



Faculty of Public
and Global Affairs

*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.*

Faculty of Public and Global Affairs Faculty Board

Monday, February 10, 2025 – 1:00-3:00 pm

Senate Room, 608 Pigiarnik (ΛΓ<⁴Δ⁵)

and via Zoom ([registration required here](#))

Agenda

1. Welcome and Call to Order – D. Mendeloff, Interim Faculty Board Secretary
2. Remarks and discussion with President and Vice-Chancellor Dr. Wisdom Tettey
3. Adoption of Agenda
4. Adoption of Minutes of the November 21, 2024 meeting ([attached](#))
5. Matters Arising
6. Question Period
7. Report from the Dean – B. O'Neill
8. Adoption of Amended Faculty Board Constitution and Bylaws ([attached](#))
9. Reports from Faculty Board Committees
 - 9.1. Executive Committee ([attached](#)) – D. Mendeloff
 - 9.2. Undergraduate Curriculum Committee (UCC) and Motions to recommend Calendar changes ([attached](#)) – V. Bhatia
 - 9.3. Graduate Curriculum Committee (GCC) and Motions to recommend Calendar changes ([attached](#)) – V. Bhatia
10. Associate Dean Reports
 - 10.1. Research and Graduate ([attached](#)) – J. Greenberg
 - 10.2. Students and Enrolment ([attached](#)) – P. Wilson
 - 10.3. Academic ([attached](#)) – V. Bhatia
 - 10.4. Equity and Inclusion ([attached](#)) – Y. Wang
 - 10.5. Faculty Affairs ([attached](#)) – D. Mendeloff
11. Other Reports for Information
 - 11.1. CASG/Undergraduate students – E. Manzo
 - 11.2. Graduate students
 - 11.3. Senate report – D. Mendeloff
12. Other Business
13. Adjournment

Next Meeting: Monday, April 14, 1:00-2:30

Voting members of FPGA Faculty Board include: all full-time FPGA faculty members at all ranks; 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. Adoption of constitutional amendments: 2/3 of votes cast at the meeting. Adoption of amendment to bylaws: simple majority of votes cast.

MINUTES of FPGA Faculty Board

Monday, November 21, 2024, 1:00 p.m.
Senate Room (PK 608) & Zoom

The following were present in-person:

Faculty: Hassan Bashir (AKC), Zeina Bou-Zeid (LAWS), Sean Burges (AKC), Doris Buss (LAWS), James Casteel (AKC and EURUS), Deborah Connors (SSW), Joan DeBardeleben (EURUS), Stacy Douglas (LAWS), Josh Greenberg (ODFPGA and SJC), Chris Gunn (ECON), Sheryl Hamilton (LAWS and SJC), Jonathan Malloy (PSCI), David Mendeloff (ODFPGA and NPSIA), Lisa Mills (AKC), Brenda Morris (SSW), Adegboyega Ojo (SPPA), Sandra Robinson (SJC), Radovan Vadovic (ECON), Paul Wilson (ODFPGA and AKC), Benjamin Woo (SJC), Liam Young (SJC)

Students: Mahsa Abarghouei (GSA), Kate Ellis (SJC), Justin Fiacconi (SJC), James Maxwell-Barillas (AKC), Yasmin Omar (AKC), Kendall Petersen (AKC), Michael Shirley (NPSIA), Cassandra Stevens (AKC)

Other: Laurie Jaeger (ODFPGA, recording minutes).

The following were present online:

Faculty: Mehdi Ammi (SPPA), Jeni Armstrong (AKC), Onita Basu (FED), Vandna Bhatia (ODFPGA and PSCI), Patrick Coe (ECON), Aaron Ettinger (PSCI), Sarah Everts (SJC), Sandra Fahy (AKC), Ilyan Ferrer (SSW), Emily Hiltz (SJC), James Milner (PSCI and AKC), Brenda O'Neill (ODFPGA), Teddy Samy (NPSIA), Eric Stephens (ECON), Anil Varughese (SPPA), Yanling Wang (ODFPGA and NPSIA)

Students: Michael Huynh (PSCI), Clara Lachman (NPSIA), Elize Manzo (CASG)

1. Welcome and Call to Order

David Mendeloff, Interim Secretary and Chair, welcomed faculty and students to Faculty Board, went over a few housekeeping details and noted that meeting was being recorded for purpose of the minutes and would be deleted after minutes were completed.

2. Adoption of Agenda

The agenda was approved by unanimous consent.

3. Adoption of Minutes of the October 7, 2024 Meeting

The minutes were approved by unanimous consent as circulated. **CARRIED (Woo/Malloy).**

4. Matters Arising from the Minutes

Chair reported that he updated the draft constitution based on feedback collected at the October meeting. Formal notice was given in October that a vote on amendments would take place at the November meeting. However, in order to streamline the university approval process, David

provided the draft to the Senate Academic Governance Committee (SAGC) for their preliminary review and feedback. That review was not completed in time to vote on the revised draft at this meeting. David indicated that the draft will instead be brought to the February meeting.

5. Question Period

There were no questions submitted in advance of the meeting.

6. Report from Dean Brenda O'Neill

Dean O'Neill presented her report. She spoke about the budget, implementing the strategic plan and bargaining (CUASA).

Questions and comments were raised about Carleton's financial picture, and the effects decisions will have on units and faculty members. The Dean replied that Carleton's administration is able to navigate these challenges, and that the University is working with the Council of Ontario Universities.

7. Reports from Associate Deans

7.1. Research and Graduate

Josh Greenberg summarized the report that was circulated with the agenda. There were no questions.

7.2. Students and Enrolment

Paul Wilson summarized the report that was circulated with the agenda. A question followed regarding the student accommodation request process.

7.3. Academic

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

7.4. Equity and Inclusion

Yanling Wang summarized the report that was circulated with the agenda. There were no questions.

7.5. Faculty Affairs

David Mendeloff summarized the report that was circulated with the agenda. There were no questions.

8. Reports from Faculty Board Committees

8.1. Executive Committee

David Mendeloff summarized the report that was circulated with the agenda. There were no questions.

8.2. Undergraduate Curriculum Committee (UGCC) and Motions to recommend Calendar changes

Vandna Bhatia spoke to the recommended Undergraduate Calendar changes.

MOTION:

THAT FPGA Faculty Board recommends that Senate approve the proposed Major Modification to the undergraduate calendar as presented. **(Bhatia/Malloy) CARRIED.**

MOTION:

THAT FPGA Faculty Board recommends that Senate approve the Minor Modifications to the undergraduate calendar as presented. **(Bhatia/Vadovic) CARRIED.**

8.3. Graduate Curriculum Committee (GCC) and Motions to recommend Calendar changes

Vandna Bhatia spoke to the recommended Graduate Calendar changes.

MOTION:

THAT FPGA Faculty Board recommends that Senate approve the proposed Major Modifications in the graduate calendar as presented. **(Bhatia/Hamilton) CARRIED.**

MOTION:

THAT FPGA Faculty Board recommends that Senate approve the proposed Minor Modifications in the graduate calendar as presented. **(Bhatia/Woo) CARRIED.**

9. Reports for Information

9.1. CASG

Elize Manzo (CASG FPA representative) provided a brief verbal report. There were no questions.

9.2. GSA

Mahsa Abarghouei (GSA representative) summarized the report that was circulated with the agenda. It was asked how this year's stats regarding applications for financial assistance compare with other years. That information was not available.

9.3. Senate Report

David Mendeloff reported on the recent Senate meeting. He cited the number of FPGA students who were approved for graduation, the number who attended convocation and the medalists. The new undergraduate Certificate in Journalism in Indigenous Communities was approved, and the investment transparency and divestment motion was defeated.

10. Other Business

Faculty Board is still in need of a Clerk and a Secretary. David asked faculty members to consider putting their name forward for these positions.

11. Adjournment: The meeting adjourned at 2:15 p.m.

February 1, 2025

To: Members of FPGA Faculty Board

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

Re: **Motions to Adopt the Amended Faculty Board Constitution and Faculty Board Bylaws**

Background

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 2023 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 2024, at which time SAGC instructed Faculties to revise their constitutions in accordance with the new template. Over summer 2024, we carried out a full “Senate-compliant” revision of the constitution based on the version that was approved by Faculty Board in November 2023.

The revised draft was circulated prior to the October 7, 2024 Faculty Board meeting, along with formal notice of motion to amend, with the expectation that it would come to Faculty Board for a vote at the November 21, 2024 meeting. Faculty Board discussed the draft at the October 2024 meeting and the draft was then revised based on feedback received. At that time, I decided to submit the revised draft to SAGC for a “compliance check” and preliminary review prior to a Faculty Board vote to ensure that it passed SAGC muster and would not be sent back to Faculty Board for further revision, and subsequent delay. Unfortunately, SAGC was unable to complete that review prior to our November meeting. At that meeting I informed Faculty Board of the reasons for the delay and indicated that the revised draft would come to Faculty Board for a vote at the February 10, 2025 meeting.

SAGC has now completed its review and suggested a number of changes for clarity and to ensure consistency with the [Academic Governance of the University \(AGU\) policy](#). Those changes have now been incorporated into a new draft.

I am happy to present the following motion for Faculty Board adoption of the amended constitution:

MOTION to Adopt the Amended Constitution

THAT FPGA Faculty Board adopt the amended FPGA Faculty Board Constitution as presented, pending final Senate approval.
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Attached are both a track-change and clean copy of the amended constitution (the “February 2025 draft”). A detailed description of the changes presented for discussion at the October 2024 meeting (the “October 2024 draft”) can be found in the formal notice of motion that was circulated on September 30, 2024. For the sake of clarity, the track-change version indicates in green highlight the new language

added to the October 2024 draft, with deletions indicated in red strikethrough. New language that was already included in the October 2024 draft remains highlighted in yellow.

As a reminder, there are two important differences between the new draft and the version adopted in November 2023:

1. The Senate template makes clear that the constitutions govern *Faculty Boards*, not the Faculties themselves.
2. The template makes clear that constitutions are intended primarily to describe the Board's membership and responsibilities (including and in addition to those already defined in the AGU, articulate its procedural rules, enumerate the standing committees of the Board and identify who sits on those committees. All other matters, such as election procedures and individual committee procedures, quorum rules and responsibilities, are not to be included. Those should live in a separate Bylaws document that can be easily revised from time-to-time as needed without having to amend the constitution. We have pulled out this information and moved it to a separate Bylaws document, which also requires approval of Faculty Board, as presented in the following motion:

MOTION to Adopt the Faculty Board Bylaws

THAT FPGA Faculty Board adopt the FPGA Faculty Board Bylaws as presented.

Attached are both a track-change and clean copy of the latest version of the Bylaws document, which was previously circulated to Faculty Board and discussed at the October 2024 meeting. Changes made to this document since October 2024 are indicated by green highlight, deletions in red strikethrough, and new language that was already included in the October version remains highlighted in yellow.

Detailed Changes and Rationales

The accompanying table below details the changes that were made since October 2024 (excluding grammatical and stylistic changes) and the rationale for those changes.¹

Attachments

1. [Summary Table of Changes](#)
2. [Draft FPGA Constitution – February 2024 \(track change\)](#)
3. [Draft FPGA Constitution – February 2024 \(clean\)](#)
4. [Draft FPGA Faculty Board Bylaws – February 2024 \(track change\)](#)
5. [Draft FPGA Faculty Board Bylaws – February 2024 \(clean\)](#)

¹ For a summary of changes to the November 2023 constitution that were presented in the October 2024 draft, please see the notice of motion that was circulated on September 30, 2024.

Draft FPGA Faculty Board Constitution – February 2025

Summary Table of Changes

	Section	Change	Rationale
1.	Throughout	Added the word “Faculty” and the acronym “FPGA” back to the formal name of the Board (“The Faculty of Public and Global Affairs (FPGA) Faculty Board,” as opposed to, “The Public and Global Affairs (PGA) Faculty Board”).	In the interest of standardization across all Faculty Boards, SAGC suggested this change to avoid awkward acronyms if Boards (particularly FASS) were required to follow the same practice and drop the “F” for Faculty.
2.	I.3	Removed individual names of units in the Faculty. Added a hyperlink to the first reference to the AGU.	SAGC suggested that the constitutions simply refer to the AGU. That way if the composition of the Faculty ever changes, only one document (the AGU) will require amendment. Hyperlink added for easy reference.
3.	II.1(b)	Removed reference to all individual ranks and replaced with a reference to the relevant section of the AGU. Replaced the phrase “with at least 50% appointment in at least one unit in the Faculty of Public and Global Affairs” with, “at least 50% appointment within the Faculty of Public and Global Affairs.”	The new language accommodates faculty members who, in rare cases, may hold at least a 50% appointment <i>within the Faculty</i> , but not necessarily within <i>a single unit</i> (e.g., an appointment across three FPGA units).
4.	II.1(d), (e), (f) and (g)	Removed as members representatives from each Faculty, and senior academic leaders (President, Provost, VPRI, VP Graduate Studies, Clerk of Senate, and VPSE/Registrar), along with language stating that other members may be appointed from time-to-time.	SAGC recommended limiting membership to the Dean and faculty members and eligible students, as per the AGU. The committee also felt that in order for Faculty Boards to serve as privileged spaces for frank and candid discussion and deliberation about academic matters, senior academic leaders from outside the Faculty should not be members. Boards may always invite anyone who is not a member to attend meetings as a guest. We will, for example, continue to invite representatives from FASS and Graduate Studies.

