we will be happy to discuss.**

In addition to SJC and Kroeger College, this year the Dean will also be overseeing the appointment of a new Director of the Institute of Criminology and Criminal Justice.

Staffing and space review. For the past couple months I have been working closely with the Dean and Kristi Wells, Manager (Administration and Operations) to review administrative support and use of space in our academic units and across the Faculty as a whole. To that end we have been compiling data on “administrative demand” in our programs and the current levels of administrative support (both professional staff and academic administration). We are in the process of reviewing this information with units to ensure accuracy. We have also sent out a formal breakdown of the space allocation in units and will be doing walk-throughs in the coming weeks to better understand how that space is being used. Our goal with both exercises is to gain a better understanding of staffing support and space use, and to identify where there might be opportunities for achieving efficiencies in how these resources are utilized.

To: PGA Faculty Board
From: David Mendeloff, Interim Secretary of PGA Faculty Board and Chair, PGA Faculty Board
Executive Committee
Date: October 3, 2024

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

Since the last Faculty Board meeting on April 15, 2024 the Executive Committee conducted the following business:

Approval of B.A. General Studies calendar language

At the April 15, 2024 Faculty Board Meeting, Faculty Board empowered Executive to vote on any APCC recommendations following its review of the calendar language for the B.A. General Studies. Executive received a recommendation from APCC to approve the calendar language for the B.A. General Studies for the 2025-26 calendar.¹ A motion to approve and recommend to Senate was circulated to Executive members on April 30, 2024, and an E-vote conducted April 30-May 1, 2024. **The following motion (Bhatia/Mendeloff) was CARRIED:**

THAT FPA Faculty Board Executive approve on behalf of Faculty Board the calendar language for the B.A. General Studies as presented and recommend that Senate approve the proposed program.

Faculty Board Officers

Having received no nominations for either of the Faculty Board Officer positions for 2024-25, Executive conducted an E-vote on June 21 to appoint David Mendeloff as Interim Faculty Board Secretary until a permanent Secretary is elected. **The following motion (O'Neill/Maeder) was CARRIED:**

THAT FPA Faculty Board Executive appoint David Mendeloff as Interim Faculty Board Secretary to serve until June 30, 2025, or until an earlier date by which Faculty Board elects a permanent Board Secretary.

Faculty Board Committees

Faculty Board Executive was required to fill a vacancy for a FPGA representative on the Joint Committee on Admissions and Studies (JCAS). An E-vote was held on June 21 to appoint Professor Stacy Douglas to a three-year term. **The following motion (Mendeloff/Wilson) was CARRIED:**

¹ Courseleaf information is attached.

THAT FPA Faculty Board Executive appoint Professor Stacy Douglas to the Joint Committee on Admissions and Studies (JCAS) for a three-year term commencing July 1, 2024.

The Executive Committee gratefully acknowledges the prior service on this committee of Professor Sandra Robinson, and thanks Professor Douglas for agreeing to take on this role.

Graduation lists

One of the primary responsibilities of the Executive Committee is to review and affirm graduation lists. The Registrar provided the Spring graduation to the Faculty Board Secretary on May 31. The list was circulated to the Executive Committee for review and an E-vote was held June 3-4. **The following motion (Mendeloff/Wang) was CARRIED:**

THAT FPA Faculty Board recommend to Senate the Spring 2024 graduation list as presented.

The Registrar submitted a late amendment to the graduation list on June 11 as a result of a late change of grade. The additional list was circulated to the Executive Committee and an E-vote was held that same day. **The following motion (Mendeloff/Wang) was CARRIED:**

THAT FPA Faculty Board recommend to Senate the late amendment to graduate status for Spring 2024 graduation as presented.

Committee Membership

The Executive Committee has welcomed five new members to the Committee this academic year: Josh Greenberg, AD (Research and Graduate); Mehdi Ammi, SPPA; Hassan Bashir, Kroeger College (BGInS); Ellize Manzo, CASG representative; and Apoorva Sanagavarupu, Graduate student representative appointed by GSA. I would like to thank our outgoing members for their service: Evelyn Maeder, Acting Director and AD (Kroeger College), and Vladimir Gorodkov, elected student representative for 2023-24.

Program Change Request

New Program Proposal

Date Submitted: 04/04/24 4:02 pm

Viewing: **TBD-2257 : General Studies
B.A.**

Last edit: 04/09/24 11:31 am

Last modified by: nataliephelan

[Changes proposed by: nataliephelan](#)

In Workflow

1. **FASS ChairDir UG**
2. AS Dean
3. AS FCC
4. AS FBoard
5. PA Dean
6. PA FCC
7. PA FBoard
8. PRE SCCASP
9. SCCASP
10. SQAPC
11. Senate
12. PRE CalEditor
13. CalEditor

Effective Date	2025-26
Workflow	majormod
Program Code	TBD-2257
Level	Undergraduate
Faculty	Faculty of Arts and Social Sciences Faculty of Public Affairs
Academic Unit	Arts & Social Sciences (Faculty of)
Degree	
Title	General Studies B.A.

Program Requirements

General Studies B.A. (15.0 credits)

A. Credits Included in the Major CGPA (6.0 credits)

1. **3.0 credits in** two of the three eligible B.A. Breadth Areas: 6.0
- Culture and Communication
 - Humanities
 - Social Sciences

B. Credits Not Included in the Major CGPA (9.0 credits)

2. **9.0 credits in** free electives 9.0
- Total Credits 15.0

Notes:

1. Students must complete a minimum of 3.0 credits at the 2000-level or above in one or both of the two selected Breadth Areas.
2. Students must complete a minimum of 2.0 credits at the 3000-level or above, of which 1.0 credit must be in one or both of the two selected Breadth Areas.

In addition to the requirements presented here, students must satisfy:

1. the Bachelor of Arts regulations (except for the [B.A. Breadth Requirement](#), which is waived for General Studies students); and
2. and University regulations common to all undergraduate students (consult the [Academic Regulations of the University](#) section of this Calendar), including the Minimum Number of Residency Credits ([Section 2.2.2/3.4.1](#)), the Advanced Credits requirement ([Section 2.2.3/3.4.2](#)), the Maximum Number of Credits Below the 2000-Level ([Section 2.2.1](#)), and the process of Academic Continuation Evaluation ([Section 3.2](#)).

New Resources	No New Resources
Summary	New program BA with major in General Studies, also known as the online BA. The Faculty and Arts and Social Sciences (FASS) and the Faculty of Public Affairs (FPA) are proposing a new 15-credit online B.A. General Studies program that builds on the critical mass of online courses that are regularly offered across the two faculties. This flexible program, which will allow students to pursue their studies entirely online, or through a combination of online and in-person modalities, targets a potentially large audience of non-traditional learners who are not well-served by traditional programs.
Rationale	The new General Studies B.A. degree allows students to earn a degree outside of the traditional B.A. structure. Rather than focusing on a particular discipline, students will take a variety of courses that suit their needs and interests from the approximately 130 online courses, and more than 700 courses with all modalities combined, that FASS and FPA currently offer every term. This new General Studies B.A. program builds on the B.A. Breadth requirement by using the existing three non-Science Breadth Areas to scaffold a student's individual program of study. With the help of a faculty advisor, students will take a selection of courses from the broad areas of Culture and Communication, Humanities, and Social Sciences. While we expect greatest demand to be an entirely online pathway, students may complete the B.A. General Studies degree with any combination of online and in-person courses.
Transition/Implementation	Transition plan to follow.

Program reviewer comments

To: FPGA Faculty Board
Re: Report of the FPGA Undergraduate Curriculum Committee
From: Vandna Bhatia, Chair
Date: September 30, 2024

The UGCC has held three meetings so far this term (Aug 8, Sep 4, Sep 18), to review proposed undergraduate curricular changes for the 2025-26 Calendar. The committee is presenting 93 program and course change proposals for Faculty Board approval and recommendation, including 1 major modification. A summary of the proposed modifications is attached. Details of proposed modifications can be found in the [UGCC meeting binders](#) on the FPGA Intranet. (The 'date reviewed' column in the attached summary table corresponds to the associated meeting binder.)

The **Track B major modification** is the deletion of the *Mention: Français* notation in Political Science. The rationale for the program deletion is that there has been no student interest (0 enrolments since 2012), and the Department no longer has faculty members to supervise in French.

Motion to approve Major Modifications for the 2025-26 Undergraduate Calendar:

THAT FPGA Faculty Board recommends that Senate approve the proposed **Major Modification** to deactivate the *Mention: Français* notation in Political Science from the 2025-26 Undergraduate Calendar.

There are a total of 92 **Minor Modifications** presented in the attached summary table. Of these, 16 are program modifications, which include updates to lists of required and/or elective courses. There are 76 minor course modifications, including the deletion of 34 courses, the creation of 5 new courses, and updates to 37 existing courses.

Motion to approve Minor modifications for the 2025-26 Undergraduate Calendar:

THAT FPGA Faculty Board recommends that Senate approve the **Minor Modifications** presented in the attached list for the 2025-26 Undergraduate Calendar.

