



Carleton University acknowledges and respects the Algonquin people, traditional custodian of the land on which the Carleton University campus is situated.

**Carleton University Senate
Meeting of November 30, 2018 at 2:00 p.m.
Senate Room, Robertson Hall**

AGENDA

- 1. Welcome & Approval of Agenda**
- 2. Minutes:** October 19, 2018 (Open Session)
- 3. Matters Arising**
- 4. Chair's Remarks**
- 5. Question Period**
- 6. Senate Administration:** (Clerk)
 - a. Senate and Committee membership ratifications
 - b. Senate Committee Review
- 7. Reports:**
 - a. SAPC (J. Tomberlin)
 - b. SAGC (Clerk)
 - c. Library Committee (S. Fai – guest)
- 8. Task Force on Freedom of Speech Policy (Clerk)**
- 9. Reports for Information:**
 - a. Senate Executive Committee Minutes (October 9, 2018)
 - b. Revised Carleton University Bylaws
 - c. DUC Minor Modifications
 - d. Calendar language for Graduate programs in Migration and Diaspora Studies

e. Calendar language for Graduate programs in Linguistics, Documentation, and Revitalization

10. Other Business



Carleton University acknowledges and respects the Algonquin people, traditional custodian of the land on which the Carleton University campus is situated.

**Carleton University Senate
Meeting of October 19, 2018, at 2:00 pm
Senate Room, Robertson Hall**

MINUTES – Open Session

Present: R. Dansereau (proxy for F. Afagh), S. Ajila, A. Angulo, B.A. Bacon (Chair), T. Bazinet, S. Blanchard, A. Bowker, J. Coghill, , T. Di Leo Browne, A. Dodge, D. Dragunoiu, L. Dyke, J. Erochko, K. Evans, P. Farrell, R. Goubran, E. Grant, P. Gunupudi, H. Gupta, B. Hallgrimsson, A. Harrison, J. Hayes, , B. Hughes, W. Jones, C. Joslin, S. Klausen, J. Kovalio, S. Kroff, B. Kuzmarov (Clerk), C. Macdonald, A. Maheshwari, R. Mackay, H. Nemiroff, M. Neufang, M. Piché, M. Francoli (proxy for A. Plourde), B. Popplewell, M. Qalinle, J. Ramasubramanyam, P. Rankin, M. Rooney, L. Schweitzer, W. Shi, S. Shires, A. Shotwell, D. Siddiqi, E. Sloan, P. Smith, T. Tandon, J. Tomberlin, C. Trudel, K. von Finckenstein, J P. Watzlawik-Li

Regrets: S. Boyle, A. Chandler, J. Cheetham, B. Creary, C. Cruickshank, C. Dion, M. Esponda, N. Grasse, W. Horn, F. Hosseinian, D. Howe, E. Kwan, P. Lagasse, J. Liu, N. Nanos, D. Nussbaum, D. Oladejo, J. Paulson, J. Smith, J. Stoner, C. Viju, J. Wolfart

Recording Secretary: K. McKinley

1. WELCOME

The Chair opened the meeting at 2:04 p.m.

2. APPROVAL OF AGENDA

The Chair noted the late addition of one item on the agenda under Items for Information: the Academic Year Schedule 2019-20 (from SCCASP). It was **MOVED** (E. Grant, A. Shotwell) that Senate approve the agenda for the open session of the Senate meeting on October 19, 2018 with this addition.

The motion **PASSED**.

3. MINUTES – SEPT. 28, 2018

It was **MOVED** (M. Qalinle, W. Jones) that Senate approve the minutes of the Senate meeting on Sept. 28, 2018, (Open Session) as presented.

Discussion:

A correction was requested in Item 5(b); the number of volumes added to the library collection each year should be 4,000 to 5,000 and not 12,000 to 14,000.

The motion **PASSED** with this correction.

4. MATTERS ARISING

a. Library Committee Follow-up

- The Assistant University Secretary reported that the Secretariat Office undertook a search of Senate records but found no record of a policy on library collections management coming to Senate for approval.
- The Clerk of Senate reported that the Chair of the Senate Library Committee will attend the Nov. 30, 2018 meeting of Senate to report on the work of the committee and their understanding of the issues raised at Senate on Sept. 28, 2018.

b. Dominican University College Equity Policy (Provost)

RE: Cyclical review of Dominican University College (DUC) graduate programs in philosophy

- The Provost was asked to bring the Senate's concerns about equity in hiring back to the DUC leadership for further discussion. The Provost reminded Senate that the DUC is a small institution with only 14 full-time faculty members divided between the two faculties of philosophy and theology. Senior management at DUC are aware of the need to hire more women, but have faced challenges in recent attempts to do so. Two positions became available in the Philosophy Faculty last year, but only 10 per cent of the applicants were female. Also, a female applicant who had been ranked first for one of the positions withdrew her name from the competition. It is notable, however, that two previous Deans of Theology at DUC were women and one of

them was the first female Dean of a Catholic University in the entire world. DUC does have an open advertising policy, but do not have an Equity Action Plan. It may be possible moving forward for Carleton to provide equity training for members of their hiring committees.

c. SRC Chair / Committee membership process (Clerk)

The Clerk of Senate provided an overview of the Senate committee membership process, noting that according to the Academic Governance of the University (AGU), Senate Executive is the body with the responsibility to nominate committee members. The Clerk reminded Senators that a Chair is still needed for the Senate Review Committee and that participation in Senate standing committees is important for the successful governance of the university and for the functioning of Senate.

d. Clerk Selection process (Provost)

- The Provost reviewed the process for selecting a new Clerk of Senate, according to Carleton's Governing Documents and current policies. According to the Academic Governance of the University (AGU), the process of choosing the Clerk is the responsibility of the Senate Executive Committee (AGU Article 7.1b). The Committee nominates one person for the Clerk of Senate position, and that nomination is ratified by Senate in a closed session.
- New procedures were put into place in 2017-18 to make the process more open and transparent. A Call for Nominations was circulated in the spring of 2018. Expressions of interest received by the Senate Office were reviewed by the Senate Executive Committee in May of 2018, and the committee made a recommendation to Senate. The nomination was approved in a closed meeting of Senate on June 1st.