	Section	Change	Rationale
5.	II.3(a) and (b)	Removed details of election procedures and moved them to the Bylaws document.	Consistency with the Senate Faculty Board constitution template.
6.	II.3(c)	Added a new Article on election of students to Faculty Board committees.	The addition serves to differentiate the rules governing election of faculty members and the election of students. *This is a change in presentation rather than substance: Substantially the same language appeared in the October 2024 draft.
7.	III.1	Changed the order of presentation of Faculty Board responsibilities to mirror the AGU and revised language of paragraph (d) describing Faculty Board's role in reviewing graduation lists.	The new language clarifies that Faculty Boards do not "approve" graduation lists, but rather ratify the process that the University and Graduate Registrar's Offices follow to verify student eligibility for inclusion on the graduation lists.
8.	III.2	Added a new dedicated section on election of student members to standing committees.	The addition distinguishes between those responsibilities articulated in the AGU from those defined by Faculty Board itself. *This is a change in presentation rather than substance: Substantially the same language appeared in the October 2024 draft.
9.	IV.2(c)	Revised wording regarding student participation in meetings.	New wording clarifies that students may not participate in closed portions of meetings, as specified in the AGU.
10.	IV.2(d)(i)	Changed "at least 51%" to "a majority."	SAGC recommended change for clarity and simplicity.
11.	IV.2(d)(ii)	Added new clause to permit delay of a meeting if quorum is not met at the start of the meeting.	When more students than faculty show up at a meeting, this will prevent quorum from being met, necessitating cancellation of the meeting and delay of important Faculty Board business. To address this, SAGC suggested a clause that would permit the Chair to briefly delay the start of the meeting to allow for additional faculty members to arrive.

	Section	Change	Rationale
12.	IV.2(d)(iv)	Moved this clause to the Quorum section and slightly revised the wording.	Change makes clear that the requirement to designate faculty members is only to ensure quorum. It also clarifies that individual Chairs, rather than the Chairs and Directors Committee, designates faculty members and communicates those names to the Clerk.
13.	IV.2(e)(i)	Revised voting rules on routine motions to allow for secret ballot votes. Revised voting rules for elections to allow for acclamation.	Change allows for more flexibility in voting modality, recognizing that on matters other than elections, members may wish to vote anonymously. Vote transparency is necessary in representative bodies, like Senate, to ensure accountability of Senators. But this principle does not apply to Faculty Board, where all faculty are members of the body. SAGC recommended clarification of voting rules to allow for acclamation without formal vote when there are not more nominees than positions.
14.	IV.2(f)	Added description of Rule 6 of Senate Rules of Order.	The previous version only referred to the Rule number. For clarity, SAGC recommended adding the description of the Rule, modified for Faculty Boards.
15.	V.1	Removed the Tenure and Promotion Committee (formerly clause V.1(d)) and the Committee of Chairs and Directors (formerly clause V.1(e)) as standing committees of Faculty Board.	SAGC recommended removing both committees, as neither is within the purview of Senate. Tenure and Promotion is not a Senate matter. FTPC is an advisory body to the UTPC, Provost and President and its terms and procedures are governed by the CUASA collective agreement. Chairs and Directors is a decanal advisory and consultative body. Neither has any formal reporting role to Faculty Boards or Senate.

	Section	Change	Rationale
16.	V.1(c)(i)	Added language clarifying participation by representatives of the School of Journalism and Communication on the Graduate Curriculum Committee.	Because of the large number of graduate program coordinators/supervisors in FPGA, membership of the GCC is limited to one graduate coordinator from each unit. An exception is SJC, which, given the nature of the programs, requires separate representation from COMS and JOUR.
17.	V.2(c)	Added new clause requiring regular periodic review of the constitution.	Reflecting good governance practice, this addition ensures that the constitution is regularly reviewed and kept up to date.

CARLETON UNIVERSITY
CONSTITUTION
of
THE FACULTY OF PUBLIC AND GLOBAL AFFAIRS
FACULTY BOARD

I. Description of the Faculty of 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 Wherever this Constitution refers to “units of the Faculty,” it shall mean those departments, schools, institutes and colleges identified in the AGU as being recognized by the Carleton University Senate as the component academic units of the Faculty of Public and Global Affairs. ~~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 the following persons *ex officio*, all as voting members:

- (a) The Dean of the Faculty of Public and Global Affairs;

- (b) All full-time faculty members as defined in paragraph 3.3.2 of the AGU with at least 50% appointment ~~in at least one~~ within 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).
- (c) 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. Undergraduate student members shall normally be elected or appointed by the Carleton Academic Student Government (CASG). Graduate student members shall normally be elected or appointed by the student associations of their unit or program of study.
- ~~(d) — 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;~~
- ~~(e) — 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;~~
- ~~(f) — 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;~~
- ~~(g) — such other students who are members of another Faculty Board 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 properly-constituted meeting of Faculty Board. Alternatively, the Executive Committee may call for an electronic poll to be conducted during April over a designated voting period established by the Executive Committee. In either case the election shall be conducted in accordance with the procedures prescribed by the Faculty Board By-Laws.

~~(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. Such election shall be held in the April next following the creation of the vacancy.

(b) Election of Faculty Members to Committees of Faculty Board

- (i) Except as otherwise provided for in valid University or Senate documents, wherever in this Constitution it is provided that faculty members shall be elected to committees of Faculty Board, then such election shall take place during April at a properly-constituted meeting of Faculty Board (the "Meeting"). Alternatively, the Executive Committee may call for an electronic poll to be conducted during April over a designated voting period established by the Executive Committee. In either case the election shall be conducted in accordance with the procedures prescribed by the Faculty Board bylaws.

~~(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) Any elected **faculty** 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 **faculty member** position on a committee of Faculty Board, then the **Chair** ~~remaining members~~ of that committee shall appoint another **faculty** member to serve in that position until a replacement is elected in accordance with the **procedures prescribed in the Faculty Board bylaws**. Such election shall be held in the April next following the creation of the vacancy.

(c) Election of Students to Committees of Faculty Board

- (i) **Wherever in this Constitution it is provided that FPGA students shall be represented on committees of Faculty Board, those students shall be elected or appointed by their respective representative student government body – the Carleton Student Government Association (CASG) or Graduate Student Association (GSA) – as required, according to its own procedures.**
- (ii) **Any elected or appointed student 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 student position on a committee of Faculty Board, then the remaining members of that committee shall appoint another student to serve in**

that position until a replacement is elected or appointed. Such election or formal appointment by the relevant representative student government body shall take place according to its own procedures as soon as possible following a declared vacancy.

III. Faculty Board Responsibilities

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

- (a) consider and make recommendations to Senate on new and revised academic degrees, certificates, diploma programs and courses administered by the units constituting the Faculty of Public and Global Affairs;
- (b) consider and make recommendations to Senate on 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;
- (c) consider and make recommendations to Senate on the establishment, deletion, renaming or reorganization of units responsible for the delivery of academic programs in the Faculty of Public and Global Affairs; and
- (d) review and affirm the recommendations of the University and Graduate Registrars for the awarding of degrees, certificates and diplomas that fall within its purview;

III.2 In addition to those responsibilities delegated to Faculty Board by Senate as described in Article III.1 above, the Faculty Board shall:

- (a) receive and consider recommendations to Senate respecting academic matters from the units constituting the Faculty of Public and Global Affairs;
- (b) 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 Faculty 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~~ any closed parts of meetings or when 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.~~
- (d) 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 a majority ~~at least 51%~~ of those in attendance at any meeting of the Board shall be faculty members of FPGA units.
 - (ii) If the provisions of Article IV.2(d)(i) are not met, the Chair may delay the start of proceedings by up to 30 minutes. If at that time quorum is not met, the meeting shall be cancelled and all business postponed to the next regularly scheduled meeting or extraordinary meeting, as per Article IV.2(b) above.

(iii) 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.

(iv) In order to ensure quorum is met, by October 1 of each year, each Chair or Director of an FGPA unit, and each Co-Director in the School of Journalism and Communication, shall provide to the Clerk of Faculty Board the names of two members in their unit who have been given as part of their normal duties attendance at Faculty Board Meetings.

(e) 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.~~ In the case of elections voting shall be by secret ballot wherever there are more nominees than places. In cases where the number of nominees is equal to or less than the number of elected positions, nominees shall be approved by acclamation without a formal vote.

(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.)

(f) 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. These are: The motion has been received by the Clerk at or before the start of the meeting; the motion responds to circumstances that developed after the date for proper notice; the action specified in the motion cannot be delayed to permit

consideration at the next meeting of Faculty Board; the motion addresses an issue of importance to the Faculty or University; a 2/3 majority of those present agrees to waive the requirement for notice after hearing the motion read.

- (g) 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 degree 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, except for the School of Journalism and Communication, which shall be represented by one graduate program coordinator from Communication and Media Studies and one from Journalism;
- (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 1.3 above, as voting members; and~~

~~(iii) — one additional faculty member from each unit in the Faculty as described in Clause 1.3 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 1.3 above, as *ex officio* members; and~~

~~(iii) — the Executive Assistant to the Dean, ODFPA Managers and Team Leads~~

(d) 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, 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.

(e) 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 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

- (a) 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.
- (b) 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 and Review

- (a) This Constitution may be adopted or amended by a vote of 2/3 of the votes cast at a **duly-constituted** meeting of the Faculty Board at which a quorum is present.

(b) 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.

(c) The Constitution shall be reviewed by Executive Committee no less than every five years

Adopted: 2025/XX/XX

Next Review: 2030/XX

History of Adoption and Amendments

Approved at *proforma* Faculty Board meeting 97/I/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 2025/XX/XX (full revision in accordance with new Senate template and SAGC review.)

CARLETON UNIVERSITY
CONSTITUTION
of
THE FACULTY OF PUBLIC AND GLOBAL AFFAIRS
FACULTY BOARD

I. Description of the Faculty of 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 Wherever this Constitution refers to “units of the Faculty,” it shall mean those departments, schools, institutes and colleges identified in the AGU as being recognized by the Carleton University Senate as the component academic units of the Faculty of Public and Global Affairs.

II. Composition and Structure

II.1 Membership

In accordance with the AGU, membership of PGA Faculty Board shall consist of the following persons *ex officio*, all as voting members:

- (a) The Dean of the Faculty of Public and Global Affairs;
- (b) All full-time faculty members as defined in paragraph 3.3.2 of the AGU with at least 50% appointment within the Faculty of Public and Global Affairs.
- (c) 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. Undergraduate student members shall normally be elected or appointed by the Carleton Academic Student Government (CASG). Graduate

student members shall normally be elected or appointed by the student associations of their unit or program of study.

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 properly-constituted meeting of Faculty Board. Alternatively, the Executive Committee may call for an electronic poll to be conducted during April over a designated voting period established by the Executive Committee. In either case the election shall be conducted in accordance with the procedures prescribed in the Faculty Board By-Laws.

- (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. Such election shall be held in the April next following the creation of the vacancy.

(b) Election of Faculty Members to Committees of Faculty Board

- (i) Except as otherwise provided for in valid University or Senate documents, wherever in this Constitution it is provided that faculty members shall be elected to committees of Faculty Board, then such election shall take place during April at a properly-constituted meeting of Faculty Board (the "Meeting"). Alternatively, the Executive Committee may call for an electronic poll to be conducted during April over a designated voting period established by the Executive Committee. In either case, the election. In either case the election shall be conducted in accordance with the procedures prescribed in the Faculty Board bylaws.
- (ii) Any elected faculty 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 faculty member position on a committee of Faculty Board, then the remaining members of that committee shall appoint another faculty member to serve in that position until a replacement is elected in accordance with the procedures prescribed in the Faculty Board bylaws. Such election shall be held in the April next following the creation of the vacancy.