2025-26 Undergraduate Calendar Modifications

Faculty Board Meeting, October 2, 2024

Proposal Type	Proposal Code	Title	Proposed changes	Rationale	Date Reviewed
BGINS					
Minor Prg Mod	BGISH-36U	BGISH-36U : BGINS Specialization in French and Francophone Studies	Update required courses; update electives	Replace FYSM 1408 (no longer offered) with FREN credits; update electives	2024-09-04
Minor Prg Mod	BGISG-37U	BGISG-37U : BGINS Stream in French and Francophone Studies	Update required courses; update electives	Replace FYSM 1408 (no longer offered) with FREN credits; update electives	2024-08-22
Minor Prg Mod	BGISG-37U	BGISG-37U : BGINS Stream in French and Francophone Studies	Update required courses & electives	Replace FYSM 1408 (no longer offered) with FREN credits; update electives	2024-09-04
BPAPM					
Minor Prg Mod	BPAPM-P1A/P1B	BPAPM-P1A/P1B : BPAPM Communication and Policy Studies Specialization	Courses added to program	Expand options available to students	2024-09-18
Minor Prg Mod	BPAPM-P2A/P2B/P2C	BPAPM-P2A/P2B/P2C : BPAPM Development Policy Studies Specialization	Update electives lists	New courses added to expand options for students	2024-09-04
Minor Prg Mod	BPAPM-P3A/P3B	BPAPM-P3A/P3B : BPAPM International Policy Studies Specialization	Update electives lists	New courses added to expand options for students	2024-09-04
Minor Prg Mod	BPAPM-P4A/P4B/P4C/P4D	BPAPM-P4A/P4B/P4C/P4D : BPAPM Public Policy and Administration Specialization	Update electives lists	New courses added to expand options for students	2024-09-04
Minor Prg Mod	Language - BPAPM	Language - BPAPM : Language Requirement for B.P.A.P.M.	Update language options	Add DELF exams as proof of language proficiency	2024-09-04
CRIMINOLOGY					
Minor Prg Mod	TBD-1096	TBD-1096 : ELECTIVES - Criminology Course Categories	Updated CCJ course lists, updated notes	Updates to course options to reflect current practice	2024-09-18
Minor Prg Mod	TBD-1611	TBD-1611 : Field Placement Practicum - Criminology	Update prerequisites	Update wording and ensure consistency across all CCJ programs	2024-09-18
Minor Course Mod	CRCJ 3901	CRCJ 3901 : Practicum in Criminology I	Update prerequisite statement	Standardized prerequisite criteria for all concentrations in the program	2024-09-18
Minor Course Mod	CRCJ 3902	CRCJ 3902 : Practicum in Criminology II	Update prerequisite statement	Standardized prerequisite criteria for all concentrations in the program	2024-09-18
ECONOMICS					
Minor Prg Mod	DIP-ECONPB	DIP-ECONPB : Post-Baccalaureate Diploma in Economics	Modify credit requirements	Create greater flexibility for students.	2024-09-18
Minor Prg Mod	BECOH-CONC	BECOH-CONC : B.Economics Honours with Concentration	Added "or above" to 3000 level req	Allow strong students to take more 4000-level credits	2024-09-04
Minor Prg Mod	BECOH-UECO	BECOH-UECO : B.Economics Honours	Added "or above" to 3000 level req	Allow strong students to take more 4000-level credits	2024-09-04
Minor Course Mod	ECON 2220	ECON 2220 : Introductory Econometrics	Update prerequisites	Added "or Permission of the Department" to the course prerequisite(s)	2024-09-04
Minor Course Mod	ECON 3360	ECON 3360 : Introduction to Labour Economics	Update preclusions	Remove one-way preclusions and preclusions for deactivated courses	2024-09-18
Minor Course Mod	ECON 3365	ECON 3365 : Introduction to Industrial Relations	Delete course	Course has not been taught for many years.	2024-09-04
Minor Course Mod	ECON 3403	ECON 3403 : Introduction to Public Economics: Expenditures	Update preclusions	Remove one-way preclusions and preclusions for deactivated courses	2024-09-18
Minor Course Mod	ECON 3405	ECON 3405 : Introduction to Public Economics: Taxation	Update preclusions	Remove one-way preclusions and preclusions for deactivated courses	2024-09-18
Minor Course Mod	ECON 3420	ECON 3420 : Economic Theories of Federalism	Delete course	Course has not been taught for many years.	2024-09-04
Minor Course Mod	ECON 3460	ECON 3460 : Introduction to Health Economics	Update preclusions	Remove one-way preclusions	2024-09-18
Minor Course Mod	ECON 3508	ECON 3508 : Introduction to Economic Development	Update preclusions	Remove one-way preclusions and preclusions for deactivated courses	2024-09-18
Minor Course Mod	ECON 3600	ECON 3600 : Introduction to International Economics	Delete course	Course has not been taught for many years.	2024-09-04
Minor Course Mod	ECON 3601	ECON 3601 : Introduction to International Trade	Update preclusions	Remove one-way preclusions	2024-09-18
Minor Course Mod	ECON 3602	ECON 3602 : International Monetary Problems	Update preclusions	Remove one-way preclusions	2024-09-18
Minor Course Mod	ECON 3801	ECON 3801 : Regional Economics	Delete course	Course has not been taught for many years.	2024-09-04

Minor Course Mod	ECON 3850	ECON 3850 : Economics of Information and the Media	Update preclusions	Remove one-way preclusions and preclusions for deactivated courses	2024-09-18
Minor Course Mod	ECON 3864	ECON 3864 : Transportation Economics	Delete course	Course has not been taught for many years.	2024-09-04
Minor Course Mod	ECON 4004	ECON 4004 : Operations Research: Linear Programming Models	Update title	Clarify titles for ECON 4004 and 4405	2024-09-18
Minor Course Mod	ECON 4005	ECON 4005 : Operations Research: Stochastic Models	Update title	Clarify titles for ECON 4004 and 4406	2024-09-18
Minor Course Mod	ECON 4056	ECON 4056 : Insurance Economics	Delete course	Course has not been taught for many years.	2024-09-04
Minor Course Mod	ECON 4209	ECON 4209 : Selected Topics in the History of Economic Thought	Delete course	Course has not been taught for many years.	2024-09-04
Minor Course Mod	ECON 4309	ECON 4309 : Applied Industrial Economics	Delete course	Course has not been taught for many years.	2024-09-04
Minor Course Mod	ECON 4365	ECON 4365 : Industrial Relations	Delete course	Course has not been taught for many years.	2024-09-04
Minor Course Mod	ECON 4714	ECON 4714 : Advanced Topics in Applied Econometrics	Delete course	Course not offered in 10 years	2024-09-18
Minor Course Mod	ECON 4800	ECON 4800 : Spatial Economics	Delete course	Course not offered in 10 years	2024-09-18
Minor Course Mod	ECON 4850	ECON 4850 : Advanced Economics of Information and Media	Delete course	Course not offered in 10 years	2024-09-18
EURUS					
Minor Course Mod	EURR 4003	EURR 4003 : Social and Political Perspectives in Europe	Delete course	No longer offered	2024-08-26
Minor Course Mod	EURR 4900	EURR 4900 : Tutorial in European and Russian Studies	Delete course	Remove redundant Tutorial course (EURR 4901 remains)	2024-08-26
Minor Course Mod	EURR 4902	EURR 4902 : Tutorial in European and Russian Studies	Delete course	Remove redundant Tutorial course (EURR 4901 remains)	2024-08-26
LAW					
Minor Course Mod	LAWS 3006	LAWS 3006 : Alternative Dispute Resolution	Revise course title and description	Better reflect course content	2024-09-04
Minor Course Mod	LAWS 3105	LAWS 3105 : Theory of Law and Politics	Delete course	Course has not been taught for many years; no longer offered	2024-09-04
Minor Course Mod	LAWS 3209	LAWS 3209 : Canadian Correctional Policies in Historical Perspective	Delete course	Low enrolments; no plans to offer it in future	2024-09-04
Minor Course Mod	LAWS 3602	LAWS 3602 : International Human Rights	Revise course description	Better reflect course content	2024-09-04
Minor Course Mod	LAWS 3800	LAWS 3800 : Environmental Law	Revise course description	Better reflect course content	2024-09-04
POLITICAL SCIENCE					
Major Mod Track B	C3-46	C3-46 : Mention Français: Political Science	Delete program	No student demand; lack faculty resources to supervise students in French.	2024-09-04
Minor Prg Mod	HBA-AF2	HBA-AF2 : Political Science Concentration in International Relations and World Politics	Update elective list	Add new electives, delete courses no longer offered	2024-08-24
Minor Prg Mod	HBA-AG2	HBA-AG2 : Political Science Concentration in Power & Political Ideas	Update elective list	Add new electives, delete courses no longer offered	2024-08-25
Minor Prg Mod	HBA-AP2	HBA-AP2 : Political Science Concentration in Canadian Politics and Public Policy	Update elective list	Add new electives, delete courses no longer offered	2024-08-26
Minor Course Mod	PSCI 2002	PSCI 2002 : Canadian Politics and Society	Revise course title	Better reflect course content; appeal to students	2024-08-26
Minor Course Mod	PSCI 2003	PSCI 2003 : Institutions and Power in Canadian Politics	Revise course title	Better reflect course content; appeal to students	2024-08-26
Minor Course Mod	PSCI 2701	PSCI 2701 : How to Do Research in Political Science	Revise course title and description	Better reflect course content; remove old preclusions	2024-08-26
Minor Course Mod	PSCI 2702	PSCI 2702: A Statistical Toolkit for Political Scientists	Revise course title and description	Better reflect course content; remove old preclusions	2024-08-26
Minor Course Mod	PSCI 3000	PSCI 3000 : Canadian Provincial Politics	Delete course	Course has not been taught for many years; no faculty resources to offer it	2024-08-26
Minor Course Mod	PSCI 3013	PSCI 3013 : Indigenous Politics of Turtle Island	New course	Updated course description from previous version; new Faculty member's area of expertise	2024-09-18
Minor Course Mod	PSCI 3100	PSCI 3100 : Politics of Development in Africa	Delete prerequisites	Encourage enrolment; reflect norm in other third year courses	2024-08-26

Minor Course Mod	PSCI 3101	PSCI 3101 : Conflict and Security in Africa	Revise course title and description	Better reflect course content; appeal to students	2024-08-26
Minor Course Mod	PSCI 3104	PSCI 3104 : China in the Global South	New course	Course based on expertise of faculty member; fills gap in courses on China	2024-08-26
Minor Course Mod	PSCI 3205	PSCI 3205 : Mexican Politics	Revise description; delete prerequisites	Encourage enrolment; appeal to students; update to better reflect course content	2024-08-26
Minor Course Mod	PSCI 3207	PSCI 3207 : Politics of the European Union	Revise course title	More succinct title; appeal to students	2024-08-26
Minor Course Mod	PSCI 3301	PSCI 3301 : Contemporary Approaches to Political Inquiry	New course	Clarified preclusions from previous version; replaces two deleted courses	2024-09-18
Minor Course Mod	PSCI 3308	PSCI 3308 : Modern Political Thought	Delete course	Has not been taught for many years; no faculty resources to offer it; non-essential course	2024-08-26
Minor Course Mod	PSCI 3401	PSCI 3401 : Canadian Public Administration	Delete course	Course has not been taught for many years; no faculty resources to offer it	2024-08-26
Minor Course Mod	PSCI 3502	PSCI 3502 : Gender and Politics: Global South	Delete prerequisite	Prerequisites removed to encourage enrolment and reflect norm in other third year courses.	2024-08-26
Minor Course Mod	PSCI 3607	PSCI 3607 : Canadia Defence Policy at Home and Abroad	Revise course title and description	Better reflect course content; appeal to students	2024-08-26
Minor Course Mod	PSCI 3700	PSCI 3700 : Government and Politics of South Asia	Delete prerequisite	Prerequisites removed to encourage enrolment and reflect norm in other third year courses.	2024-08-26
Minor Course Mod	PSCI 3702	PSCI 3702 : The Politics of Israel/ Palestine	Revise course title and description; delete prerequisites	Better reflect course content; remove prerequisites to reflect norm in other third year courses	2024-08-26
Minor Course Mod	PSCI 3709	PSCI 3709 : Ancient and Medieval Political Thought	Delete course	Course has not been taught for many years; no faculty resources to offer it; non-essential course	2024-08-26
Minor Course Mod	PSCI 3900	PSCI 3900 : Études dirigées	Delete course	Collateral to C3-46 program deletion	2024-09-04
Minor Course Mod	PSCI 3906	PSCI 3906 : Ottawa Experience Placement, Two Terms	Redesign internship course	More structure and support for students taking this course.	2024-09-18
Minor Course Mod	PSCI 3907	PSCI 3907 : Ottawa Experience Placement, One Term	Redesign internship course	More structure and support for students taking this course.	2024-09-18
Minor Course Mod	PSCI 4204	PSCI 4204 : Fighting for Votes	Revise course title and description	Better reflect course content	2024-08-26
Minor Course Mod	PSCI 4206	PSCI 4206 : Indigenous Activism in Turtle Island: Take That, Colonialism!	Revise course title; update prerequisites	Title better reflects how the course is taught; appeal to students.	2024-08-26
Minor Course Mod	PSCI 4308	PSCI 4308 : History of Political Enquiry	Delete course	Replaced by new course PSCI 3301.	2024-08-26
Minor Course Mod	PSCI 4309	PSCI 4309 : Contemporary Approaches to Political Enquiry	Delete course	Replaced by new course PSCI 3301.	2024-08-26
Minor Course Mod	PSCI 4311	PSCI 4311 : Political Theories of Democracy and Empire	Revise course title and description; update preclusions	Consolidate two courses into one; update title and description to reflect revised content.	2024-08-26
Minor Course Mod	PSCI 4312	PSCI 4312 : Political Theories of Democracy and Empire II	Delete course	Consolidate content of this course into revised version of PSCI 4311	2024-08-26
Minor Course Mod	PSCI 4315	PSCI 4315 : Politics and the Study of History	New course	New course that meets student need, fits faculty expertise. Has been taught as a Special Topics seminar.	2024-08-26
Minor Course Mod	PSCI 4316	PSCI 4316 : Contemporary Political Theory	Revise course title and description	Consolidate with 4317 (deleted); update title and description to reflect revised content.	2024-08-26
Minor Course Mod	PSCI 4317	PSCI 4317 : Contemporary Political Theory II	Delete course	Consolidate into revised version of PSCI 4316	2024-08-26
Minor Course Mod	PSCI 4409	PSCI 4409 : Issues in Development Management	Delete course	Course has not been taught for many years; no faculty resources to offer it; non-essential course	2024-08-26
Minor Course Mod	PSCI 4506	PSCI 4506 : Women, Power and Political Representation	Revise course title and description	Better reflect course content; appeal to students	2024-08-26
Minor Course Mod	PSCI 4600	PSCI 4600 : Africa's International Relations	New course	Fills a subject gap; has been taught as Special Topics course.	2024-08-26
Minor Course Mod	PSCI 4805	PSCI 4805 : Global Money Rules	Revise course title; update prerequisites	Appeal to non-political science students.	2024-08-26
Minor Course Mod	PSCI 4806	PSCI 4806 : NATO and World Order	Revise course title; update prerequisites	Title better reflects how the course is taught; appeal to students.	2024-08-26