(c) Election of Students to Committees of Faculty Board

- (i) Wherever in this Constitution it is provided that FPGA students shall be represented on committees of Faculty Board, those students shall be elected or appointed by their respective representative student government body – the Carleton Student Government Association (CASG) or Graduate Student Association (GSA) – as required, according to its own procedures.
- (ii) Any elected or appointed student 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 student position on a committee of Faculty Board, then the remaining members of that committee shall appoint another student to serve in that position until a replacement is elected or appointed. Such election or formal appointment by the relevant representative student government body shall take place according to its own procedures as soon as possible following a declared vacancy

III. Faculty Board Responsibilities

- III.1 As established by the AGU, unless otherwise determined by Senate, the Faculty Board shall:
- (a) consider and make recommendations to Senate on new and revised academic degrees, certificates, diploma programs and courses administered by the units constituting the Faculty of Public and Global Affairs;
 - (b) consider and make recommendations to Senate on 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;
 - (c) consider and make recommendations to Senate on the establishment, deletion, renaming or reorganization of units responsible for the delivery of academic programs in the Faculty of Public and Global Affairs; and
 - (d) review and affirm the recommendations of the University and Graduate Registrars for the awarding of degrees, certificates and diplomas that fall within its purview;

III.2 In addition to those responsibilities delegated to Faculty Board by Senate as described in Article III.1 above, the Faculty Board shall:

- (a) receive and consider recommendations to Senate respecting academic matters from the units constituting the Faculty of Public and Global Affairs;
- (b) 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 Faculty 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 any closed parts of meetings or when individual student cases are discussed.
- (d) 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 a majority of those in attendance at any meeting of the Board shall be faculty members of FPGA units.

- (ii) If the provisions of Article IV.2(d)(i) are not met, the Chair may delay the start of proceedings by up to 30 minutes. If at that time quorum is not met, the meeting shall be cancelled and all business postponed to the next regularly scheduled meeting or extraordinary meeting, as per Article IV.2(b) above.
 - (iii) 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.
 - (iv) In order to ensure quorum is met, by October 1 of each year, each Chair or Director of an FGPA unit, and each Co-Director in the School of Journalism and Communication, shall provide to the Clerk of Faculty Board the names of two members in their unit who have been given as part of their normal duties attendance at Faculty Board Meetings.
- (e) Voting
 - (i) Voting shall be by show of hands unless some other method is decided upon by motion. In the case of elections, voting shall be by secret ballot wherever there are more nominees than places. In cases where the number of nominees is equal to or less than the number of elected positions, nominees shall be approved by acclamation without a formal vote.
 - (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.)
- (f) 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. These are: The motion has been received by the Clerk at

or before the start of the meeting; the motion responds to circumstances that developed after the date for proper notice; the action specified in the motion cannot be delayed to permit consideration at the next meeting of Faculty Board; the motion addresses an issue of importance to the Faculty or University; a 2/3 majority of those present agrees to waive the requirement for notice after hearing the motion read.

- (g) 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 degree 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, except for the School of Journalism and Communication, which shall be represented by one graduate program coordinator from Communication and Media Studies and one from Journalism;
- (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) 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, 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.
- (e) 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 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

- (a) 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.
- (b) 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 and Review

- (a) This Constitution may be adopted or amended by a vote of 2/3 of the votes cast at a duly-constituted meeting of the Faculty Board at which a quorum is present.
- (b) 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.
- (c) The Constitution shall be reviewed by Executive Committee no less than every five years

Adopted: 2025/XX/XX

Next Review: 2030/XX

History of Adoption and Amendments

Approved at *proforma* Faculty Board meeting 97/I/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 2025/XX/XX (full revision in accordance with new Senate template and SAGC review.)

BYLAWS
of
THE FACULTY OF PUBLIC AND GLOBAL AFFAIRS
FACULTY BOARD

I. Election Procedures

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I. Election Procedures

I.1 Election of Secretary and Clerk of Faculty Board

(a) Timing

In accordance with the Constitution, the election of the Secretary and the Clerk of Faculty Board shall take place during April at a properly constituted meeting of Faculty Board (the "Meeting"). Alternatively, the Executive Committee may call for an electronic vote ("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 procedures outlined below.

(b) Nomination procedures

- (1) Not less than 4 (four) weeks prior to the Meeting or Voting Period (as the case may be), the Secretary shall circulate to members of Faculty Board a call for nominations of FPGA faculty members to be received by the Clerk of Faculty Board not later than 2 (two) weeks prior to the Meeting or Voting Period.
- (2) All nominations shall be signed by one FPGA faculty member and the nominee.
- (3) The Executive Committee shall circulate a list of those who are properly nominated with notice of the Meeting or, in the case of an E-Poll, not less than 5 (five) working days in advance of the Voting Period.

(c) Elections

- (1) The Secretary and the Clerk shall be elected from among the nominees listed pursuant to paragraph I.1(b)(3) above by a simple majority of the votes cast at the Meeting, or by E-Poll.
- (2) Pursuant to the Constitution, voting shall be by secret ballot in cases wherever there are more nominees than positions.
- (3) In cases where the number of nominees is equal to or less than the number of elected positions, nominees shall be approved by acclamation of Faculty Board without a formal vote.

(d) Vacancies

- (1) Should the office of Secretary or Clerk (as the case may be) become vacant, as defined by the Constitution, then the remaining members of the Executive Committee shall appoint another FPGA faculty member to

serve in that office until a replacement is elected in accordance with the provisions outlined above.

- (2) Such election shall be held in the April next following the creation of the vacancy.

I.2 Election of Faculty Members to Committees of Faculty Board

(a) Timing

In accordance with the Constitution, wherever it is provided that faculty members of committees of Faculty Board shall be elected, then such election shall take place during April at a properly constituted meeting of Faculty Board (the "Meeting"). Alternatively, the Executive Committee may call for an electronic vote ("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:

(b) Nomination procedures

- (1) Not less than 4 (four) weeks prior to the Meeting or the E-Poll (as the case may be), the Secretary shall circulate to members of Faculty Board a call for nominations of FPGA faculty members to be received by the Clerk of Faculty Board not later than 2 (two) weeks prior to the Meeting or Voting Period.
- (2) All nominations shall be signed by one FPGA faculty member and the nominee.
- (3) The Executive Committee shall circulate a list of nominees to elected faculty member positions on committees of Faculty Board 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.

(c) Elections

- (1) Faculty member positions on committees of Faculty Board shall be elected from among the nominees listed pursuant to paragraph I.2(b)(3) by a simple majority of the votes cast at the Meeting or by E-Poll.
- (2) Pursuant to the Constitution, voting shall be by secret ballot in cases wherever there are more nominees than positions.
- (3) In cases where the number of nominees is equal to or less than the number of elected positions, nominees shall be approved by acclamation of Faculty Board without a formal vote.

(d) Vacancies

- (1) Should a vacancy as defined by the Constitution occur for any reason whatsoever in any elected faculty member 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 paragraphs 1.2(b) and (c) above.
- (2) Such election shall be held in the April next following the creation of the vacancy.

II. Terms of Reference and Procedures for Standing Committees

II.1 Executive Committee

(a) Membership

As established by the Constitution of the Faculty of Public and Global Affairs Faculty Board ("the Constitution"), the Executive Committee shall consist of:

- (1) the Dean, the Associate Deans, the Assistant Deans, the Secretary of Faculty Board and the Clerk of Faculty Board, as *ex officio* members;
- (2) 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;
- (3) 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
- (4) 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.

(b) Responsibilities

The Committee shall:

- (1) call meetings of Faculty Board;
- (2) establish annually prior to the start of the academic year the dates for Faculty Board meetings for the upcoming academic year;
- (3) call for any extraordinary meetings of Faculty Board as may be deemed necessary by the Executive Committee;
- (4) plan the forthcoming business of Faculty Board and arrange the agenda of its meetings;

- (5) oversee the election of Secretary, Clerk and the elected faculty members of committees of Faculty Board pursuant to Clause II.3 of the Constitution;
- (6) act on behalf of Faculty Board between meetings of Faculty Board;
- (7) report all decisions taken by the Committee under paragraph (f) above to Faculty Board at its next regularly called meeting.

(c) Meetings and Procedures

- (1) The Secretary of Faculty Board shall act as Chair of the Executive Committee.
- (2) The Executive Committee shall meet at the call of the Secretary as required to carry out its responsibilities.
- (3) 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.
- (4) Quorum shall be 50% of Executive Committee members.
- (5) 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.

II.2 Undergraduate Curriculum Committee (UCC)

(a) Membership

As established by the Constitution, the Undergraduate Curriculum Committee (UCC) shall consist of:

- (1) the undergraduate degree program coordinators from each unit of the Faculty as described in Article I of the Constitution;
- (2) the Associate Dean with responsibility for undergraduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members;
- (3) 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;
- (4) the University Registrar (or the Registrar's designate) as *ex officio* (non-voting) member; and
- (5) the Undergraduate Curriculum and Calendar Officer in a non-voting capacity to serve as a resource for the Committee.

(b) Responsibilities

The Committee shall:

- (1) 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;
- (2) 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;
- (3) review and comment on all proposed regulations originating outside the Committee that affect the academic progress of undergraduates in the Faculty;
- (4) consult with other Faculties concerning combined and cross-Faculty undergraduate programs or regulations affecting students in the Faculty; and
- (5) 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.

(c) Meetings and Procedures

- (1) The Associate Dean (Academic) shall chair the Committee.
- (2) The Committee shall meet at the call of its Chair as required to carry out its responsibilities.
- (3) 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.
- (4) Quorum shall be 50% of voting members.
- (5) The chair shall ensure that a record of committee decisions is maintained.

II.3 Graduate Curriculum Committee (GCC)

(a) Membership

As established by the Constitution, the Graduate Curriculum Committee (GCC) shall consist of:

- (1) one graduate program coordinator from each unit of the Faculty, as described in Article I of the Constitution, **except for the School of Journalism and Communication, which shall be represented by one graduate program coordinator from Communication and Media Studies and one from Journalism;**
- (2) the Associate Dean with responsibility for graduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members;
- (3) 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;
- (4) the Graduate Registrar (or the Registrar's designate) as *ex officio* (non-voting) member; and
- (5) **the Graduate Curriculum and Calendar Officer in a non-voting capacity to serve as a resource for the Committee.**

(b) Responsibilities

The Committee shall:

- (1) **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;**
- (2) 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;
- (3) review and comment on all proposed regulations originating outside the Committee that affect the academic progress of graduate students in the Faculty;
- (4) consult with other Faculties concerning **cross-Faculty** graduate programs or regulations affecting students in the Faculty; and
- (5) **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.**

(c) Meetings and Procedures

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

- (3) 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.
- (4) Quorum shall be 50% of voting members.
- (5) The chair shall ensure that a record of committee decisions is maintained.

II.4. Research Committee

(a) Membership

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

- (1) the Dean and the Associate Dean with responsibility for research in the Faculty
- (2) 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
- (3) such other members of the faculty as may be invited to participate by the Chair of the Committee.

(b) Responsibilities

The Research Committee shall:

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

(c) Meetings and Procedures

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

II.5 Joint Committee on Admissions and Studies (JCAS)

(a) 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:

- (1) 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;
- (2) 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;
- (3) one Admissions Officer and one representative from the Registrar's Office as *ex officio* non-voting members.
- (4) Terms of Office will normally commence July 1.

(b) Responsibilities

The Joint Committee on Admissions and Studies shall:

- (1) 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;
- (2) 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;
- (3) prior to the start of each Fall term submit to both Faculty Boards a report on its activities covering the prior academic year.

(c) Meetings and Procedures

- (1) 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.
- (2) The JCAS shall meet as required to consider petitions in a timely fashion.
- (3) Quorum shall be the Chair and two faculty representatives.

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

BYLAWS
of
THE FACULTY OF PUBLIC AND GLOBAL AFFAIRS
FACULTY BOARD

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I. Election Procedures

I.1 Election of Secretary and Clerk of Faculty Board

(a) Timing

In accordance with the Constitution, the election of the Secretary and the Clerk of Faculty Board shall take place during April at a properly constituted meeting of Faculty Board (the "Meeting"). Alternatively, the Executive Committee may call for an electronic vote ("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 procedures outlined below.

(b) Nomination procedures

- (1) Not less than 4 (four) weeks prior to the Meeting or Voting Period (as the case may be), the Secretary shall circulate to members of Faculty Board a call for nominations of FPGA faculty members to be received by the Clerk of Faculty Board not later than 2 (two) weeks prior to the Meeting or Voting Period.
- (2) All nominations shall be signed by one FPGA faculty member and the nominee.
- (3) The Executive Committee shall circulate a list of those who are properly nominated with notice of the Meeting or, in the case of an E-Poll, not less than 5 (five) working days in advance of the Voting Period.

(c) Elections

- (1) The Secretary and the Clerk shall be elected from among the nominees listed pursuant to paragraph I.1(b)(3) above by a simple majority of the votes cast at the Meeting, or by E-Poll.
- (2) Pursuant to the Constitution, voting shall be by secret ballot in cases wherever there are more nominees than positions.
- (3) In cases where the number of nominees is equal to or less than the number of elected positions, nominees shall be approved by acclamation of Faculty Board without a formal vote.