Minor Course Mod	PSCI 4909	PSCI 4909 : Mémoire de recherche	Delete course	Collateral to C3-46 program deletion	2024-09-04
SOCIAL WORK					
Minor Course Mod	SOWK 2300	SOWK 2300 : Drugs in Society: Theory, Policy , Practice	Delete course	Course has not been taught for many years; will no longer be offered.	2024-08-26
Minor Course Mod	SOWK 4102	SOWK 4102 : Indigenous Peoples and Social Policy	Delete course	Course has not been taught for many years; will no longer be offered.	2024-08-26
Minor Course Mod	SOWK 4105	SOWK 4105 : Management of Non-Profit Organizations	Delete course	Course has not been taught for many years; will no longer be offered.	2024-08-26
Minor Course Mod	SOWK 4206	SOWK 4206 : Feminist Counselling	Delete course	Course has not been taught for many years; will no longer be offered.	2024-08-26
Minor Course Mod	SOWK 4212	SOWK 4212 : Special Topics in Social Policy	Delete course	Course code not used; duplicates 4211; remove redundant special topics course	2024-08-26
Minor Course Mod	SOWK 4214	SOWK 4214 : Special Topics in Social Work	Delete course	Course code not used; duplicates 4213; remove redundant special topics course	2024-08-26

Memorandum

To: FPGA Faculty Board

From: Vandna Bhatia, Associate Dean (Academic) & Chair, Undergraduate Curriculum Committee

Date: October 2, 2024

Subject: **Addendum to the Report of the Undergraduate Curriculum Committee: Introduction of Undergraduate Certificate in Journalism in Indigenous Communities**

The School of Journalism and Communication (SJC) is proposing a new undergraduate certificate program in Journalism in Indigenous Communities (see the attached Executive Summary of the proposed program), in partnership with two Indigenous institutes in the province.

The new program proposal was reviewed and discussed by the Undergraduate Curriculum Committee at its meeting on October 2, 2024. At the meeting, the UGCC supported the proposal and recommended that FPGA Faculty Board also support it.

Motion to approve New Program Proposal for the 2025-26 Undergraduate Calendar:

MOTION: THAT the FPGA Faculty Board recommends that Senate approve the new **Undergraduate Certificate in Journalism in Indigenous Communities** as presented in the attached Executive Summary.

MEMORANDUM

To: Vice-President's Academic and Research Committee (VPARC)

From: Professor Duncan McCue, School of Journalism and Communication
Allan Thompson, Chair/School of Journalism and Communication

CC: Dean Brenda O'Neill, Faculty of Public and Global Affairs
Vandna Bhatia, Associate Dean (Academic), Faculty of Public and Global Affairs

Date: September 3, 2024

Subject: Introduction of a new **Undergraduate Certificate in Journalism in Indigenous Communities**

Modification Description

Carleton's School of Journalism and Communication (SJC) is proposing to introduce a new undergraduate certificate to create a one-year Journalism in Indigenous Communities Certificate (JIICC), aimed at reaching remote Indigenous learners in the province of Ontario. The course will be taught primarily online, bolstered by three in-person intensives at a central location.

The SJC will partner with two of Ontario's Indigenous Institutes (II) – First Nations Technical Institute (FNTI) and Kenjgewin Teg (KT) – to develop a “braided learning” experience which ensures every learner has adequate social and cultural support for successful completion of the JIICC. The IIs will also play a key role assisting Carleton with the development of online curriculum and distance learning platforms. FNTI and KT have formally agreed to collaboration with Carleton (see letters attached).

For decades, numerous Canadian universities have used distance learning to at least partially reduce some of the financial and cultural barriers facing Indigenous students. Journalism, on the other hand, has traditionally been considered a craft best taught in person. That changed through the COVID-19 pandemic, which pushed newsroom production and reporting courses online or into hybrid online-offline spaces across Canada and around the world.

The JIICC will feature a hybrid delivery model of learning. Students will gather three times in a central location over the course of their studies for in-person intensive sessions, but the bulk of their studies will be carried out virtually from their home communities. Given that financial hardship has been identified by Indigenous students as a barrier to education success, a key component of the JIICC is that resources will be provided to cover student travel and accommodation for these intensive sessions.

The JIICC will be offered as a standalone certificate for students who only wish to complete one year of study. For students interested in pursuing journalism further or university admission, we anticipate the JIICC will be a pathway to advanced standing directly into the second year of the Bachelor of Journalism Honours program or the 15-credit Bachelor Arts General Studies (Online). We may also seek credit transfer agreements with other journalism programs in Canada.

Our early research into best practices of distance learning suggests the development of culturally responsive journalism training, strong role modeling by Indigenous instructors, and the opportunity to practice journalism and media-making in Indigenous communities will not only appeal to Indigenous students: it has the potential to transform teaching practice in Canadian journalism schools.

Impact on Other Programs

We anticipate that the JIICC will have a positive impact on recruitment of students for the SJC.

As the enrollment of Indigenous students at the SJC has been historically low, we don't expect the JIICC will draw students away from our BJ Honours or MJ degree programs. In fact, we believe the opposite: the JIICC may offer a new pathway for Indigenous students to enrolling at Carleton.

We aim for an annual cohort of 20-25 students in the first two years. We will reassess after the first year whether these numbers are optimum and whether it is possible to expand beyond Ontario for possible student intake and run multiple cohorts. While not all JIICC students will want or be able to complete four years of study, we are confident some will take the opportunity of advanced standing into second-year at Carleton's SJC to pursue an undergraduate BJ Honours degree.

For students who want to continue with their undergraduate studies, but choose to study remotely, either for cultural or financial reasons, the JIICC may also serve as a pathway to enroll with advanced standing in Carleton's new online BA General Studies program.

Impact on Learning Outcomes and Curriculum Map

The JIICC will be composed of eight courses, amounting to 4.5 credits:

1. Foundations of Journalism (36 hours online) (0.5 credit)
2. Fundamentals of Journalism (36 hours online) (0.5 credit)
3. Photojournalism (36 hours online) (0.5 credit)
4. Entrepreneurial Journalism (36 hours online) (0.5 credit)
5. Introduction to Audio Journalism (36 hours Hybrid Online/In-Person Intensive) (0.5 credit)
6. Introduction to Video Journalism (36 hours Hybrid Online/In-Person Intensive) (0.5 credit)
7. Indigenous Storytelling (36 hours Hybrid Online/In-Person Intensive) (0.5 credit)
8. Journalism Practicum (two weeks/70 hours in placement) (1.0 credit)

The eight JIICC courses will be taken sequentially (see Table 1).

Table 1. Tentative Curriculum Map (to be discussed with II partners and Advisory Circle)

COURSE	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
FALL TERM														
In-person intensive - Indigenous Storytelling														
Foundations of Journalism														
Fundamentals of Journalism														
WINTER TERM														
In-person intensive – Introduction to Audio Journalism														
Photojournalism														
Entrepreneurial Journalism														
Indigenous Storytelling (cont'd)														
Practicum														
SPRING TERM														
Practicum (cont'd)														
Introduction to Video Journalism														
In-person intensive – Intro to Video Journalism (cont'd)														
Indigenous Storytelling (cont'd)														

Grades for courses 1-6 will follow typical Carleton undergraduate guidelines, using the 12-point letter grading system, with a minimum grade requirement. It is proposed that courses 7-8 (Indigenous Storytelling and Journalism Practicum) be graded on a SAT/UNS basis, as both will involve experiential learning and self-development.

The first two of these courses – ‘Foundations’ and ‘Fundamentals’ - will mirror the required credits for existing first-year BJ Honours students (JOUR 1001 and JOUR 1002).

Courses 3-6 will also not be ‘new’ courses, but adaptations of required and elective journalism courses which are available to BJ Honours students in years 2-4 of their studies, though the content will be introductory in nature and ‘Indigenized’ to meet the learning needs of this group of students.

Course 7, ‘Indigenous Storytelling’, will be the only ‘new’ course and it will emphasize Indigenous pedagogy and land-based learning approaches to traditional journalism practices.

Course 8, the ‘Practicum’, will offer students experiential learning through a two-week, full-time placement in a newsroom or media organization. The Practicum will be evaluated with an assessment by the on-site supervisor and written reflection paper from the student.