(d) Vacancies

- (1) Should the office of Secretary or Clerk (as the case may be) become vacant, as defined by the Constitution, then the remaining members of the Executive Committee shall appoint another FPGA faculty member to

serve in that office until a replacement is elected in accordance with the provisions outlined above.

- (2) Such election shall be held in the April next following the creation of the vacancy.

I.2 Election of Faculty Members to Committees of Faculty Board

(a) Timing

In accordance with the Constitution, wherever it is provided that faculty members of committees of Faculty Board shall be elected, then such election shall take place during April at a properly constituted meeting of Faculty Board (the "Meeting"). Alternatively, the Executive Committee may call for an electronic vote ("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:

(b) Nomination procedures

- (1) Not less than 4 (four) weeks prior to the Meeting or the E-Poll (as the case may be), the Secretary shall circulate to members of Faculty Board a call for nominations of FPGA faculty members to be received by the Clerk of Faculty Board not later than 2 (two) weeks prior to the Meeting or Voting Period.
- (2) All nominations shall be signed by one FPGA faculty member and the nominee.
- (3) The Executive Committee shall circulate a list of nominees to elected faculty member positions on committees of Faculty Board 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.

(c) Elections

- (1) Faculty member positions on committees of Faculty Board shall be elected from among the nominees listed pursuant to paragraph I.2(b)(3) by a simple majority of the votes cast at the Meeting or by E-Poll.
- (2) Pursuant to the Constitution, voting shall be by secret ballot in cases wherever there are more nominees than positions.
- (3) In cases where the number of nominees is equal to or less than the number of elected positions, nominees shall be approved by acclamation of Faculty Board without a formal vote.

(d) Vacancies

- (1) Should a vacancy as defined by the Constitution occur for any reason whatsoever in any elected faculty member 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 paragraphs I.2(b) and (c) above.
- (2) Such election shall be held in the April next following the creation of the vacancy.

II. Terms of Reference and Procedures for Standing Committees

II.1 Executive Committee

(a) Membership

As established by the Constitution of the Faculty of Public and Global Affairs Faculty Board ("the Constitution"), the Executive Committee shall consist of:

- (1) the Dean, the Associate Deans, the Assistant Deans, the Secretary of Faculty Board and the Clerk of Faculty Board, as *ex officio* members;
- (2) 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;
- (3) 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
- (4) 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.

(b) Responsibilities

The Committee shall:

- (1) call meetings of Faculty Board;
- (2) establish annually prior to the start of the academic year the dates for Faculty Board meetings for the upcoming academic year;
- (3) call for any extraordinary meetings of Faculty Board as may be deemed necessary by the Executive Committee;
- (4) plan the forthcoming business of Faculty Board and arrange the agenda of its meetings;

- (5) oversee the election of Secretary, Clerk and the elected faculty members of committees of Faculty Board pursuant to Clause II.3 of the Constitution;
- (6) act on behalf of Faculty Board between meetings of Faculty Board;
- (7) report all decisions taken by the Committee under paragraph (f) above to Faculty Board at its next regularly called meeting.

(c) Meetings and Procedures

- (1) The Secretary of Faculty Board shall act as Chair of the Executive Committee.
- (2) The Executive Committee shall meet at the call of the Secretary as required to carry out its responsibilities.
- (3) 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.
- (4) Quorum shall be 50% of Executive Committee members.
- (5) 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.

II.2 Undergraduate Curriculum Committee (UCC)

(a) Membership

As established by the Constitution, the Undergraduate Curriculum Committee (UCC) shall consist of:

- (1) the undergraduate degree program coordinators from each unit of the Faculty as described in Article I of the Constitution;
- (2) the Associate Dean with responsibility for undergraduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members;
- (3) 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;
- (4) the University Registrar (or the Registrar's designate) as *ex officio* (non-voting) member; and
- (5) the Undergraduate Curriculum and Calendar Officer in a non-voting capacity to serve as a resource for the Committee.

(b) Responsibilities

The Committee shall:

- (1) 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;
- (2) 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;
- (3) review and comment on all proposed regulations originating outside the Committee that affect the academic progress of undergraduates in the Faculty;
- (4) consult with other Faculties concerning combined and cross-Faculty undergraduate programs or regulations affecting students in the Faculty; and
- (5) 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.

(c) Meetings and Procedures

- (1) The Associate Dean (Academic) shall chair the Committee.
- (2) The Committee shall meet at the call of its Chair as required to carry out its responsibilities.
- (3) 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.
- (4) Quorum shall be 50% of voting members.
- (5) The chair shall ensure that a record of committee decisions is maintained.

II.3 Graduate Curriculum Committee (GCC)

(a) Membership

As established by the Constitution, the Graduate Curriculum Committee (GCC) shall consist of:

- (1) one graduate program coordinator from each unit of the Faculty, as described in Article I of the Constitution, except for the School of Journalism and Communication, which shall be represented by one graduate program coordinator from Communication and Media Studies and one from Journalism;
- (2) the Associate Dean with responsibility for graduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members;
- (3) 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;
- (4) the Graduate Registrar (or the Registrar's designate) as *ex officio* (non-voting) member; and
- (5) the Graduate Curriculum and Calendar Officer in a non-voting capacity to serve as a resource for the Committee.

(b) Responsibilities

The Committee shall:

- (1) 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;
- (2) 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;
- (3) review and comment on all proposed regulations originating outside the Committee that affect the academic progress of graduate students in the Faculty;
- (4) consult with other Faculties concerning cross-Faculty graduate programs or regulations affecting students in the Faculty; and
- (5) 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.

(c) Meetings and Procedures

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

- (3) 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.
- (4) Quorum shall be 50% of voting members.
- (5) The chair shall ensure that a record of committee decisions is maintained.

II.4. Research Committee

(a) Membership

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

- (1) the Dean and the Associate Dean with responsibility for research in the Faculty
- (2) 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
- (3) such other members of the faculty as may be invited to participate by the Chair of the Committee.

(b) Responsibilities

The Research Committee shall:

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

(c) Meetings and Procedures

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

II.5 Joint Committee on Admissions and Studies (JCAS)

(a) 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:

- (1) 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;
- (2) 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;
- (3) one Admissions Officer and one representative from the Registrar's Office as *ex officio* non-voting members.
- (4) Terms of Office will normally commence July 1.

(b) Responsibilities

The Joint Committee on Admissions and Studies shall:

- (1) 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;
- (2) 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;
- (3) prior to the start of each Fall term submit to both Faculty Boards a report on its activities covering the prior academic year.

(c) Meetings and Procedures

- (1) 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.
- (2) The JCAS shall meet as required to consider petitions in a timely fashion.
- (3) Quorum shall be the Chair and two faculty representatives.

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

To: FPGA Faculty Board
From: David Mendeloff, Interim Faculty Board Secretary and Chair, FPGA Faculty Board Executive Committee
Date: February 3, 2025

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

Since the last Faculty Board meeting on November 21, 2024 the Executive Committee conducted the following business:

Recommendation of late calendar changes

Executive conducted an e-poll on January 13, 2025 to recommend on behalf of Faculty Board a number of late calendar changes in order to meet the Senate timelines for the 2025-26 calendar. The Chair of the UCC and GCC submitted a memo (attached) detailing the changes. The memo was circulated to Executive members on January 13, 2025 with the following omnibus motion¹:

THAT FPGA Faculty Board recommend to Senate the late undergraduate and graduate calendar changes for the 2025-26 calendar as presented. (Bhatia/Wang) CARRIED
--

February Faculty Board Agenda

The Executive Committee reviewed the February Faculty Board agenda via email on January 29-30, 2025. The agenda was approved by unanimous consent on January 30.

¹ Note that the full list of changes is appended to the UCC and GCC Reports that are included in the Faculty Board binder.

To: FPGA Faculty Board Executive
From: Vandna Bhatia, Chair FPGA Undergraduate Curriculum Committee & Graduate Curriculum Committee
Re: Late Curricular Changes for Approval
Date: January 13, 2025

Dear colleagues,

The Graduate and Undergraduate Curriculum committees received several late calendar change proposals for consideration in December 2024, which require Faculty Board approval before moving on to SCCASP and Senate. SCCASP has agreed to accept late changes on an exceptional basis to accommodate the financial exigencies that units have been facing. Changes must be approved by Faculty Board no later than January 13 to be considered. Since Faculty Board does not meet in January, Faculty Board Executive is empowered to consider the proposed changes.

Undergraduate Curriculum Changes

The proposed changes to the undergraduate calendar include 7 minor program modifications and 15 minor course modifications. A summary table of the changes is attached (2025-26 Undergraduate Calendar Modifications, p. 3). These changes were reviewed and supported by the FPGA Undergraduate Curriculum Committee on December 4, 2024. The detailed proposals can be found in the [UGCC Meeting Binder](#) for that meeting.

MOTION 1 to approve *Minor modifications for the 2025-26 Undergraduate Calendar*:

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

Graduate Curriculum Changes

The proposed changes to the graduate calendar include 3 Track B major modifications and 5 minor course modifications. A summary table of the changes is attached (2025-26 Graduate Calendar Modifications, p. 4). These changes were reviewed and supported by the FPGA Graduate Curriculum Committee on December 4, 2024 and in an e-vote on December 18, 2024. The detailed proposals can be found in the [GCC Meeting Binders](#) for those meetings.

MOTION 2 to approve *Major Modification in Economics*

THAT the FPGA Faculty Board Executive recommends that Senate approve the deletion of the **Graduate Diploma in Economic Policy** [TBD-1397 and TBD-2079] for the 2026-27 Graduate Calendar.

The Department of Economics has proposed the deletion of the Graduate Diploma in Economic Policy due to low student interest and enrolments. Given this and current resource constraints, the program is no longer viable.

MOTION 3 to approve *Major Modification in Public Policy and Administration*

THAT the FPGA Faculty Board Executive recommends that Senate approve the new **Master of Public Policy and Administration with Collaborative Specialization in Climate Change** [TBD-2303] for the 2025-26 Graduate Calendar.

The proposed **Master of Public Policy and Administration with Collaborative Specialization in Climate Change** adds an option for students interested in the MPPA and builds on existing faculty and research expertise in the School of Public Policy and Administration. No new resources are required for the proposed program, and it has received the support of the Coordinator of the Collaborative Specialization in Climate Change.

MOTION 4 to approve *Minor Modifications for the 2025-26 Graduate Calendar*:

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

The minor course changes being proposed include the deletion of 2 courses and creation of 2 courses in Journalism, and the deletion of one course in Social Work.



To: Faculty of Public and Global Affairs Faculty Board
Re: Report of the FPGA Undergraduate Curriculum Committee
From: Vandna Bhatia, Chair
Date: February 3, 2025

The UGCC held one meeting in December and approved 7 minor program modifications and 15 minor course modifications for Faculty Board approval and recommendation to Senate. FPGA Faculty Board Executive was asked to review and recommend these modifications to Senate on behalf of Faculty Board on January 13, 2025, to ensure the proposed changes were submitted before the University's mid-January deadline for calendar modifications.

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.) There is one course deletion and one new course proposal, and several updates to the title and/or description of courses. Program changes include updating course lists, and in the case of the Bachelor of Media Production and Design, a reduction in the number of credits required for the major from 12.5 to 11.0.

2025-26 Undergraduate Calendar Modifications

Approved by Faculty Board Executive, January 13, 2025

Unit	Proposal Type	Proposal Code	Title	Proposed changes	Rationale	Date Reviewed	Status
BGINS	Minor Prg Mod	TBD-1122	TBD-1122 : BGINS International Experience Requirement	Update course list	Update options for IER, including new course codes for the International Placement option	2024-12-04	Approved by FBE, Jan 13-25
JOUR	Minor Prg Mod	BJ-30+	BJ-30+ : Journalism B.J. Combined Honours	Update course list	Update courses with additional options, including 3 new Investigating Jour courses	2024-12-04	Approved by FBE, Jan 13-25
JOUR	Minor Prg Mod	BJHUM-30HU	BJHUM-30HU : Bachelor of Journalism and Humanities	Update course list	Newly created JOUR courses are now included as options; update language requirement wording	2024-12-04	Approved by FBE, Jan 13-25
JOUR	Minor Prg Mod	BJ-30	BJ-30 : Journalism B.J. Honours	Update course list	Update courses with additional options, including 3 new Investigating Jour courses	2024-12-04	Approved by FBE, Jan 13-25
JOUR	Minor Prg Mod	BJ-3029B	BJ-3029B : Journalism and Communication and Media Studies B.J. Combined Honours	Update course list	Update courses with additional options, including 3 new Investigating Jour courses	2024-12-04	Approved by FBE, Jan 13-25
JOUR	Minor Prg Mod	BJ-30A	BJ-30A : Journalism B.J. Honours with Concentration in Health Sciences	Update course list	Update courses with additional options, including 3 new Investigating Jour courses	2024-12-04	Approved by FBE, Jan 13-25
MPAD	Minor Prg Mod	BMPD-UMPD	BMPD-UMPD : BMPD Bachelor of Media Production and Design Honours	Reduce core course credit requirements	Credits required for the major are reduced from 12.5 to 11.0; more flexibility for students, less resource intensive for the program	2024-12-04	Approved by FBE, Jan 13-25
BGINS	Minor Course Mod	GINs 1000	GINs 1000 : Global History	Revise prerequisites/preclusions	Open GINS courses to non-BGInS students	2024-12-04	Approved by FBE, Jan 13-25
BGINS	Minor Course Mod	GINs 1010	GINs 1010 : International Law and Politics	Revise prerequisites/preclusions	Open GINS courses to non-BGInS students	2024-12-04	Approved by FBE, Jan 13-25
BGINS	Minor Course Mod	GINs 1020	GINs 1020 : Ethnography, Globalization and Culture	Revise prerequisites/preclusions	Open GINS courses to non-BGInS students	2024-12-04	Approved by FBE, Jan 13-25
BGINS	Minor Course Mod	GINs 1100	GINs 1100 : Global Development	Revise prerequisites/preclusions	Open GINS courses to non-BGInS students	2024-12-04	Approved by FBE, Jan 13-25
BGINS	Minor Course Mod	GINs 2000	GINs 2000 : Ethics and Globalization	Revise prerequisites/preclusions	Open GINS courses to non-BGInS students	2024-12-04	Approved by FBE, Jan 13-25
BGINS	Minor Course Mod	GINs 2010	GINs 2010 : Globalization and International Economic Issues	Revise prerequisites/preclusions	Open GINS courses to non-BGInS students	2024-12-04	Approved by FBE, Jan 13-25
BGINS	Minor Course Mod	GINs 2020	GINs 2020 : Global Literatures	Revise prerequisites/preclusions	Open GINS courses to non-BGInS students	2024-12-04	Approved by FBE, Jan 13-25
COMS	Minor Course Mod	COMS 2300	COMS 2300 : Communication as Propaganda	Revise prerequisites/preclusions	Streamline prerequisites, open to more students to facilitate enrolment	2024-12-04	Approved by FBE, Jan 13-25
COMS	Minor Course Mod	COMS 2400	COMS 2400 : Climate Change and Communication	Revise prerequisites/preclusions	Streamline prerequisites, open to more students to facilitate enrolment	2024-12-04	Approved by FBE, Jan 13-25
COMS	Minor Course Mod	COMS 2600	COMS 2600 : Communication and Culture	Revise prerequisites/preclusions	Streamline prerequisites, open to more students to facilitate enrolment	2024-12-04	Approved by FBE, Jan 13-25
COMS	Minor Course Mod	COMS 2700	COMS 2700 : Global Media and Communication	Revise prerequisites/preclusions	Streamline prerequisites, open to more students to facilitate enrolment	2024-12-04	Approved by FBE, Jan 13-25
EURUS	Minor Course Mod	EURR 4902	EURR 4902 : Tutorial in European and Russian Studies	Delete course	Remove redundant Tutorial course (EURR 4901 remains)	2024-08-21	Approved by FBE, Jan 13-25
JOUR	Minor Course Mod	JOUR 4508	JOUR 4508 : Investigating Journalism: Inclusive Reporting in Practice	New course	Previously offered as a 3000-level special topics course; now making it a regular 4000-level course in the Investigating Jour category to encourage enrolment	2024-12-04	Approved by FBE, Jan 13-25
MPAD	Minor Course Mod	MPAD 3002	MPAD 3002 : Civics for Journalists	Revise course title, description	Cross-listed with JOUR 2203, so course title and description updated to be consistent	2024-12-04	Approved by FBE, Jan 13-25
MPAD	Minor Course Mod	MPAD 3003	MPAD 3003 : Civic Engagement and Public InstitutionsII: Minor Design Project	Revise course title	Revise to better align with content	2024-12-04	Approved by FBE, Jan 13-25



To: Faculty of Public and Global Affairs Faculty Board
Re: Report of the FPGA Graduate Curriculum Committee
From: Vandna Bhatia, Chair
Date: February 3, 2025

The FPGA GCC met once in person in December and held one virtual vote on graduate calendar changes. Faculty Board Executive was asked to review and approve these changes for recommendation to Senate on behalf of Faculty Board on January 13, 2025. This was necessary to ensure the proposed changes were submitted before the University's mid-January deadline for calendar modifications.

The GCC presented 8 modification proposals to Faculty Board Executive for approval and recommendation to Senate. A summary list of the proposed modifications is attached, and details of each 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 were three **Track B major modifications** proposed, as follow:

1. **Deletion of the Graduate Diploma in Economic Policy [TBD-1397]** and the deletion of the associated **Admission Requirements [TBD-2079]**: The Department of Economics proposed the deletion of the Diploma due to low student interest and enrolments, and the lack of resources to make the program sustainable.
2. **Creation of the Master of Public Policy and Administration with Collaborative Specialization in Climate Change**: The School of Public Policy and Administration proposed the creation of this new option for master's students in their graduate program. The addition of the Collaborative Specialization builds on the research and teaching strengths of several faculty members in the School and will not require any new resources.

There were 5 **Minor Modifications** presented to Faculty Board Executive for recommendation to Senate for approval. These included the deletion of 3 courses and the addition of 2 new courses.

2025-26 Graduate Calendar Modifications

Approved by Faculty Board Executive, January 13, 2025

Unit	Proposal Type	Proposal Code	Title	Proposed Changes	Rationale	Date Reviewed	Status
ECON	Major Mod Track B	TBD-1397	TBD-1397 : Graduate Diploma in Economic Policy	Program delete	Low enrolments; lack of student interest and budget constraints make it unsustainable	2024-12-04	Approved by FBE, Jan 13-2025
ECON	Major Mod Track B	TBD-2079	TBD-2079 : R-GR-ADMREQT-Economic Policy Graduate Diploma	Program delete	Low enrolments; lack of student interest and budget constraints make it unsustainable	2024-12-04	Approved by FBE, Jan 13-2025
SPPA	Major Mod Track B	TBD-2303	TBD-2303 : Master of Public Policy and Administration with Collaborative Specialization in Climate Change	New Program	Add additional option for MPPA students; no new resources required.	2024-12-18	Approved by FBE, Jan 13-2025
JOUR	Minor Crse Mod	JOUR 5206	JOUR 5206 : Introduction to Investigative Journalism	Delete course	Course content to be folded into renewed JOUR 5706.	2024-12-04	Approved by FBE, Jan 13-2025
JOUR	Minor Crse Mod	JOUR 5313	JOUR 5313 : Specialized Journalism: Reporting in Indigenous Communities	New course	New, redesigned course; reclassified as Specialized Jour course; piggybacked with JOUR 4313	2024-12-04	Approved by FBE, Jan 13-2025
JOUR	Minor Crse Mod	JOUR 5314	JOUR 5314 : Specialized Journalism: Parliament, Policy and the Press	New course	New, redesigned course; reclassified as Specialized Jour course; piggybacked with JOUR 4314	2024-12-04	Approved by FBE, Jan 13-2025
JOUR	Minor Crse Mod	JOUR 5800	JOUR 5800 : Survey Methods for Journalists	Delete course	Dormant course, not offered in 7 years; no faculty to teach it	2024-12-04	Approved by FBE, Jan 13-2025
SOWK	Minor Crse Mod	SOWK 5504	SOWK 5504 : Directed Studies	Delete course	No student demand; 0.5 credit option for directed studies is still available (SOWK 5506)	2024-12-04	Approved by FBE, Jan 13-2025

Date: February 3, 2025

To: FPGA Faculty Board

From: Josh Greenberg

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

FPGA Research Committee

The Research Committee met on January 28 with Corrie Hobin (Interim Chief Advancement Officer) and Kyla Reid (Assistant Director of Research Development, OVPRI) to discuss how FPGA faculty can work with Advancement on research funding opportunities outside the tri-agencies. The committee also discussed recent changes to Carleton's open access publishing support initiatives (see [here](#)), pending changes to the tri-agency open access policy, and continued discussions about Research Time Awards (the FPGA program that funds limited course release for faculty who win substantial external grants). Committee members have been asked to consult colleagues in their units about the RTA and to consult graduate students about initiatives for promotion of graduate research.

CRC Vacancy

One of the Tier 2 Canada Research Chair positions currently held in FPGA expires in February 2025. OVPRI has asked the Dean to submit a proposal for retaining the position in FPGA. Chairs and Directors have been invited to prepare brief expressions of interest over the coming weeks.

Grad Applications

Committees are actively reviewing applications and making offers. Thank you to unit admission committees and grad administrators for all their hard work so far. A special thank you to units who agreed to proceed with rolling admissions. Overall, graduate applications in FPGA are down, however much of that decline is driven by international numbers. Among domestic applicants, overall graduate application numbers are down only 4.1% overall. Our approved and confirmed offers are up significantly owing to the shift to rolling admissions in some units.

Graduate Scholarships

We are about to complete the allocation process for OGS and SSHRC Master's scholarships. Thank you to departmental administrators and grad program review committees for submitting your unit level rankings by the deadline. At the time of preparing this report, the university has still not received its OGS allocation from the province.

FPGA Faculty Grant Activity

FPGA continues to show a high level of performance in applying for externally funded research grants. Since September, FPGA faculty members have submitted 40 grant applications to 11 different funding programs. The total amount of research funding requested is just over \$10.25M. An additional 13 tri-agency grants valued at \$8.1M are currently in development and will be submitted in February and March 2025.

Author Meets Readers

Our third Author Meets Readers event was held at Irene's Pub on Thursday, January 30. The focus was Miranda Brady's new book *Mother Trouble: Mediations of White Maternal Angst after Second Wave Feminism* (University of Toronto Press, 2024). Our next AMR will be February 27 at 5:30pm, featuring a discussion about Laura Macdonald's newest co-edited book, *The Trudeau Record: Promise v. Performance*. Please register in advance [here](#).

To: FPGA Faculty Board

From: Paul Wilson

Re: Report from Associate Dean (Students and Enrolment)

Date: February 10, 2025

May I please draw the following points to the attention of Faculty Board

Undergraduate Recruitment

Now that the deadline for university applications from Ontario high school students has passed, we have initial data for applications and approvals (i.e. acceptances). The numbers continue to be concerning.

Overall at the University, new first year undergraduate applications are down almost 5% from the same time last year.¹ Approvals are down almost 11%. In FPGA, applications are down about 9% year over year, while approvals are down 5%.

This decline is widespread within our faculty. The number of new undergrad applications received in all FPGA academic units declined year over year, with the exception of Law and Legal Studies (+1.1%). The number of approvals also declined for all FPGA units except for Law and Legal Studies (+ 9.8%) and EURUS (+11.1% or one student).

The challenging international student context accounts for some of this decline. Across the University, new international student undergrad applications are down about 28% year over year, and approvals are down over 40%. In FPGA, new undergraduate student applications and approvals are both down over 30%.

However, recruitment is also down at the domestic level, although the decline is less dramatic. For the University as a whole, domestic undergrad applications are only slightly down, while in FPGA domestic applications are down about 5%. The University is down over 7% for approvals, while in FPGA approvals are down 2%.

Our focus now needs to shift from encouraging applications to persuading students to accept their offers. FPGA units will participate in events organized by the Undergraduate Recruitment Office (UGR). These include the March Open House (Saturday March 8th), and a “Future Ravens Welcome” event (formerly Spring Open House) on May 10th. UGR says that they will again be coordinating a call/video message campaign and we are awaiting details on this.

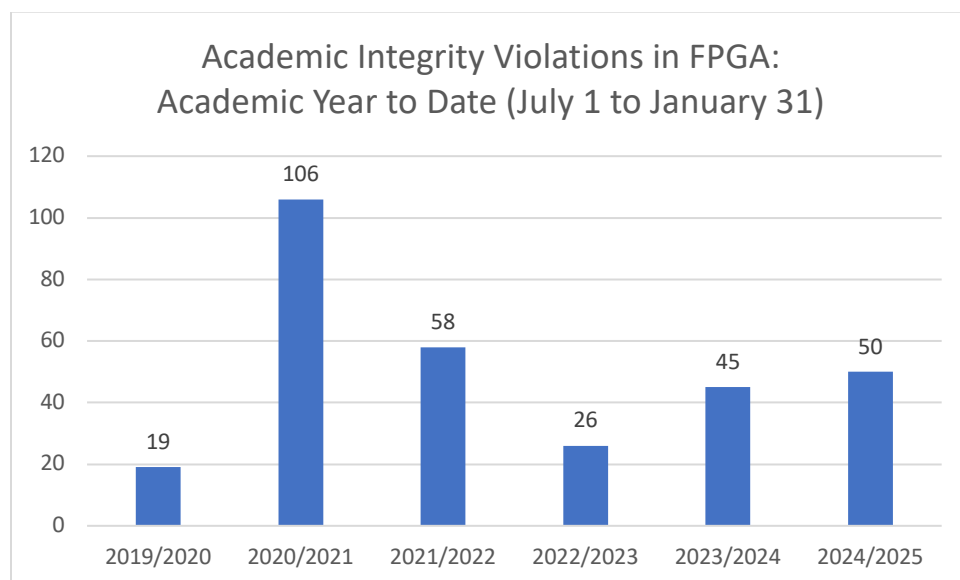
I know that participating in these events takes a lot of time, including on Saturdays, and I am grateful to faculty members as well as current students who take time to attend in order to put our best foot forward to prospective students.