To support and encourage student success in a primarily online learning environment, cohort cohesion will be an important aspect of the JIICC. As students take the JIICC courses sequentially, we do not anticipate admitting part-time students or students who only take single courses. It is proposed that if students drop courses, they may be able to remain in their JIICC cohort. However, they will not be able to successfully complete the JIICC, unless admitted to the following year's cohort as a special student.

Contract instructors will use Brightspace as their online teaching and learning platform.

Bridging to the BJ Honours or BA

Students who successfully complete the JIICC will finish with 4.5 JOUR credits and may choose to bridge into the BJ Honours with advanced standing. They will already have completed 1.0 required credit for the BJ Honours (JOUR 1001 and 1002).

Furthermore, we propose that the Indigenous Studies requirement (0.5 credit from INDG 1010, INDG 1011 or INDG 2011) for the BJ Honours will be met by the Indigenous Storytelling course in the JIICC. Further discussion needs to be had whether the SJC should reduce the credit requirements for a Minor from 4.0 to 2.0 for JIICC graduates who pursue a BJ Honours, or perhaps recognize some of the JIICC courses as contributing to an Indigenous Studies Minor.

Students also have the option to transition into Carleton's Bachelor of Arts program, which now includes a new online Bachelor of Arts in General Studies that can be completed entirely remotely.

For clarity's sake, the main differences between the JIICC and the first year of the existing BJ Honours curriculum will be:

- a) the online mode of delivery;
- b) a focus on journalism skills courses, that are typically offered in upper years of the BJ Honours; and
- c) 'Indigenization' of curriculum by Indigenous instructors to ensure content and learning outcomes are suitable for Indigenous learners.

Societal Need

Our rationale for creating the JIICC is longstanding evidence that Indigenous people have been historically underrepresented in newsrooms in Canada, which has resulted in a dearth of Indigenous voices in the media.

Like many journalism schools across Canada, the SJC is committed to responding to the Truth and Reconciliation Commission's Call to Action #86, which calls on journalism schools to better educate journalists and journalism students about Indigenous Peoples. Substantive changes have been made, such as including more Indigenous content in our curricula and the hiring of an Indigenous faculty member.

However, what has yet to change significantly is the enrollment of Indigenous students.

This is not for lack of interest. In 2019, Journalists for Human Rights (JHR) studied the barriers facing Indigenous students interested in studying journalism or media at post-secondary institutions in Ontario. Despite uncertainty in the journalism job market, nearly a third of Indigenous youth surveyed indicated they're interested in studying journalism and/or media.

However, the JHR report showed that Indigenous youth are often reluctant to move to southern urban post-secondary campuses to pursue journalism training. Some face financial hardships. Others hesitate to leave their community to pursue post-secondary education if it means leaving behind their language, friends, family, and traditional cultural practices such as hunting and fishing.

This suggests there's a large pool of diverse voices in Indigenous communities, eager to be empowered by journalism programs which reduce admissions barriers and create Indigenous-centred learning spaces.

While the news media industry in Canada is tumultuous right now, with many broadcasters and publishers in the country announcing cuts to their workforces in recent months, the demand for Indigenous communicators has never been greater. A recent market study conducted by the Indigenous Communications Arts program at First Nations University of Canada found that 80 per cent of media managers plan to increase Indigenous-focused hiring in the next five years.

The JIICC will tap into this job potential, by offering Indigenous learners the kinds of journalism skills needed by the media industry, with the goal of shifting resources directly into the hands of Indigenous journalists. Successful completion of the JIICC will offer learners in Indigenous communities a pathway to further post-secondary journalism education, opportunities to freelance community-based news stories to mainstream and independent media outlets or create/staff their own local journalism initiatives.

Students

To be clear, the JIICC will be available exclusively to Indigenous students. Courses will not be available to existing Carleton students.

While the JHR report mentioned above offers promising indicators of interest amongst prospective students and insight into existing barriers, there's a lack of data on Indigenous student needs for entry into journalism studies.

It will be an early and important goal in our development year to develop a needs assessment for prospective students that will give us the baseline data we need to design a responsive program. This will be a key task of our graduate student researcher.

Resources

The creation of the JIICC will be made possible by a \$3.267M gift to the School of Journalism and Communication from the Mastercard Foundation EleV program (the 'Mastercard Gift'). The Mastercard Gift is intended to fund three years of operation of the JIICC: one year of development in 2024-25, and two years of operation in 2025-26 and 2026-27. Prof. McCue has also received confirmation of a \$50K grant from the Inspirit Foundation to fund the first year of development.

The following sets out major cost items:

- a. *Faculty resources*: Professor Duncan McCue will be the program head of the JIICC with a 1.0 annual course release. The Dean has agreed to a 1.0 course release for program development in 2024-25 using fiscal funds. In initial delivery years 2025-26 and 2026-27 the Mastercard Gift will be used to cover 1.0 annual CI costs to replace Professor McCue's teaching.
- b. *Contract instructors*: The Certificate will require 7 contract instructors (CIs) – 6 for course delivery and one as an Internship Coordinator. A guiding principle of the JIICC is that curriculum for Indigenous learners must be developed by Indigenous journalists and delivered by Indigenous instructors.

The Mastercard Gift includes funds to cover the costs of these CIs in initial delivery years 2025-26 and 2026-27, as well as funding in development year 2024-25 to bring the CIs together at Carleton for an intensive teacher training support offered by Carleton's Teaching and Learning Services.

- c. *Administrative support*: The JIICC will require a 1.0 FTE program manager. The Mastercard Gift includes funds to cover the costs of this manager in the development year 2024-25 and the two initial delivery years, 2025-26 and 2026-27.

As well, we anticipate hiring a 1.0 FTE Student Success Facilitator and a 0.5 FTE Cultural Advisor, to be hired and managed by the IIs. In the two initial delivery years of the JIICC (2025-26 and 2026-27), the Mastercard Gift will cover the salaries of these support staff.

The Mastercard Gift will also cover the cost of an undergraduate student in Media Production and Design to build the JIICC website in the development year 2024-25, and to update and maintain it in each of the two initial delivery years (2025-26 and 2026-27).

- d. *Library resources*: No additional resources are needed
- e. *Space*: In each of the two initial delivery years of the JIICC (2025-26 and 2026-27), students will meet for one of three in-person intensive sessions at Carleton. The Mastercard Gift will

cover the rental of space for each of these intensives, and also the cost of student travel, accommodations and food.

Office space will be provided in FPGA for the Program Manager. Costs for any required office equipment (computer, phone, desk, filing cabinets, etc.) and initial set up of the space (cleaning, painting, etc.) will be covered by the Mastercard Gift.

- f. *Equipment:* The JIICC will provide students a “Tech Backpack” of technical equipment to allow them to complete their studies, worth approximately \$3000. The Mastercard Gift will cover the costs of this technical equipment in each of the two initial delivery years (2025-26 and 2026-27).

The Mastercard Gift also includes computer acquisition costs for the Program Manager.

- g. *Graduate student funding:* The School of Journalism and Communication will hire a graduate research assistant to assist in initial and subsequent program development and ongoing assessment. The Mastercard Gift includes funds to cover RA costs and no funding is being requested from Graduate Studies.
- h. A business plan is attached to this submission.

The Mastercard Gift will fully fund the operational costs of development and two years of initial delivery of the JIICC. We will conduct a review after the first year of operation to determine actual expenditures, whether any of the Mastercard Gift can be allocated toward a third year of operation and develop a strategy for seeking sustainable long-term funding for the JIICC.

We do anticipate there will be substantial ‘savings’ from conservative budgeting within the Mastercard Gift, plus three years of interest on the Mastercard Gift (approximately \$300K), and any collected tuition fees, which would allow at least a modified third delivery year of the JIICC. We will, of course, be working diligently to fundraise for future cohorts. We may also approach Mastercard for additional support, once we have a proven working model. There may also be models dealing directly with Indigenous communities in need of journalists, such as the Cree Nation in James Bay or NWT/Nunavut, where Indigenous government support is viable.

Looking beyond the three years of the Mastercard Gift, tuition fees alone could cover some or potentially all the staffing costs but would not cover in-person intensives or the practicum. What we’ve designed is a hybrid teaching model which offers optimum learning opportunities and best chance of success for Indigenous students. However, it may be possible to ‘scale back’ the program to a purely online teaching model, if we are not successful in fundraising efforts. A purely online model would make it more viable to make the JIICC available to Indigenous students across North America. We will review after first year to see what future options may be.

Governance

The JIICC will be a collaboration between the JSC and two II partners, FNTI and KT. Carleton will sign a MOU with the IIs. The costs of the two support positions – the Student Success Facilitator and Cultural Advisor – as well as fees for curriculum consultation and administration will be covered by the Mastercard Gift.

We also intend to establish an Advisory Circle for the JIICC of Indigenous experts and academics to help guide in-program development and the creation of Indigenous curriculum. Carleton’s Associate Vice-President Indigenous Teaching, Learning and Research will be included in development of the program.

Tuition

The annual tuition for the Certificate will be the same as the first-year Carleton BJ Honours program (currently \$7628).

In 2025-26 (Year 2) and 2026-27 (Year 3), **all administrative and teaching costs for the JIICC are covered by the Mastercard Gift.**

We propose the JIICC shall mirror the Bachelor of Journalism Honours, including tuition rates and provincial reporting to allow for access to OSAP.

The Mastercard Gift will also allow us to offer bursaries to JIICC students that would cover up to 100% of tuition fees, subject to student need and eligibility.

The bursaries will both act as an incentive for a new program and more importantly, keep the program cost-efficient for Indigenous students who have historically faced financial barriers.

We further propose to offer free tuition to one student each from three local First Nation communities – Pikwakanagan, Kitigan Zibi and Akwesasne – as a territorial land acknowledgement, which would respond to goals set out in the Kinamagawin Report.

To: FPGA Faculty Board
Re: Report of the FPGA Graduate Curriculum Committee
From: Vandna Bhatia, Chair
Date: September 30, 2024

The inaugural FPGA GCC has held three meetings so far this term (Aug 19, Sep 4, Sep 18), to consider proposed graduate curricular changes for the 2025-26 Calendar. The committee is presenting program and course change proposals for Faculty Board approval and recommendation, including several major modifications. A summary list of the proposed modifications is attached. Details of proposed modifications can be found in the [GCC meeting binders](#) on the FPGA Intranet site. (The 'date reviewed' column in the attached summary table corresponds to the associated meeting binder.)

There are six **Track B major modifications** proposed, as follow:

1. **Deactivation of the Graduate Diploma in Conflict Resolution** [DCR-67], proposed by the Department of Law and Legal Studies. Collateral major modifications include deletion of calendar entries for program requirements [TBD-1642], admissions [TBD-1643], as well as a major research project course [LAWS 5708] associated with the Graduate Diploma in Conflict Resolution. The rationale for deleting the program is very low student interest. It has been inactive for the past five years, so there are no students currently enrolled.
2. **New M.A. in International Affairs with a Collaborative Specialization in Climate Change** [TBD-2282]. This new program provides students an opportunity to study climate change and work with NPSIA faculty who have research and teaching expertise in this area. NPSIA will be contributing teaching resources to the Collaborative Specialization in Climate Change, which is offered by five other FPGA graduate programs, and almost 2 dozen programs across the University.
3. **Restructuring of the PhD in International Affairs** [PHD-43], which involves eliminating comprehensive examinations, reducing coursework, and adding structured, credit-based milestones to improve student completion rates. The program also introduces a part-time pathway.

Motion to approve Major Modifications for the 2025-26 Graduate Calendar:

THAT FPGA Faculty Board recommends that Senate approve the proposed Major Modifications in the attached list for the 2025-26 Graduate Calendar.
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A total of 52 **Minor Modifications** are presented in the attached summary table. Of these, 7 are program modifications, which include updates to lists of required and/or elective courses. They also include modifications to the PhD program in Communication [PHD-07] and PhD program in Communication with Collaborative Specialization in Political Economy [TBD-1255] to restructure comprehensive exams and add a thesis proposal milestone to facilitate timely completion.

There are 45 minor course modifications, including the deletion of 17 courses, the creation of 11 new courses, and updates to 17 existing courses.

Motion to approve Minor Modifications for the 2025-26 Graduate Calendar:

THAT FPGA Faculty Board recommends that Senate approve the proposed **Minor Modifications** as presented in the attached list for the 2025-26 Graduate Calendar.

2025-26 Graduate Calendar Modifications

Faculty Board Meeting, October 2, 2024

Proposal Type	Proposal Code	Title	Proposed Change	Rationale	Date Reviewed
COMMUNICATION AND MEDIA STUDIES					
Minor Prg Mod	PHD-07	PHD-07 : Ph.D. Communication	Restructure comp exams, add thesis proposal	To promote timely progression through and completion of the program.	2024-09-18
Minor Prg Mod	TBD-1255	TBD-1255 : Ph.D. Communication with Collaborative Specialization in Political Economy	Restructure comp exams, add thesis proposal	To promote timely progression through and completion of the program.	2024-09-18
Minor Prg Mod	TBD-1472	TBD-1472 : Communication PhD Comprehensive Examinations statement	Update statement	Collateral to PhD Program change	2024-09-18
Minor Course Mod	COMS 6000	COMS 6000 : Doctoral Seminar in Communication Studies	Change in assessment	Collateral to PhD Program change	2024-09-18
Minor Course Mod	COMS 6101	COMS 6101 : Comprehensive Exam: Field I	New course	Newly restructured comp exam. Old comp exam (6901) will be phased out.	2024-09-18
Minor Course Mod	COMS 6102	COMS 6102 : Comprehensive Exam: Field II	New course	Newly restructured comp exam. Old comp exam (6901) will be phased out.	2024-09-18
Minor Course Mod	COMS 6908	COMS 6908 : Ph.D. Thesis Proposal	New course	Grant credit for proposal to improve program structure; collateral to PhD Program change	2024-09-18
EUROPEAN AND RUSSIAN STUDIES					
Minor Prg Mod	GDIP: EURUS	GDIP: EURUS : Graduate Diploma in European Integration Studies	Remove double-counting credit restriction	Removing restriction to be consistent with university's regulations.	2024-09-18
Minor Course Mod	EURR 5003	EURR 5003 : Social and Political Perspectives in Europe	Delete course	No longer offered	2024-08-19
Minor Course Mod	EURR 5103	EURR 5103 : Sustainability and Development in the Arctic: Transformations in the Circumpolar North	Delete course	Not offered for long period; can be offered as special topics as needed	2024-08-19
Minor Course Mod	EURR 5901	EURR 5901 : Tutorial in Russian and Eurasian Studies	Delete course	Remove redundant Tutorial course	2024-08-19
Minor Course Mod	EURR 5903	EURR 5903 : Tutorial in European and European Union Studies	Delete course	Remove redundant Tutorial course	2024-08-19
INTERNATIONAL AFFAIRS					
Major Mod Track B	PHD-43	PHD-43 : Ph.D. International Affairs	Restructure program	Improve student completion rates; provide more structure by eliminating comp exam and reducing coursework	2024-09-18
Major Mod Track B	TBD-2282	TBD-2282 : M.A. International Affairs with a Collaborative Specialization in Climate Change	New Program	Provides students opportunity to study international impacts of climate change.	2024-09-18
Minor Prg Mod	MA-43	MA-43 : M.A. International Affairs	Update courses	Update course options with new courses	2024-09-18
Minor Prg Mod	MA-43/JD	MA-43/JD : M.A. International Affairs/JD	Update calendar language	Updated calendar language for the joint MA/JD program to reflect University of Ottawa curriculum changes	2024-09-04
Minor Course Mod	INAF 5205	INAF 5205 : Economics of Conflict	Revised course description	Updated course description to reflect how its being taught	2024-09-04
Minor Course Mod	INAF 5228	INAF 5228 : Espionage and Foreign Influence	New course	Offered as a special topics course for 3 years with high student enrolment and interest.	2024-09-04
Minor Course Mod	INAF 5234	INAF 5234 : National Security Policy and Law	Update course description	Updated course description to add experiential learning component	2024-09-04
Minor Course Mod	INAF 5401	INAF 5401 : International Financial Institutions and Policy	Update course description	Updated course description to add experiential learning component	2024-09-04
Minor Course Mod	INAF 5605	INAF 5605 : The Ethical Dimension of International Affairs	Update course description	More specific wording to reflect how course is taught.	2024-09-04
Minor Course Mod	INAF 5714	INAF 5714 : Global Health Security	New course	Previously offered as special topics; high student enrolment and interest.	2024-09-04
Minor Course Mod	INAF 5903	INAF 5903 : Policy Writing for International Affairs	New course	Fills a gap in the curriculum for MA and co-op students.	2024-09-04
Minor Course Mod	INAF 5904	INAF 5904 : Quantitative Research Methods	Update course description	More specific wording to reflect how course is taught.	2024-09-04
Minor Course Mod	INAF 6002	INAF 6002 : Quantitative Research Methods	Update course description	More specific wording to reflect how course is taught.	2024-09-04
Minor Course Mod	INAF 6005	INAF 6005 : Doctoral Research Seminar	New course	New non-credit course to help prepare students for and track their progress on prospectus	2024-09-18

Minor Course Mod	INAF 6700	INAF 6700 : Doctoral Field Comprehensive Seminar	Delete course	Collateral to PhD program mods	2024-09-18
Minor Course Mod	INAF 6906	INAF 6906 : Doctoral Research Prospectus Seminar and Defence	Revised course title and description	Collateral to PhD program mods	2024-09-18
JOURNALISM					
Minor Course Mod	JOUR 5310	JOUR 5310 : Specialized Journalism: Justice and the Law	Delete course	Course not taught for many years.	2024-09-18
LAW					
Major Mod Track B	DCR-67	DCR-67 : Graduate Diploma in Conflict Resolution	Program delete proposal	Program has been inactive for 5 years due to lack of student interest; program is no longer feasible.	2024-08-19
Major Mod Track B	TBD-1642	TBD-1642 : R-GR-Conflict Resolution	Program delete proposal	Collateral change related to DCR-67: deactivation of Graduate Diploma in Conflict Resolution	2024-08-19
Major Mod Track B	TBD-1643	TBD-1643 : R-GR-ADMREQT Conflict Resolution Diploma	Program delete proposal	Collateral change related to DCR-67: deactivation of Graduate Diploma in Conflict Resolution	2024-08-19
Major Mod Track B	LAWS 5708	LAWS 5708 : Applied Research Project	Delete course (research project)	Deactivating course collateral to DCR-67 program deletion	2024-08-19
Minor Course Mod	LAWS 5700	LAWS 5700 : Theories of Conflict Resolution	Delete course	Deactivating course collateral to DCR-67 program deletion	2024-08-19
Minor Course Mod	LAWS 5701	LAWS 5701 : Introduction to Conflict Resolution and Mediation	Delete course	Deactivating course collateral to DCR-67 program deletion	2024-08-19
Minor Course Mod	LAWS 5702	LAWS 5702 : Advanced Conflict Resolution and Mediation	Delete course	Deactivating course collateral to DCR-67 program deletion	2024-08-19
Minor Course Mod	LAWS 5703	LAWS 5703 : Organizational Conflict and System Design	Delete course	Deactivating course collateral to DCR-67 program deletion	2024-08-19
Minor Course Mod	LAWS 5704	LAWS 5704 : Multi-Party, Multi-Issue Conflict Resolution and Consensus Building	Delete course	Deactivating course collateral to DCR-67 program deletion	2024-08-19
Minor Course Mod	LAWS 5705	LAWS 5705 : Mediation in Family Matters	Delete course	Deactivating course collateral to DCR-67 program deletion	2024-08-19
Minor Course Mod	LAWS 5706	LAWS 5706 : Special Topics in Conflict Resolution	Delete course	Deactivating course collateral to DCR-67 program deletion	2024-08-19
Minor Course Mod	LAWS 5709	LAWS 5709 : Skills Assessment	Delete course	Deactivating course collateral to DCR-67 program deletion	2024-08-19
Minor Course Mod	LAWS 5710	LAWS 5710 : Directed Readings in Conflict and Dispute Resolution	Delete course	Deactivating course collateral to DCR-67 program deletion	2024-08-19
PECO					
Minor Course Mod	PECO 5000	PECO 5000 : Theories of Political Economy	Revised course description	Improve clarity, accuracy of description; use plain language	2024-08-19
Minor Course Mod	PECO 5001	PECO 5001 : Methodologies of Political Economy	Revised course description	Improve clarity, accuracy of description; use plain language	2024-08-19
Minor Course Mod	PECO 5002	PECO 5002 : Political Economy of Work and Labour	Revised course description	Improve clarity, accuracy of description; use plain language	2024-08-19
Minor Course Mod	PECO 5505	PECO 5505 : Special Topics in Political Economy III	New course	PECO only special topics course that is not cross-listed	2024-08-19
Minor Course Mod	PECO 5506	PECO 5506 : Special Topics in Political Economy IV	New course	PECO only special topics course that is not cross-listed	2024-08-19
Minor Course Mod	PECO 6000	PECO 6000 : Political Economy: Core Concepts	Revised course description	Improve clarity, accuracy of description; use plain language	2024-08-19
POLITICAL SCIENCE					
Minor Prg Mod	MA-46AS	MA-46AS : M.A. Political Science with Collaborative Specialization in African Studies	Add course to course category	Add new course (PSCI 5600) option to specialization	2024-08-19
Minor Course Mod	PSCI 5100	PSCI 5100 : Indigenous Activism in Turtle Island: Take That, Colonialism!	Revised course title and description	Better reflect course content; more appealing to students	2024-08-19
Minor Course Mod	PSCI 5106	PSCI 5106 : The Politics of Post-Soviet Successor States	Delete course	No offered for many years; lack teaching resources	2024-08-19
Minor Course Mod	PSCI 5204	PSCI 5204 : Fighting for Votes	Revised course title and description	Better reflect course content	2024-08-19
Minor Course Mod	PSCI 5315	PSCI 5315 : Politics and the Study of History	New course	Strengthen, broaden offerings in Political Theory; reflects expertise of teaching faculty	2024-08-19
Minor Course Mod	PSCI 5600	PSCI 5600 : Africa's International Relations	New course	Previously taught as special topic; fills a gap in curriculum	2024-08-19
Minor Course Mod	PSCI 5601	PSCI 5601 : Analysis of Canadian Foreign Policy	Delete course	No offered for many years; lack teaching resources	2024-08-19

Minor Course Mod	PSCI 5802	PSCI 5802 : Global Money Rules	Revised course title	More appealing to students	2024-08-19
Minor Course Mod	PSCI 5803	PSCI 5803 : NATO and World Order	Revised course title and description	Better reflect course content and how its taught	2024-08-19
SPPA					
Minor Course Mod	PADM 5713	PADM 5713 : Public Administration in Indigenous Organizations and Government	Revised course title and description	Better reflect course content and how its taught	2024-08-19

JCAS Activity for 2023-24

I. Introduction:

The Joint Committee on Admissions and Studies (JCAS) is charged with hearing 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 either the Faculty of Arts and Social Sciences, the Faculty of Public and Global Affairs, or both. The committee consists of four faculty members, two from the Faculty of Arts and Social Sciences and two from the Faculty of Public Affairs appointed by the Executive Committee of the appropriate Faculty Boards; one Admissions Officer and one representative from the Registrar's Office as *ex officio* and non-voting members.