¹ Data are from the OIRP data cubes as of January 29, 2025, matched to the same date in January 2024.

Academic Integrity

As shown in the table below, as the Associate Dean tasked with considering academic integrity allegations I have found 50 academic integrity violations cases so far in this academic year to date (July 1, 2024 to January 31, 2025).² This compares to 45 violations during the same period in the previous (2023/24) academic year. The year-to-date figure includes 25 offences found since December 19th.

Overall, cases remain lower than at the height of the pandemic, but much higher than at the same period during the 2019/2020 academic year (19 cases year to date), immediately prior to the pandemic.



The nature of cases has certainly changed with the emergence of artificial intelligence. In the pre-AI world, plagiarism often consisted of students copying text from online sources and pasting it into their essays. Now, most cases that come to me involve instructors' suspicions that students have used AI without authorization. Most commonly the evidence consists of falsified references, or citations that are either missing or else that fail to relate to the point being made.

I continue to urge instructors to consider including some pen and paper—or at the very least e-proctored—assessments in their courses. Without some significant guardrails to prevent the unauthorized use of AI, it is impossible to be sure that student work is, in fact, their own.

CUROP

FPGA (and FASS) have again invited applications from students with at least second-year standing (as of the application date) to participate in CUROP this summer. Successful students

² The Dean's Office does not maintain a record of allegations which do not result in a violation.

will receive a stipend of \$10,000 for full-time research from May until August 2025 on a project of their own design. Details may be found at <https://carleton.ca/fpga/carleton-university-research-opportunity-program/>.

Students are responsible for finding a supervisor for their project, and supervisors usually engage by advising students with project design and holding regular check-ins to ensure that they are making progress. I know that this is on top of professors' normal duties, so I am grateful to those who are willing to work with students in this way.

Carleton University Student Leadership Initiative (CUSLI)

As the Dean has previously noted at Faculty Board, she has been tasked by then Interim President Jerry Tomberlin to develop a pilot leadership program for students from across campus. The initiative will be entirely funded by an outside donor.

Four dozen or so students were nominated by faculty deans and, out of those, 17 have been accepted into the initial cohort. The program is being led by the Dean and Millie Close, a former Future Learning Lab Coordinator and current M.Sc. student who has been hired as CUSLI Coordinator. The group will meet for seven Saturday morning sessions this semester. The Provost and the former interim President have already met with the students as guest speakers, and the former Clerk of the Privy Council, Janice Charette, is scheduled to speak with them in an upcoming session.

To: FPGA Faculty Board

From: Vandna Bhatia, Associate Dean – Academic

Re: Report to Faculty Board

Date: February 3, 2025

TA ALLOCATION

TA allocations for the winter term are now complete. Thank you to all unit staff and faculty involved in the process, which can be complicated and time consuming. TA allocation statistics for the fall and winter terms, by unit, are in Table 1.

Please note that once a TA accepts an assignment to a course, instructors must complete the assignment of duties (AOD) prior to the start of the TA's duties, and no later than the end of the second week of classes, as per the [CUPE 4600 \(Unit 1\) Collective Agreement](#).

CURRICULUM

Neither the **UGCC** nor **GCC** met in January. Please see the attached reports from each committee. The meeting binders and minutes of meetings for both committees are available to all Faculty members and instructors through the [FPGA Intranet](#) site.

I represent FPGA at **SCCASP**, where calendar changes were discussed and all changes submitted by FPGA units were approved.

The Office of the VPAVP released the [2026-27 Major Modifications Memo](#). Any major program modifications that are under consideration for the 2026-27 year should be brought to the relevant Faculty curriculum committee in **February 2025**.

At the January meeting of the **Undergraduate Affairs Committee**, several issues were discussed. The CASG president attended the meeting and raised several concerns, including timely access to course outlines as required per Calendar [Regulation 5.2](#). The [Academic Calendar](#) identifies the date outlines must be available by term. Instructors should make sure outlines are available to registered students by this date, such as on Brightspace, unit website, or by directly emailing registered students. The deadline for the early summer term is April 28.

At the December meeting of the Undergraduate Affairs committee, a presentation from PMC provided the following information:

Table 1: TA Assignments (FTEs) to Units, 2024-25

UNIT	Fall 2024	Winter 2025
COMS	34.5	31.0
CRCJ	26.5	29.5
ECON	55.0	48.5
EURR	9.0	7.0
FPA	1.5	1.5
INAF	15.0	8.5
IPIS	1.0	0.0
JOUR	28.0	26.0
KROE	17.5	12.0
LAWS	63.0	65.5
PADM	11.0	12.0
PECO	2.0	2.0
PSCI	43.5	43.0
SOWK	16.0	16.5
WTS	5.0	4.5
TOTAL	328.5	307.5
NET EXPORTED FROM FPGA	33.5	42.0

- The number of students registered with PMC is up from 4600 in 2023 to 4700 in November 2024, representing approximately 15% of the student population.
 - ADHD and mental health are two main reasons students register with PMC
 - Most requests for accommodation are managed with the instructor with few issues

GRADES & GRADE DISTRIBUTIONS

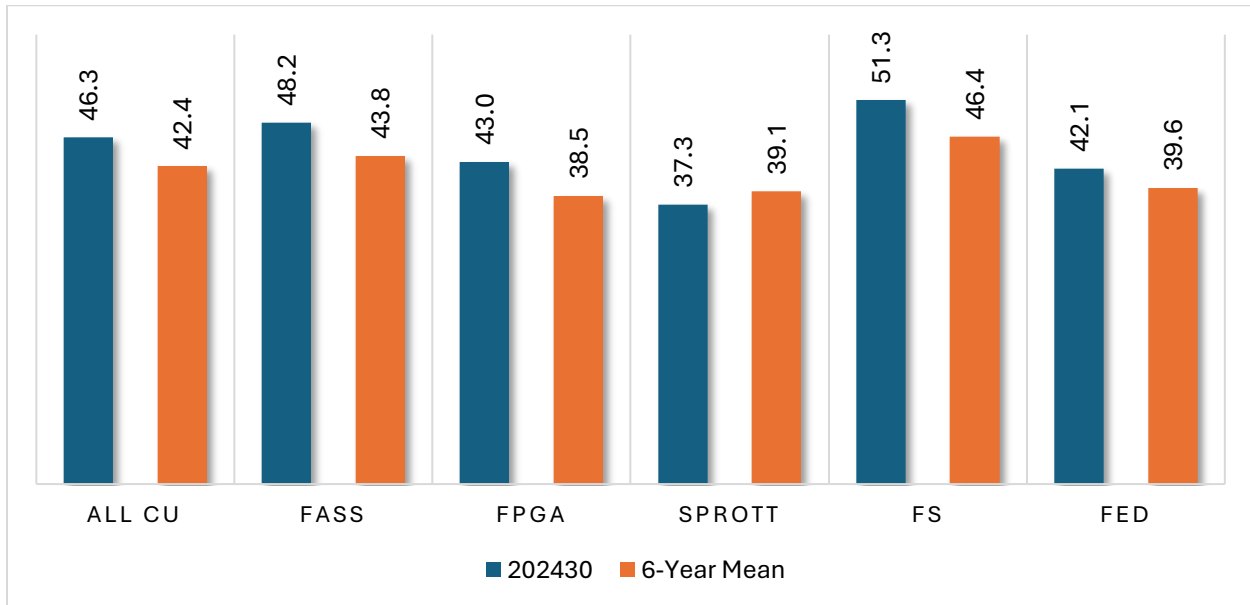
Grade submission deadlines can be challenging for instructors, especially for the Fall term with the holiday break beginning so soon after the end of the official exam period. This past fall term, grades were submitted late in 285 of 523 courses (~55%) in FPGA. Late grades make it challenging for students to make decisions about their winter registrations and to apply to graduate within the required timeline. This latter issue is especially pressing at the end of the winter term, since the number of potential graduates is much higher. Please keep this in mind as you prepare for the end of term grading in April. Consult the [Grades and Grading](#) section of the FPGA Teaching Regulations and Procedures for more information.

For your information, I have attached a summary of grade distributions patterns from the Fall 2024 term, compared with the previous 6 academic years (2018-19 to 2023-24) for FPGA. There is a general pattern toward a higher proportion in A-grades across the university and within FPGA, at both the graduate and undergraduate level.

There were 183 requests for **deferred final exams** made to the RO in the fall term in FPGA courses.

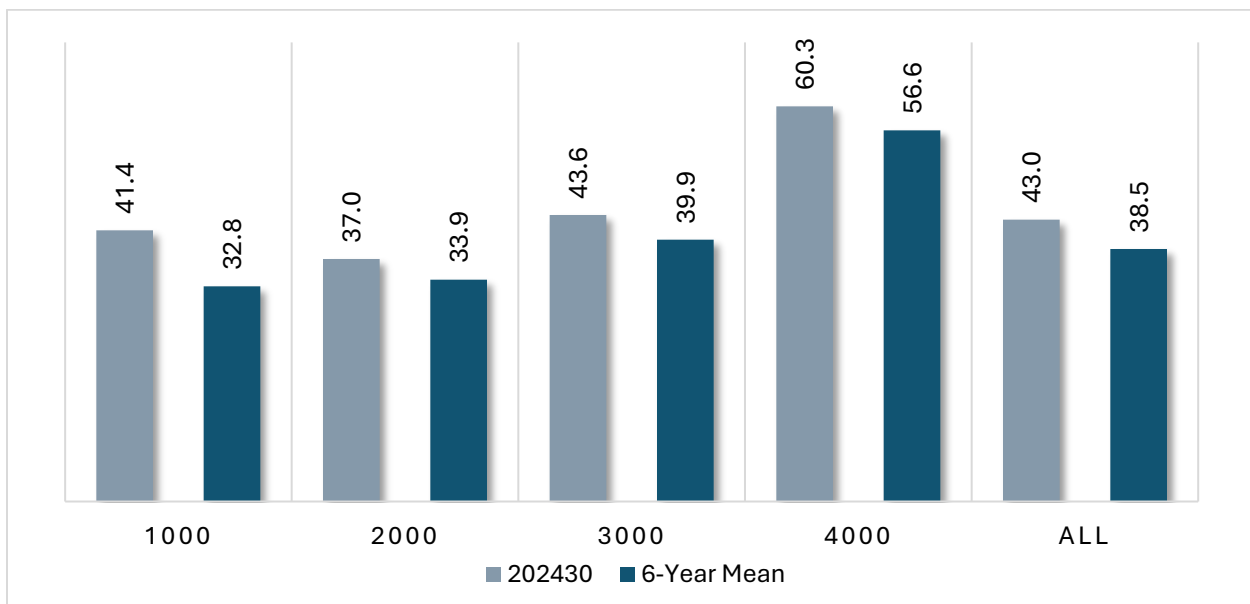
'A' Grades as % of All Grades at the Undergraduate Level

By Faculty, Comparing Fall 2024 and Mean of Previous 6-Years²



Data source: Table 5 and Table 6 (attached)

FPGA by UG Level, Comparing Fall 2024 with Mean of Previous 6-Years¹



Data source: Table 7 and Table 8 (attached)

² Mean of 2018/19 to 2023/24, all terms

Table 5: Undergraduate Grade Distribution by Faculty, 202430

Faculty	% A	% B	% C	% D	% F	% WDN
ALL CU	46.3	23.8	12.6	5.7	7.7	4.1
FASS	48.2	23.6	11.3	5.9	6.6	4.5
FPGA	43.0	27.5	12.5	5.3	7.6	4.1
SPROTT	37.3	34.1	14.4	5.1	4.3	4.9
FS	51.3	18.4	11.8	6.5	7.4	4.7
FED	42.1	24.6	15.3	4.7	11.4	2.0