II. Summary

The JCAS primarily hears cases of internal and external students seeking readmission to undergraduate studies following suspension or being required to withdraw from programs in the Faculty of Arts and Social Sciences and the Faculty of Public and Global Affairs. Occasionally, they will hear a case related to a student appealing an academic regulation, most commonly, the Breadth requirement for Bachelor of Arts programs.

III. Statistics

The Admissions Services office makes decisions about students seeking readmission when they have previously been required to withdraw, suspended or debarred from studies. In cases where students have served their suspension, and completed new studies to improve their academic standing, admissions officers may readmit students based on precedent and when they meet the regulations of the current Carleton University Undergraduate Calendar of section 3.1.9 "Changes of Degree and Program". In cases where a student does not meet these regulations, they are presented to JCAS for consideration.

With the compassionate grading and the suspension of negative Academic Performance Evaluation decisions during the pandemic, there has been a decline of cases being presented to JCAS, but with the new Academic Continuation Evaluation being conducted each term, we expect to see a return to more "typical" numbers in the next year.

	2022	2023	2024
Number of Meetings (October – September)	6	3	4
Number of Cases	16	14	14
Admitted	8	7	8
Refused	8	7	6

September 30, 2024

To: Voting Members of FPA Faculty Board

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

Re: Notice of Motion to Recommend Changes to the Faculty Board Constitution

At its November 27, 2023 meeting, Faculty Board approved a major revision to its constitution, which was necessitated by the reorganization of the Faculty of Graduate and Postdoctoral Affairs. The constitution was then submitted to the Senate Academic Governance Committee (SAGC) for Senate review and approval. Shortly after our November meeting, SAGC determined that the format of constitutions should be standardized across the university. As a result, the committee paused its reviews of Faculty Board constitutions until a template could be developed. That task was completed in May, at which time SAGC instructed Faculties to revise their constitutions in accordance with the new template. Over the summer months, we carried out a full “Senate-compliant” revision of the constitution based on the version that was approved by Faculty Board last November.

Attached you will find a copy of the proposed new constitution for your review. A motion to recommend that Senate approve the revised constitution will be presented to Faculty Board at the November 21, 2024 meeting.

Two important differences between the new “compliant” version and the prior version should be noted:

1. The SAGC template makes clear that the constitutions govern *Faculty Boards*, not the Faculties themselves. Faculties are administrative – not academic – units. The position of the Dean, the administrative structure of Dean’s offices, and the composition and name of the Faculties, for example, are within the purview of the President and the Board of Governors, not Faculty Boards. Faculty Boards are creatures of Senate – the highest academic governing body of the university – and make recommendations to Senate on matters of relevance to the Faculty that fall within Senate’s purview: academic programs, courses, academic regulations and confirmation of completion of degree requirements, for example. Our old constitution conflated all of this and was written more as a Faculty, rather than a *Faculty Board* governing document.
2. The template makes clear that constitutions are intended primarily to describe the Board’s membership and responsibilities (which are already defined in the [Academic Governance of the University \(AGU\) document](#)), articulate its procedural rules, enumerate the standing committees of the Board and identify who sits on those committees. All other matters, such as individual committee procedures, quorum rules and responsibilities are not to be included. Those should live in a separate governance document that can be easily revised from time-to-time as needed without having to amend the constitution. We have therefore pulled out this information and created a separate Committee Terms of Reference document (attached for review).

For ease of reading, the revised constitution and the TOR document highlights in yellow where new language has been added or changed from the current constitution. For comparison a copy of the November 27, 2023 constitution is attached, which indicates any deletions in red text.

Substantive changes include the following:

1. The new constitution makes clear that it is a constitution of the Faculty *Board*.
2. The new constitution clarifies which matters are defined in the AGU and which are defined by PGA Faculty Board.
3. The new constitution now provides for electronic voting (use of e-polls) for elections of Executive Officers and members of Standing Committees.
4. The responsibilities of Faculty Board (Clause III.1) have been revised to explicitly reflect those articulated in the AGU.
5. The new constitution now specifies the minimum frequency of Faculty Board meetings (Clause IV.2(b)).
6. The new constitution now specifies voting rules and procedures (Clause IV.2(f)).
7. The new constitution now specifies requirements for preserving and accessing Faculty Board records.
8. The membership of the Research Committee (Clause V.1(f)) has been changes from, “one representative from each sub-unit of the Faculty (chosen by the Chair of the Committee and the unit Chair or Director),” to “no more than five (5) faculty members from units of the Faculty, chosen by the Dean and Associate Dean with responsibility for research in the Faculty in consultation with Chairs and Directors”).
9. The Faculty Computing Committee has been removed as a standing committee of Faculty Board. The Executive Committee proposed this change after consulting with the Dean, Associate Deans and Faculty Computing Analyst.

Rationale: The committee was created decades ago before provisions for computers were included in the collective agreement and the university assumed control over software licensing. At one time the committee chair represented the Faculty at the University Computing Committee, which has not existed for many years. Today the Faculty Computing Analysts keeps the Dean apprised of any computing concerns. Executive felt that when a need arises for a focused discussion around a specific computing issue related to teaching or research, Chairs and Directors or the Research Committee could create an ad-hoc subcommittee for that purpose. It should also be noted that CORIS currently convenes a university-wide committee on research computing. The Associate Dean Research sits on that committee on behalf of the Faculty and receives input and advice from the Faculty Research Committee on matters before that committee.

Attachments: Draft PGA Constitution Fall 2024
Draft PGA Faculty Board TORs Fall 2024
FPA Constitution November 2023
Carleton Faculty Board Constitution Template April 2024

CARLETON UNIVERSITY

**CONSTITUTION OF
THE PUBLIC AND GLOBAL AFFAIRS
FACULTY BOARD**

I. Description of the Public and Global Affairs Faculty Board

- I.1 The plenary organ of the Faculty of Public and Global Affairs (“FPGA”) shall be the Public and Global Affairs Faculty Board (“Faculty Board”).
- I.2 Faculty Board shall serve as a forum for discussion and decision on academic concerns related to the students and programs within the Faculty of Public and Global Affairs and that fall within the purview and authority of Faculty Boards as defined by the Academic Governance of the University policy (the “AGU”) and described in Art. III below.
- I.3 In accordance with the AGU, the following FPGA departments, schools, institutes and colleges (hereinafter called “units”), are recognized by Senate as the component academic units of Faculty Board: Arthur Kroeger College of Public Affairs; Department of Economics; Department of Law and Legal Studies; Department of Political Science; Institute of African Studies; Institute of Criminology and Criminal Justice; Institute of European, Russian and Eurasian Studies; Institute of Political Economy; Norman Paterson School of International Affairs; School of Journalism and Communication; School of Public Policy and Administration; School of Social Work.

II. Composition and Structure

II.1 Membership

In accordance with the AGU, membership of PGA Faculty Board shall consist of:

- (a) the following persons *ex officio*:
- (i) The Dean of the Faculty of Public and Global Affairs;
 - (ii) All full-time faculty members with at least 50% appointment in at least one unit of the Faculty of Public and Global Affairs holding the academic rank of professor, associate professor, assistant professor, lecturer, professor (teaching stream), associate professor (teaching stream), assistant professor (teaching stream) or lecturer (teaching stream).

- (iii) Those students who are elected or appointed members of departmental, school, college and institute boards of all units of the Faculty of Public and Global Affairs as described in Clause I.3.
Undergraduate students shall normally be elected or appointed by the Carleton Academic Student Government (CASG). Graduate students shall normally be elected or appointed by the student associations of their unit or program of study.
- (b) one representative from each of the Faculty Boards of the Faculty of Science, the Faculty of Engineering and Design, the Faculty of Arts and Social Sciences, and the Sprott School of Business, all as voting members;
- (c) the President of the University, the Vice-President (Academic) and Provost, the Vice-President (Research and International), the Vice-Provost (Graduate Studies), the Clerk of Senate and the University Registrar, all as non-voting members;
- (d) such other persons holding full-time appointments at the rank of professor, associate professor, assistant professor, lecturer, professor (teaching stream), associate professor (teaching stream), assistant professor (teaching stream) or lecturer (teaching stream) in departments, schools, institutes or colleges not within the Faculty of Public and Global Affairs as are appointed from time-to-time by the PGA Faculty Board;
- (e) such other students who are members of another Faculty Board and as are appointed from time-to-time by the PGA Faculty Board.

II.2. Executive Officers

- (a) The Secretary of Faculty Board
 - (i) Pursuant to the provisions of Clause II.3 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:
 - (1) calling and chairing meetings of Faculty Board and of the Executive Committee;
 - (2) representing the Faculty as a member of the University Senate, and reporting recommendations of Faculty Board to Senate;
 - (3) reporting relevant proceedings of Senate to Faculty Board;
 - (4) serving as electoral officer of Faculty Board;

- (5) such other duties as may be assigned to the Secretary by this Constitution or resolutions of Faculty Board.
- (b) The Clerk of Faculty Board
- (i) Pursuant to the provisions of Clause II.3 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:
 - (1) giving notice of and recording the proceedings of Faculty Board meetings and keeping the attendance roll;
 - (2) giving notice of and recording proceedings of Executive Committee meetings;
 - (3) carrying out the duties of the Secretary of Faculty Board in the Secretary's absence;
 - (4) such other duties as may be assigned to the Clerk by this Constitution or resolutions of Faculty Board.

II.3 Elections

- (a) 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 at a meeting of Faculty Board (the "Meeting"). Alternatively, the Executive Committee may call for an electronic poll ("E-Poll") to be conducted during April over a designated voting period ("Voting Period") established by the Executive Committee. In either case, the election shall be conducted in accordance with the following procedures:
 - (1) Not less than four weeks prior to the Meeting or Voting Period (as the case may be), the Executive Committee shall circulate to members of Faculty Board a call for nominations to be received by the Clerk of Faculty Board not later than two weeks prior to the Meeting or Voting Period.
 - (2) All nominations pursuant to paragraph II.3(a)(i)(1) shall be signed by one FPGA faculty member of Faculty Board and the nominee.

- (3) The Executive Committee shall circulate a list of those nominated pursuant to paragraph II.3(a)(i)(2) with notice of the Meeting or, in the case of an E-Poll, not less than 5 working days in advance of the Voting Period.
 - (4) The Secretary and the Clerk shall be elected from among the nominees listed pursuant to paragraph II.3(a)(i)(3) by a simple majority of the votes cast at the Meeting or by E-Poll.
 - (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 II.3(a)(i). Such election shall be held in the April next following the creation of the vacancy.
- (b) 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 of Faculty Board (the "Meeting"). Alternatively, the Executive Committee may call for an electronic poll ("E-Poll") to be conducted during April over a designated voting period ("Voting Period") established by the Executive Committee. In either case, the election shall be conducted in accordance with the following procedures:
 - (1) Not less than four weeks prior to the Meeting or the E-Poll (as the case may be), the Executive Committee shall circulate to members of Faculty Board a call for nominations to be received by the Clerk of Faculty Board not later than two weeks prior to the Meeting or Voting Period.
 - (2) All nominations submitted pursuant to paragraph II.3(b)(i)(1) shall be signed by one member of Faculty Board and the nominee.
 - (3) The Executive Committee shall circulate a list of nominees to elected positions on committees of Faculty Board pursuant to

paragraph II.3(b)(i)(2) with notice of the Meeting, or, in the case of an E-Poll, not less than 5 working days in advance of the Voting Period.

- (4) Elected members of committees of Faculty Board shall be elected from among the nominees listed pursuant to paragraph II.3(a)(i)(3) by a simple majority of the votes cast at the Meeting or by E-Poll.
- (ii) Except as otherwise indicated, all FPGA 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.
- (iii) 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.
- (iv) 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 II.3(b)(i). Such election shall be held in the April next following the creation of the vacancy.

III. Faculty Board Responsibilities

III.1 As established by the AGU, unless otherwise determined by Senate, the Faculty Board shall:

- (a) consider and recommend to Senate new and revised academic degrees, certificates, diploma programs and courses administered by the units constituting the Faculty of Public and Global Affairs as described in Clause I.3 above;
- (b) consider and recommend to Senate the establishment, deletion, renaming or reorganization of units responsible for the delivery of academic programs in the Faculty of Public and Global Affairs;
- (c) receive and consider recommendations to Senate respecting academic matters from the units constituting the Faculty of Public and Global Affairs as described in Clause I.3 above;

- (d) consider and recommend to Senate new and revised academic regulations as they affect the degree, certificate, diploma programs and courses administered by the units constituting the Faculty of Public and Global Affairs as described in Clause I.3 above;
- (e) recommend to Senate the awarding of degrees, certificates and diplomas that fall within its purview;
- (f) make such recommendations to the Dean of the Faculty or to Senate as the Board may deem proper for achieving the objects and purposes of the University.

IV. Faculty Board Meetings and Procedures

IV.1 Chair

The Secretary serves as Chair of Faculty Board. In the absence of the Secretary, the Clerk serves as Chair. If both the Secretary and Clerk are absent, then Faculty Board will elect one of its faculty members to serve as Chair.

IV.2 Meetings

- (a) 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.
- (b) The Board shall meet at the call of its Executive Committee no less than once per academic term and no later than November 30 of the fall term, and April 30 of the Winter term. Extraordinary meetings of the Board may be called by the Executive Committee or within 15 working days of the written request of 12 of its voting members.
- (c) 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. Student members of Faculty Board shall not participate in meetings or parts of meetings in which individual student cases are discussed.

(d) By October 1 of each year, the Committee of Chairs and Directors shall provide to the Clerk of Faculty Board a list of two members of each unit who have been given as part of their normal duties attendance at Faculty Board Meetings.

(e) Quorum

(i) A quorum at all meetings of Faculty Board shall consist of 15 voting members of the Board including at least one member from at least 5 units, provided that at least 51% of those in attendance at any meeting of the Board shall be faculty members of FPGA units as described in Clause I.3 above.

(ii) If a quorum is present when the Chair calls the meeting to order, the quorum is presumed to continue until adjournment. If, in the course of the meeting, quorum is challenged and it is ascertained that a quorum is no longer present, the meeting shall be adjourned.

(f) Voting

(i) Voting shall be by show of hands unless some other method is decided upon by motion, as long as voting, whether in person or virtual, is open and transparent to all voting members at the meeting. An exception to this rule would be elections, in which case voting shall be by secret ballot wherever there are more nominees than places.

(ii) In order to vote, a member of Faculty Board must be present. Proxy votes are not allowed. Individuals formally appointed into an Acting position that carries an *ex officio* voting membership may participate in Faculty Board as voting members, unless they are already a voting member. (A member may only have one vote on each motion.)

(g) Notice

(i) 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 not less than 5 working days in advance of its meetings.

(ii) Notice of motion for main motions shall be provided to the Clerk not less than 10 working days in advance of the relevant scheduled Faculty Board meeting. In exceptional cases notice of motion may be waived only if those conditions as described in Rule 6 of the Senate Rules of Order are met.

- (h) After approval by Faculty Board, the minutes of each Faculty Board meeting shall be posted by the Office of the Dean of the Faculty of Public and Global Affairs on the internal website (intranet) of the Faculty of Public and Global Affairs. The records of all prior meetings shall be permanently maintained on the internal website (intranet).

V. Committees of the Faculty Board

V.1 Standing Committees

(a) Executive Committee

The Executive Committee shall consist of:

- (i) the Dean, the Associate Deans, the Assistant Deans, the Secretary of Faculty Board and the Clerk of Faculty Board, as *ex officio* members;
- (ii) one FPGA undergraduate student selected by the Carleton Academic Student Government (CASG) pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately upon their selection;
- (iii) one FPGA graduate student selected by the Graduate Student Association (GSA) pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately upon their selection; and
- (iv) as many as two FPGA faculty members elected by Faculty Board pursuant to the provisions of Clause II.3 above for a one-year term beginning on the first day of July next following the election.

(b) Undergraduate Curriculum Committee (UCC)

The Undergraduate Curriculum Committee shall consist of:

- (i) the undergraduate program coordinators from each of the units of the Faculty;
- (ii) the Associate Dean with responsibility for undergraduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members;
- (iii) one FPGA undergraduate student appointed or elected pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately upon their selection;

(iv) the University Registrar (or the Registrar's designate) as *ex officio* non-voting member; and

(v) the Undergraduate Curriculum and Calendar Officer in a non-voting capacity to serve as a resource for the Committee.

(c) Graduate Curriculum Committee (GCC)

The Graduate Curriculum Committee (GCC) shall consist of:

(i) one graduate program coordinator from each of the units of the Faculty;

(ii) the Associate Dean with responsibility for graduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members;

(iii) one FPGA graduate student appointed or elected pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately following their selection; and

(iv) the Graduate Registrar (or the Registrar's designate) as *ex officio* non-voting member;

(v) the Graduate Curriculum and Calendar Officer in a non-voting capacity to serve as a resource for the Committee.

(d) Tenure and Promotion Committee (TPC)

The Tenure and Promotion Committee (TPC) shall consist of:

(i) the Dean of the Faculty of Public and Global Affairs as *ex officio* member;

(ii) the Chair or Director of each unit in the Faculty as described in Clause I.3 above, as voting members; and

(iii) one additional faculty member from each unit in the Faculty as described in Clause I.3 above, selected in accordance with procedures adopted by each unit, as voting members.

(e) Committee of Chairs and Directors

The Committee of Chairs and Directors shall consist of:

- (i) the Dean, the Associate Deans, and the Assistant Deans, as *ex officio* members;
- (ii) the Chairs or Directors (as the case may be) of all units in the Faculty as described in Clause I.3 above, as *ex officio* members; and
- (iii) the Executive Assistant to the Dean, ODFPA Managers and Team Leads.

(f) Research Committee

The Research Committee shall consist of:

- (i) the Dean and the Associate Dean with responsibility for research in the Faculty;
- (ii) no more than five (5) faculty members from units of the Faculty (as described in Clause I.3 above), chosen by the Dean and Associate Dean with responsibility for research in the Faculty in consultation with Chairs and Directors; and
- (iii) such other members of the faculty as may be invited to participate by the Chair of the Committee.

(g) Joint Committee on Admissions and Studies (JCAS)

The Joint Committee on Admissions and Studies shall consist of:

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

V.2 *Ad Hoc* Committees

- (a) 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
 - (i) 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
 - (ii) all elections subsequently necessary to fill positions on such committees are held pursuant to the provisions of Clause II.3 above.

VI. Bylaws and Constitutional Amendments

VI.1 Bylaws of Faculty Board

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.

History of Adoption and Amendments

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.)

Amended 2023/11/27 (full revision)

Amended 2024/XX/XX (full revision in accordance with new Senate template.)

Public and Global Affairs Faculty Board Standing Committees Terms of Reference

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Executive Committee

1. Membership

As established by the Constitution of the Public and Global Affairs Faculty Board (“the Constitution”), the Executive 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 FPGA undergraduate student selected by the Carleton Academic Student Government (CASG) pursuant to Clause II.3 of the Constitution for a one-year term beginning immediately upon their selection;
- c) one FPGA graduate student selected by the Graduate Student Association (GSA) pursuant to Clause II.3 of the Constitution for a one-year term beginning immediately upon their selection; and
- d) as many as two FPGA faculty members elected by Faculty Board pursuant to Clause II.3 of the Constitution for a one-year term beginning on the first day of July next following the election.

2. Responsibilities

The Committee shall:

- a) call meetings of Faculty Board;
- b) establish annually prior to the start of the academic year the dates for Faculty Board meetings for the upcoming academic year;
- c) call for any extraordinary meetings of Faculty Board as may be deemed necessary by the Executive Committee;
- d) plan the forthcoming business of Faculty Board and arrange the agenda of its meetings;
- e) oversee the election of Secretary, Clerk and the elected faculty members of committees of Faculty Board pursuant to Clause II.3 of the Constitution;
- f) act on behalf of Faculty Board between meetings of Faculty Board;
- g) 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; and
- h) report all decisions taken by the Committee under e) and f) above to Faculty Board at its next regularly called meeting.