UG Grade Distribution by Level and Unit 202430**Table 7: All FPGA, 202430**

Level	% A	% B	% C	% D	% F	% WDN
1000	41.4	27.1	14.3	5.7	8.5	3.1
2000	37.0	27.6	14.1	7.0	9.2	5.1
3000	43.6	28.9	11.6	4.6	6.7	4.6
4000	60.3	25.6	6.4	1.8	3.4	2.5
All UG	43.0	27.5	12.5	5.3	7.6	4.1

Communication and Media Studies, 202430

Level	% A	% B	% C	% D	% F	% WDN
1000	36.0	33.1	13.1	7.4	8.2	2.1
2000	31.6	26.6	16.0	10.1	9.8	6.0
3000	38.6	27.6	15.9	7.1	6.8	4.1
4000	63.0	24.5	5.2	0.7	3.3	3.3
All UG	40.5	28.0	13.3	6.8	7.3	4.0

Economics, 202430

Level	% A	% B	% C	% D	% F	% WDN
1000	40.0	23.4	17.6	5.4	9.7	3.9
2000	27.4	28.4	20.9	8.1	10.3	4.9
3000	40.9	28.4	14.3	4.6	7.0	4.8
4000	41.2	31.3	12.0	5.2	4.7	5.6
All UG	36.8	26.3	17.4	5.9	9.0	4.6

Criminology & Criminal Justice 202430

Level	% A	% B	% C	% D	% F	% WDN
1000	38.3	30.6	15.6	6.7	7.0	1.9
2000	32.6	32.9	12.4	10.2	6.1	5.8
3000	40.6	32.2	11.2	5.5	6.7	3.8
4000	49.7	28.0	12.1	2.6	5.1	2.6
All UG	38.8	31.3	13.2	6.8	6.5	3.5

Journalism 202430

Level	% A	% B	% C	% D	% F	% WDN
1000	54.0	27.5	10.4	4.3	2.8	1.0
2000	37.0	22.0	14.0	7.5	13.0	6.5
3000	66.8	25.9	2.9	1.0	1.0	2.6
4000	80.1	15.8	1.8	0.5	0.5	1.4
All UG	60.7	23.1	6.7	3.0	3.8	2.8

Law and Legal Studies, 202430

Level	% A	% B	% C	% D	% F	% WDN
1000	38.0	28.7	15.3	7.2	7.7	3.3
2000	40.5	28.9	14.0	5.3	6.4	4.9
3000	41.1	33.5	12.0	3.8	4.8	4.8
4000	57.1	30.3	6.7	1.7	2.0	2.2
All UG	42.4	30.3	12.7	4.8	5.6	4.1

Table 6: UG Grade Distribution by Faculty, 6-Year Mean (2018-19 to 2023-24)

Faculty	% A	% B	% C	% D	% F	% WDN
ALL CU	42.4	24.8	12.3	5.4	8.0	7.0
FASS	43.8	24.9	12.1	5.1	6.6	7.5
FPGA	38.5	29.4	12.5	4.6	7.6	7.4
SPROTT	39.1	32.3	13.1	4.4	5.4	5.6
FS	46.4	19.3	11.4	5.8	9.2	7.9
FED	39.6	25.0	13.6	6.8	10.4	4.8

UG Grade Distribution by Level and Unit, Mean over 2018-19 to 2023-24**Table 8: All FPGA, 6-Year Mean**

Level	% A	% B	% C	% D	% F	% WDN
1000	32.8	27.6	15.6	6.6	10.4	7.1
2000	33.9	30.0	14.0	5.2	8.2	8.8
3000	39.9	30.8	11.7	3.6	6.6	7.5
4000	56.6	29.2	5.3	1.4	3.0	4.6
All UG	38.5	29.4	12.5	4.6	7.6	7.4

Communication and Media Studies, Average over 2018-19 to 2023-24

Level	% A	% B	% C	% D	% F	% WDN
1000	29.8	30.7	16.2	7.6	9.6	6.0
2000	35.5	33.0	14.3	4.5	7.2	5.4
3000	36.8	32.5	12.8	3.9	6.8	7.2
4000	56.6	30.0	5.8	1.4	2.8	3.3
All UG	39.7	31.8	12.2	4.2	6.5	5.6

Economics, Average over 2018-19 to 2023-24

Level	% A	% B	% C	% D	% F	% WDN
1000	31.7	28.1	18.5	7.2	8.8	5.8
2000	29.4	26.1	17.2	6.2	10.5	10.6
3000	34.8	28.3	15.1	5.0	7.7	9.1
4000	37.6	31.1	12.1	3.7	6.3	9.3
All UG	32.6	28.0	16.7	6.0	8.6	8.2

Criminology & Criminal Justice Average over 2018-19 to 2023-24

Level	% A	% B	% C	% D	% F	% WDN
1000	36.0	25.7	16.0	8.9	8.6	4.8
2000	33.9	33.1	15.3	5.7	6.3	5.6
3000	43.3	30.7	11.9	3.7	4.4	6.0
4000	58.2	28.0	6.9	1.6	2.3	3.2
All UG	39.7	29.2	13.7	6.0	6.2	5.2

Journalism Average over 2018-19 to 2023-24

Level	% A	% B	% C	% D	% F	% WDN
1000	58.5	24.3	6.4	2.6	5.4	2.7
2000	51.6	34.2	6.8	1.7	1.7	4.1
3000	58.1	33.9	3.1	0.7	2.3	2.6
4000	73.5	22.2	2.0	0.7	1.0	1.4
All UG	60.9	28.6	4.4	1.2	2.3	2.6

Law and Legal Studies, Average over 2018-19 to 2023-24

Level	% A	% B	% C	% D	% F	% WDN
1000	29.6	27.5	16.7	7.0	11.3	7.9
2000	31.1	29.1	15.0	6.0	8.4	10.5
3000	36.6	32.7	12.2	3.9	6.8	7.8
4000	53.4	34.7	4.1	1.0	2.7	4.2
All UG	35.4	30.5	13.0	4.9	7.7	8.4

Political Science. 202430

Level	% A	% B	% C	% D	% F	% WDN
1000	47.2	27.5	10.8	3.8	7.6	3.1
2000	37.8	22.8	12.6	7.9	13.2	5.6
3000	39.7	25.9	9.5	5.5	12.9	6.5
4000	60.2	23.6	4.6	2.5	7.0	2.1
All UG	43.0	24.8	10.6	5.8	11.1	4.8

Social Work, 202430

Level	% A	% B	% C	% D	% F	% WDN
1000	39.6	32.5	9.2	4.2	9.6	5.0
2000	45.3	35.4	8.0	2.5	5.5	3.4
3000	33.0	38.1	14.8	6.3	2.3	5.7
4000	72.3	19.0	3.7	0.7	2.2	2.2
All UG	45.4	33.0	8.9	3.3	5.5	4.0

Kroeger College (PAPM, BGIINS, POLM), 202430

Level	% A	% B	% C	% D	% F	% WDN
1000	54.4	17.8	9.4	3.4	12.4	2.7
2000	54.3	21.0	6.7	3.8	12.4	1.9
3000	66.0	12.7	5.8	2.7	9.7	3.1
4000	75.4	15.9	4.0	0.8	3.2	0.8
All UG	60.9	16.7	6.9	2.9	10.3	2.3

European and Russian Studies, 202430

Level	% A	% B	% C	% D	% F	% WDN
1000	35.5	27.6	13.2	7.9	10.5	5.3
2000	25.0	43.8	6.3	3.1	9.4	12.5
3000	60.0	33.3				6.7
4000	38.7	32.3	22.6		6.5	
All UG	36.4	32.5	12.3	4.6	8.4	5.8

International Affairs, 202430

Level	% A	% B	% C	% D	% F	% WDN
3000	51.9	29.6	11.1		3.7	3.7
4000	36.8	47.4	5.3	5.3	5.3	
All UG	47.9	35.4	8.3	2.1	4.2	2.1

Public Policy and Administration, 202430

Level	% A	% B	% C	% D	% F	% WDN
3000	88.9	11.1				
4000	63.0	33.3	3.7			
All UG	71.1	26.3	2.6			

Political Science, Average over 2018-19 to 2023-24

Level	% A	% B	% C	% D	% F	% WDN
1000	35.3	27.6	11.5	4.6	12.3	8.6
2000	35.1	27.8	12.6	4.8	10.2	9.5
3000	39.9	28.8	9.7	3.2	9.1	9.4
4000	55.8	26.2	4.3	1.3	5.2	7.2
All UG	38.9	27.8	10.6	3.9	9.8	9.0

Social Work, Average over 2018-19 to 2023-24

Level	% A	% B	% C	% D	% F	% WDN
1000	23.7	29.4	17.0	7.4	10.3	12.2
2000	33.5	38.9	11.9	3.8	5.3	6.5
3000	43.3	33.7	10.1	2.4	3.9	6.7
4000	67.1	26.5	3.2	0.4	1.0	2.3
All UG	36.9	33.4	11.8	4.2	6.0	7.8

Kroeger College (PAPM, BGIINS, POLM), Average over 2020-21 to 2023-24

Level	% A	% B	% C	% D	% F	% WDN
1000	36.1	22.2	10.8	4.4	18.3	8.1
2000	42.5	26.3	10.4	3.5	11.1	6.2
3000	59.8	20.6	7.2	2.7	6.8	4.4
4000	71.9	17.5	3.5	1.5	2.0	4.5
All UG	53.0	21.1	8.1	3.3	9.4	5.7

European and Russian Studies, Average over 2018-19 to 2023-24

Level	% A	% B	% C	% D	% F	% WDN
1000	32.2	25.5	13.9	8.3	11.6	8.5
2000	33.2	29.5	15.9	5.4	5.6	11.4
3000	57.7	31.9	5.7		5.4	6.0
4000	63.0	24.1	4.2	2.5	3.7	6.1
All UG	42.3	27.3	11.0	4.1	6.5	8.7

International Affairs, Average over 2018-19 to 2023-24

Level	% A	% B	% C	% D	% F	% WDN
3000	48.1	32.5	9.8	2.3	5.6	8.0
4000	66.0	23.2	5.0	3.4	7.7	4.1
All UG	57.6	27.5	5.8	1.6	3.9	4.8

Public Policy and Administration, Average over 2018-19 to 2023-24

Level	% A	% B	% C	% D	% F	% WDN
3000	68.5	29.6				11.1
4000	67.6	24.7	7.4	5.6		6.3
All UG	68.6	25.8	3.4	2.3	2.6	3.7

OIRP Source Notes:

Grade Summary

Program (Degree): All

Student Level: Undergraduate

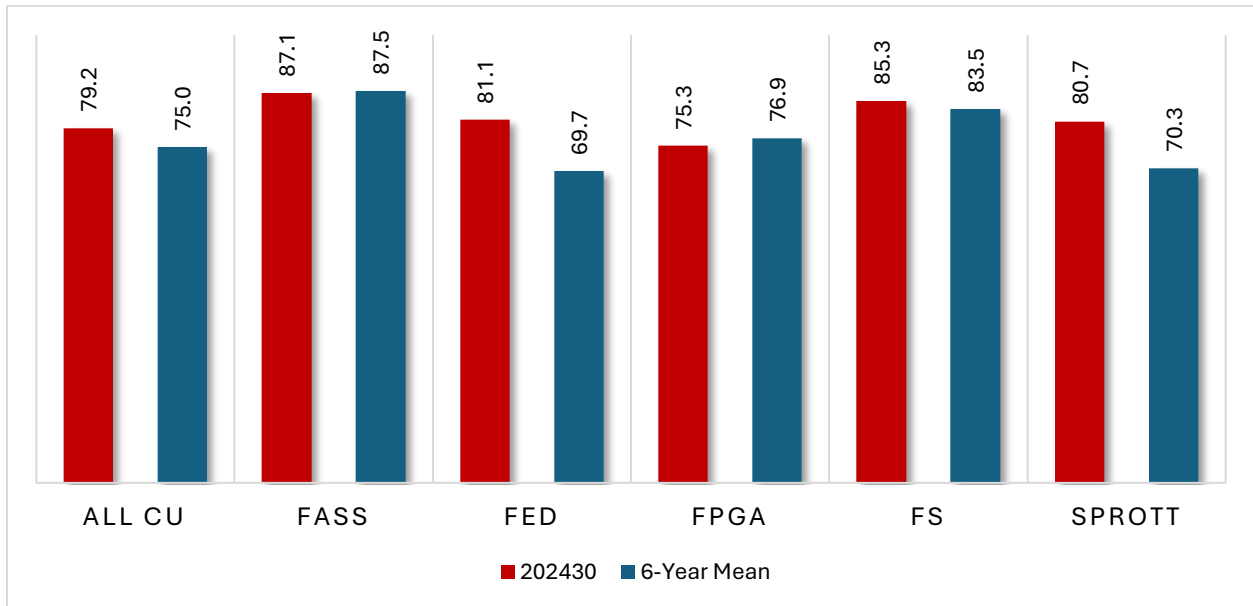
New - Returning: All

Measures: Course Enrolment Percent

Count Date: Initial

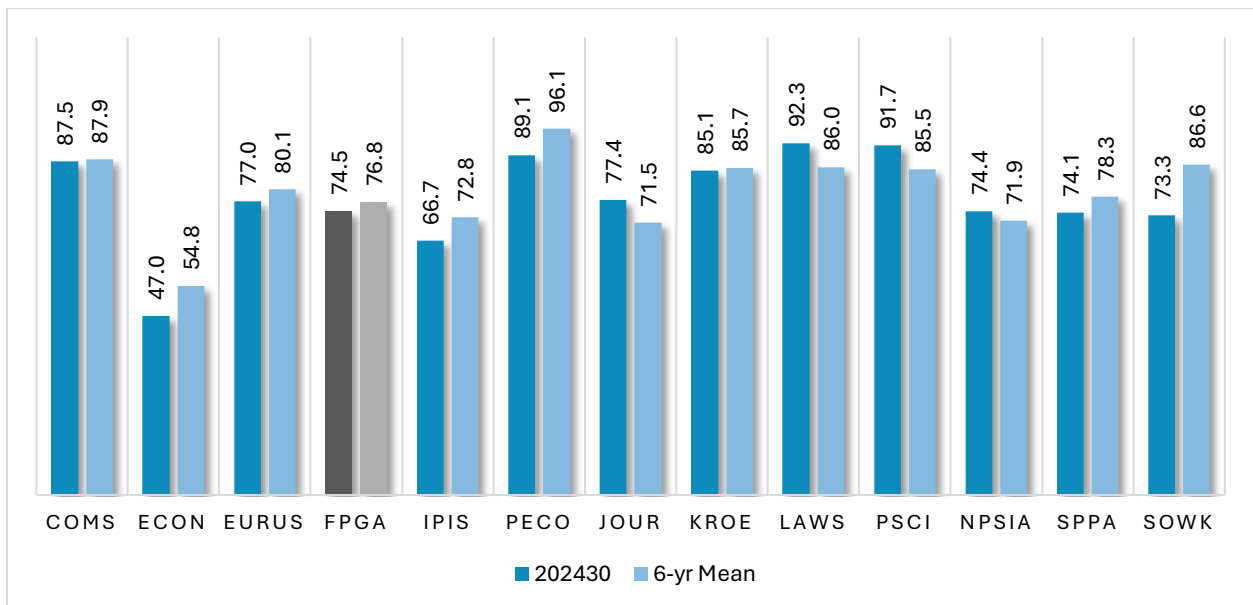
'A' Grades as % of All Grades at the Graduate Level

By Faculty, Comparing Fall 2024 with Mean of Previous 6-Years¹



Data source: Table 1 and Table 2 (attached)

FPGA by Unit, Comparing Fall 2024 with Mean of Previous 6-Years¹



Data source: Table 3 and Table 4 (attached)

¹ Mean of 2018/19 to 2023/24, all terms

Table 1: Graduate Grade Distribution by Faculty, 2024/30

Faculty	% A	% B	% C	% D	% F	% WDN
ALL CU	79.2	15.3	1.2	0.8	2.0	1.4
FASS	87.1	7.0	1.0	1.7	1.5	2.6
FED	81.1	14.0	1.1	1.0	1.7	2.3
FPGA	75.3	16.6	1.6	0.7	3.3	2.5
FS	85.3	13.7		0.3	1.1	4.7
SPROTT	80.7	15.8	1.4	0.4	1.7	0.9

Table 3: Graduate Grade Distribution by FPGA Unit, 2024/30

Unit	% A	% B	% C	% D	% F	% WDN
COMS	87.5	7.5			2.5	2.5
5000	87.5	7.5			2.5	2.5
6000						
ECON	47.0	33.7	6.7	2.9	8.2	3.0
5000	53.9	37.4	3.5	0.9	1.3	3.0
6000	40.0	30.0	10.0	5.0	15.0	
EURUS	77.0	13.8	3.5	1.2	1.2	3.5
5000	77.0	13.8	3.5	1.2	1.2	3.5
6000						
FPGA	74.5	15.8	1.7	0.8	4.5	2.7
5000	77.7	17.9	1.2	0.4	0.9	2.0
6000	71.3	13.8	2.3	1.2	8.1	3.5
IPIS	66.7	33.3				
5000	66.7	33.3				
6000						
PECO	89.1	2.2	2.2	4.4	2.2	
5000	89.1	2.2	2.2	4.4	2.2	
6000						
JOUR	77.4	19.4				3.2
5000	77.4	19.4				3.2
6000						
KROE	85.1	12.3		0.5	0.5	1.5
5000	85.1	12.3		0.5	0.5	1.5
6000						
LAWS	92.3	4.6			6.3	4.6
5000	90.8	4.6				4.6
6000	93.8				6.3	
PSCI	91.7	3.9			5.6	3.3
5000	94.6	2.2				3.3
6000	88.9	5.6			5.6	
NPSIA	74.4	14.6	0.7		10.1	0.9
5000	78.9	19.3	0.7		0.2	0.9
6000	70.0	10.0			20.0	
SPPA	74.1	17.3	1.3	0.4	1.3	7.1
5000	77.6	17.0	1.3	0.4	1.3	2.4
6000	70.6	17.7				11.8
SOWK	73.3	17.1	0.7		0.7	8.9
5000	79.9	17.6	0.7		0.7	1.1
6000	66.7	16.7				16.7

OIRP Source Notes:

Grade Summary

Program (Degree): All

Student Level: Graduate

New - Returning: All

Measures: Course Enrolment Percent

Count Date: Initial

Table 2: Graduate Grade Distribution by Faculty, Average Over 2018/19 to 2023/24

Faculty	% A	% B	% C	% D	% F	% WDN
ALL CU	75.0	17.6	1.2	0.5	1.6	4.4
FASS	87.5	5.3	0.6	0.5	1.5	5.0
FED	69.7	21.4	1.6	0.9	1.3	5.6
FPGA	76.9	15.8	0.9	0.6	2.1	4.0
FS	83.5	8.1	0.9	0.4	1.9	7.0
SPROTT	70.3	24.2	1.9	0.4	1.1	2.8

Table 4: Graduate Grade Distribution by FPGA Unit, Average Over 2018/19 to 2023/24

Unit	% A	% B	% C	% D	% F	% WDN
COMS	87.9	7.4		1.0	1.0	9.9
5000	90.5	7.2		1.0	1.0	2.5
6000	85.4	8.3				15.8
ECON	54.8	30.0	3.9	1.5	4.4	7.2
5000	56.4	33.0	3.3	0.8	1.0	5.9
6000	53.2	27.0	4.5	3.3	8.5	8.6
EURUS	80.1	15.3	1.3	0.5	2.6	2.2
5000	80.1	15.3	1.3	0.5	2.6	2.2
6000						
FPGA	76.8	14.6	1.0	0.8	2.6	4.7
5000	77.6	18.1	0.7	0.2	0.8	2.5
6000	76.0	11.1	1.2	1.7	4.4	7.3
IPIS	72.8	21.7	1.6		1.6	4.0
5000	72.8	21.7	1.6		1.6	4.0
6000						
PECO	96.1	3.1		1.8	2.9	4.9
5000	94.5	3.1		1.8	2.9	2.5
6000	97.6					14.3
JOUR	71.5	25.6		1.0	0.5	2.5
5000	71.5	25.6		1.0	0.5	2.5
6000						
KROE	85.7	11.4	0.9		0.5	2.3
5000	85.7	11.4	0.9		0.5	2.3
6000						
LAWS	86.0	8.5	1.0	1.5	1.8	5.1
5000	86.3	9.3	1.0	0.6	1.2	2.9
6000	85.7	7.7		4.2	4.2	7.8
PSCI	85.5	7.1	0.6	0.5	3.4	4.9
5000	86.5	8.0	0.6	0.5	2.0	3.2
6000	84.4	6.1			4.8	6.9
NPSIA	71.9	20.0	1.1	0.2	7.5	7.9
5000	74.0	22.7	0.3	0.2	0.9	2.0
6000	69.8	12.2	5.3		14.0	16.9
SPPA	78.3	16.5	1.5	0.3	2.5	4.3
5000	77.3	17.7	0.9	0.3	0.9	2.9
6000	79.3	15.1	5.3		5.7	6.5
SOWK	86.6	10.5	0.6	2.4	3.6	2.7
5000	88.8	9.8	0.6	0.2	0.6	0.8
6000	84.4	11.4		4.6	6.6	6.3

2024—01—31

To: FPGA Faculty Board
From: Yanling Wang, Associate Dean, Equity & Inclusion
Subject: **February 2025 Report**

I have 5 items to report.

1. FPGA EDI Symposium—March 21st, 2025

Please mark your calendar! The Dean's Office is organizing a half-day EDI symposium in the morning on March 21st. While I am still waiting for a couple more confirmations of invited speakers, it is going to be an amazing event with two panels, one on the importance/significance of embedding EDI in university's functions and services; and one on exchanges on EDI-related teaching and research experiences. The program will be posted on FPGA's website with registration information real soon.

2. FPGA Excellence Award

The preparation for the FPGA Excellence Award has been underway. The award recognizes excellence in research, teaching, public engagement, public commentary and staff service. Call for applications is expected to be out by February 7th.

3. Student EDI Research Award

We received many high-quality applications from graduate students. The selection committee led by AD (Equity and Inclusion) did the deliberations in December 2024. Alves Flavia, PhD student from SPPA, won the graduate student award.

4. CU-CUASA EDI Research and Teaching Innovation Award

The FPGA selection committee, led by AD (Equity and Inclusion), ranked and submitted applications from FPGA to the University's final pool. I represented FPGA at the University's Adjudication Committee. Two of FPGA's applications won the award, one for research and one for teaching innovation. It is my understanding that the Provost's office will announce the winners in February.

5. FPGA BIPOC Student Mentorship Program

The mentorship program, currently led by Saul Schwartz and only for graduate students, progresses very well. The program is open to all graduate programs at FPGA. Mentorship relationships provide opportunities and guidance that are particularly important for students who identify as racialized or Indigenous. Please contact Professor Saul Schwartz or Yanling Wang if your department is interested in joining this mentorship program.

To: FPGA Faculty Board
From: David Mendeloff, Associate Dean (Faculty Affairs)
Date: February 3, 2025

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

Faculty governance and leadership appointments

The Faculty is currently overseeing several appointment processes for new Directors of the School of Social Work, the Institute of Criminology and Criminal Justice, Kroeger College, and the School of Journalism and Communication (both Co-Directors). I will be chairing the ICCJ Director appointment committee, and will oversee the process for the SJC searches and chair the appointment committees. The Dean has sent out another call for a new Director of Kroeger College, which has been vacant since mid-August. I will continue to serve as Interim College Director until June 30, when a new Director is appointed. **If you have any 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.**

Staffing and space review

I continue to work with the Dean and Kristi Wells, Manager (Administration and Operations) to review administrative support and use of space in FPGA units. We have completed all the walk-throughs of individual units to help understand how space is being used. As noted in my previous reports, 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. We have already explored some preliminary ideas with various Chairs and Directors and program directors and will continue to have productive conversations over the next several months.

Senate committees

I currently represent the Faculty on two Senate standing committees: The Senate Quality Assurance and Planning Committee (SQAPC) and the Senate Academic Governance Committee (SAGC). As noted in previous reports, **SAGC** has been reviewing Faculty Board constitutions. This has taken much longer than expected, so the Chair of the committee has decided to meet bi-weekly rather than monthly. I am happy to report that the committee has finished its review of the FASS and FPGA faculty board constitutions. Our constitution is now ready for a Faculty Board vote at the February 10 meeting, as anticipated in my report from November. The SAGC discussions have highlighted a number of incompatibilities between certain Faculty Board practices and the AGU (the university's Academic Governance policy), as well as inconsistencies and ambiguities within the AGU itself that will need to be addressed.

SQAPC has been very busy reviewing numerous program changes, including a number of proposals to eliminate certain Minors, concentrations, specializations and streams, and to close some programs (notably, the undergraduate programs in Canadian Studies, and the MA program in Religion and Public Life). In addition, the committee has been discussing a policy on suspension of admissions to programs.

Cyclical Program Reviews. My responsibilities in the Dean's office include working with units and the Office of Academic Programs and Strategic Initiatives on cyclical program reviews. We had two site visits this past Fall for programs in Economics and the Masters of Political Management. The program assessment for Economics should be going to SQAPC very soon. The external report for MPM has recently come in. Over the next several months we are anticipating site visits for the Bachelors of Media Production and Design, Masters of Infrastructure Protection and International Security, graduate programs in Sustainable Energy and the Environment, and International Affairs, and undergraduate and graduate programs in Communication and Media Studies and Law and Legal Studies.