3. Meetings and Procedures

- a) The Secretary of Faculty Board shall act as Chair of the Executive Committee.
- b) The Executive Committee shall meet at the call of the Secretary as required to carry out its responsibilities.
- c) 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.
- d) Quorum shall be 50% of Executive Committee members.
- e) A record of all decisions shall be recorded by the Clerk, or in the Clerk's absence, by a member appointed by the Executive Committee.

Undergraduate Curriculum Committee (UCC)

1. Membership

As established by the Constitution of the Public and Global Affairs Faculty Board (“the Constitution”), the Undergraduate Curriculum Committee (UCC) shall consist of:

- a) the undergraduate program coordinators from each of the 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 FPGA undergraduate student appointed or elected by CASG as per Clause II.3 of the Constitution for a one-year term beginning immediately upon their selection;
- d) the University Registrar (or the Registrar’s designate) as *ex officio* (non-voting) member; and
- e) the Undergraduate Curriculum and Calendar Officer as a resource for the Committee.

2. Responsibilities

The Committee shall:

- a) receive, review and initiate recommendations to Faculty Board for new and revised undergraduate degree, certificate, and diploma programs and courses administered by the units of the Faculty;
- b) receive, review and initiate recommendations to Faculty Board concerning general or Faculty regulations in the undergraduate Calendar, specifically those governing admission, registration, examinations, academic standing, promotion and graduation;
- c) review and comment on all proposed regulations originating outside the Committee that affect the academic progress of undergraduates in the Faculty;
- d) consult with other Faculties concerning combined and cross-Faculty undergraduate programs or regulations affecting students in the Faculty; and
- e) in consultation with the Secretary of Faculty Board, the UCC Chair shall annually establish a date by which all units of the Faculty must submit recommendations to the Committee for Calendar changes governing their undergraduate programs and courses for the following academic year.

3. Meetings and Procedures

- a) The Associate Dean (Academic) shall chair the Committee.
- b) The Committee shall meet at the call of its Chair as required to carry out its responsibilities.

- c) 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.
- d) Quorum shall be 50% of voting members.
- e) The chair shall ensure that a record of committee decisions is maintained.

Graduate Curriculum Committee (GCC)

1. Membership

As established by the Constitution of the Public and Global Affairs Faculty Board (“the Constitution”), the Graduate Curriculum Committee (GCC) shall consist of:

- a) one graduate program coordinator from each of the 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 FPGA graduate student appointed or elected by GSA as per Clause II.3 of the Constitution for a one-year term beginning immediately upon their selection;
- d) the Graduate Registrar (or the Registrar’s designate) as *ex officio* (non-voting) member; and
- e) the Graduate Curriculum and Calendar Officer as a non-voting capacity to serve as a resource for the Committee.

2. Responsibilities

The Committee shall:

- a) receive, review and initiate recommendations to Faculty Board for new and revised graduate degree, certificate, and diploma programs and courses administered by the units of the Faculty;
- b) receive, review and initiate recommendations to Faculty Board concerning general or Faculty regulations in the graduate Calendar, specifically those governing admission, registration, examinations, academic standing, promotion and graduation;
- c) review and comment on all proposed regulations originating outside the Committee that affect the academic progress of graduate students in the Faculty;
- d) consult with other Faculties concerning cross-Faculty graduate programs or regulations affecting students in the Faculty; and
- e) in consultation with the Secretary of Faculty Board, the GCC Chair shall annually establish a date by which all units of the Faculty must submit recommendations to the Committee for Calendar changes governing their graduate programs and courses for the following academic year.

3. Meetings and Procedures

- a) The Associate Dean (Academic) shall chair the Committee.
- b) The Committee shall meet at the call of its Chair as required to carry out its responsibilities.

- c) 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.
- d) Quorum shall be 50% of voting members.
- e) The chair shall ensure that a record of committee decisions is maintained.

Tenure and Promotion Committee (TPC)

1. Membership

As established by the Constitution of the Public and Global Affairs Faculty Board (“the Constitution”), the Tenure and Promotion Committee (TPC) shall consist of:

- a) The Dean of the Faculty of Public and Global Affairs as *ex officio* member;
- b) The Chair or Director of each unit in the Faculty as described in Article I of the Constitution, **as voting member**; and
- c) One additional faculty member from each unit in the Faculty as described in Article I of the Constitution, selected in accordance with procedures adopted by each unit, **as voting member**.

2. Responsibilities

The Committee shall:

- a) receive all unit Tenure and Promotion Committee recommendations concerning promotions and tenure, 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 units of the Faculty, all relevant supporting documents, and any subsequent comments submitted by units.
- d) **In addition, as mandated by the CUASA Collective Agreement, the Committee shall: receive all nominations for University Research Achievement Awards from FPGA faculty members;**
- e) **compile a rank-ordered short-list of no more than 10 nominees; and**
- f) **through the Dean transmit without comments its rank-ordered list to the University Research Achievement Award Committee.**

3. Meetings and Procedures

- a) The Dean shall act as Chair of the Committee.
- b) **The Committee shall meet at the call of its Chair as required to carry out its responsibilities.**
- c) 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.

- d) Quorum shall be established when at least one voting member from each unit is present.
- e) The chair shall ensure that a record of committee decisions is maintained.

Committee of Chairs and Directors

1. Membership

As established by the Constitution of the Public and Global Affairs Faculty Board (“the Constitution”), the Committee of Chairs and Directors shall consist of:

- d) the Dean, the Associate Deans, and the Assistant Deans as *ex officio* members;
- e) the Chairs and Directors (as the case may be) of each unit in the Faculty as described in Article I of the Constitution as *ex officio* members; and
- f) the Executive Assistant to the Dean, the ODFPA Managers and Team Leads.

2. Responsibilities

The Committee of Chairs and Directors shall:

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

3. Meetings and Procedures

- 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.
- c) The chair shall ensure that a summary record of committee meetings is maintained.

Research Committee

1. Membership

As established by the Constitution of the Public and Global Affairs Faculty Board (“the Constitution”), the Research Committee shall consist of:

- a) the Dean and the Associate Dean with responsibility for research in the Faculty
- b) no more than five (5) faculty members from units of the Faculty (as described in Article I of the Constitution), chosen by the Dean and Associate Dean in consultation with Chairs and Directors. The composition of the committee shall be diverse and broadly representative, taking into consideration the breadth of faculty research areas and approaches, academic rank, and other priorities and commitments; and
- c) such other members of the faculty as may be invited to participate by the Chair of the Committee.

2. Responsibilities

The Research Committee shall:

- a) consider issues related to the support, encouragement and promotion of research in the Faculty, and to make recommendations as it considers appropriate; and
- b) report to Faculty Board through the Chair of the Committee.

3. Meetings and Procedures

- a) The Associate Dean shall act as Chair.
- b) The Committee shall meet at the call of the Chair as required.
- c) The chair shall ensure that a summary record of committee meetings is maintained.

Joint Committee on Admissions and Studies (JCAS)

1. Membership

As established by the Constitution of the Public and Global Affairs Faculty Board (“the Constitution”), the Joint Committee on Admissions and Studies (JCAS) 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 and Global Affairs appointed 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, appointed by the appropriate Faculty Board Executive Committees 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* non-voting members.
- d) Terms of Office will normally commence July 1.

2. Responsibilities

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 progression and graduation of students registered in undergraduate programs in either the Faculty of Arts and Social Sciences, the Faculty of Public and Global Affairs, or both;
- b) actively monitor the admissions and academic regulations specific to undergraduate programs in either the Faculty of Arts and Social Sciences, the Faculty of Public and Global 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.

3. Meetings and Procedures

- a) The JCAS shall select a Chair from among its members for a two-year term. The position of Chair shall alternate between the two Faculties.
- b) The JCAS shall meet as required to consider petitions in a timely fashion.
- c) Quorum shall be the Chair and two faculty representatives.
- d) The Admissions Officer representative shall maintain a record of all meetings and committee decisions.

**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)

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.)

Amended 2023/11/27 (full revision)

CARLETON FACULTY BOARD CONSTITUTION TEMPLATE

CARLETON UNIVERSITY

XXXX FACULTY BOARD CONSTITUTION

I – Description of Faculty Board

The Faculty Board is the governing body of the Faculty/School.

II – Composition and Structure

List members of Faculty Board. Minimum requirements for membership, according to the AGU are as follows:

“(a) The following persons 'ex officio':

(i) The Dean of the Faculty or the Director of the School;

(ii) Every faculty member in that School, or in a department or School within that Faculty;

(iii) Those students who are elected or appointed members of departmental boards or school councils of that Faculty.

(b) In the case of the Faculty Boards of the Schools of Architecture, Computer Science, Industrial Design, and Information Technology, those students elected to the Faculty Board in accordance with such regulations as set by the Faculty Board and approved by Senate;

(c) Such other persons holding full-time appointments as professor, associate professor, assistant professor, and lecturer in departments or schools not within the Faculty or School as are appointed from time to time by the Faculty Board; (d) Such other students who are members of another Faculty Board and as are appointed from time to time by the Faculty Board.” (AGU11.3)

Include CASG student representatives as per AGU Section 12

Include protocols for elected positions.

Include definition of FB Executive, if applicable (Chair, Secretary).

III – Responsibilities

List responsibilities of the Faculty Board. According to the AGU:

“Though each Faculty Board operates with autonomy in pursuit of the objectives and purposes of the University, certain responsibilities are assigned to all Faculty Boards. These include consideration of and making recommendations to Senate on:

- (a) New and revised academic degrees, programs and courses;*
- (b) New or revised academic regulations;*
- (c) The awarding of degrees, certificates and diplomas within its scope;*
- (d) The establishment, deletion, renaming or reorganization of academic units responsible for the delivery of academic programs.” (AGU 11.2)*

IV - Meeting Procedures

Include the following:

- *Quorum*
- *Meeting schedule – number of times per year*
- *Procedure for calling extra meetings*
- *Who may attend (open/closed)*
- *Rules of Procedure (suggest default to Senate Rules of Order)*
- *Minimum requirements for notice of motion (suggest one week)*
- *Documentation protocols (suggest circulation of materials one week prior to the meeting)*
- *Records retention protocols*

V – Standing Committees of the Faculty Board

List these but do not include their Terms of Reference.

Include membership and election protocols for committees of the Faculty Board.

Include procedure for creation of new committees, including ad hoc committees.

VI –Constitutional Amendments (procedure)

Procedure for introducing and approving constitutional amendments.

[List of Constitution approval and amendment dates]

CASG Councillor Statistics

FPGA, FASS, and Spratt statistics:

Total number of programs with seats: 30

Seats Lost: 3

Seats Gained: 9

Number of nominations regardless of program: 84 (*previously 44*)

FPGA Nominations Breakdown:

PAPM: 3

Poli Sci: 5

Journalism: 6

Media and Production Design: 0

Law: 5

Criminology and Criminal Justice: 2

Communications and media studies: 3

Economics: 1

BGInS: 8

Social Work: 2

Europe Russian and Eurasian Studies: 1