5. CHAIR'S REMARKS

The Chair provided an update on significant events and developments at Carleton University over the past month:

- More than 100 Carleton students, staff and faculty attended and participated in the Ontario Universities Fair in Toronto. Carleton's booth attracted a great deal of interest from prospective students.

Recruitment efforts will continue as Carleton hosts 100 high school guidance counsellors on campus this week, and welcomes prospective students and their families to an open house over the next two weekends.

- Carleton University has maintained its top 5 position in MacLean's ranking of Comprehensive Universities this year. Carleton also placed within the top 10 universities in Canada for international QS rankings for graduate employability. Carleton was within the top 1% of universities worldwide for this ranking, which is a tribute to the type of students we attract and the education that is offered here.
- Manuella Vincter from the Department of Physics has been named Deputy Spokesperson for the ATLAS project at CERN in Switzerland.
- The Azrieli School of Architecture and Urbanism celebrates its 50th anniversary this year (2018).
- The Chair extended thanks to the Department of Psychology for hosting the first Psychology Mental Health Day.
- Teaching & Learning Services and the Office of the Vice-Provost and Associate Vice-President (Academic) are hosting a symposium dedicated to experiential learning on Oct. 23, 2018. Presentations, demonstrations, workshops and displays will showcase the variety of experiential learning opportunities at Carleton.
- The review of Carleton's Sexual Violence Policy is moving into the listening phase (October and November). There will be many opportunities to provide input over the next few months as the process continues.
- The newly launched Carleton University Indigenous Strategic Initiatives Committee (CUISIC) will lead a broad consultative process to revitalize Carleton's Indigenous strategy and Carleton's relationship with Indigenous peoples on and off campus. The Chair thanked Kahente Horn Miller, Benny Michaud and Provost Jerry Tomberlin for co-chairing this effort.
- The Association to Advance Collegiate Schools of Business (AACSB) has recommended that the accreditation for the Sprott School of Business be renewed for another five years. Formal accreditation should be confirmed in 2019. The Chair congratulated Dean Schweitzer and the entire team at Sprott for their success.
- The Chair urged Senators to participate in Carleton's United Way Campaign, which will run from Oct.24 to Nov. 16, 2018.
- The Chair noted the passing of two members of Carleton's community: one of Carleton's Honorary Doctorate recipients and

former Liberal cabinet minister, Donald MacDonald, passed away on Oct. 14, 2018 at the age of 86, and William E. Beckel, who served as President of Carleton University from 1979 to 1989, passed away on Oct. 15, 2018 at the age of 92.

6. QUESTION PERIOD

No questions were submitted in advance.

7. SENATE ADMINISTRATION (CLERK)

a) Senate and Senate Committee Membership Ratification

The Clerk presented the list of new committee nominees, and noted that all proper procedures were followed in bringing the names to Senate.

It was **MOVED** (S. Angulo, E. Sloan) that Senate ratify the new Senate Committee appointments, as presented.

The motion **PASSED**.

b) Convocation date for fall 2021

It was **MOVED** (S. Blanchard, J. Tomberlin) that Senate approve the following date for Fall Convocation 2021: Saturday, Nov. 13, 2021.

The motion **PASSED**.

8. REPORTS

a) Senate Academic Program Committee (SAPC) (J. Tomberlin)

Three motions were brought to Senate for approval.

New graduate programs in Migration and Diaspora Studies

It was **MOVED** (J. Tomberlin, L. Dyke) that Senate approve the proposed MA and Graduate Diplomas in Migration and Diaspora Studies programs to commence with effect from Fall 2019.

- The Vice-Provost indicated that the calendar language for the graduate diploma was not included and will come to Senate in November. Senate is voting to approve the program to commence, which can occur without the calendar language in order to meet Ministry deadlines.
- A Senator asked about the workload involved in co-teaching, which is a recommendation in the proposal. Innovative teaching methods should be supported, but the workload for faculty co-teaching a course can be excessive. There is concern about implementing this as a regular model. The Chair asked for this concern to be noted and taken back to the committee for discussion.

The motion **PASSED**.

New graduate programs in Linguistics

It was **MOVED** (J. Tomberlin, P. Rankin) that Senate approve the proposed MA and Graduate Diploma in Linguistics and the PhD in Linguistics, Language Documentation, and Revitalization programs to commence with effect from fall 2019.

Discussion:

- The Dean of FASS noted that there are two new positions in support of this program.

The motion **PASSED**.

Change in governance for Human Computer Interaction program

It was **MOVED** (J. Tomberlin, E. Sloan) that Senate approve the proposed change in governance to Human Computer Interaction, as presented, to take effect upon approval.

Discussion:

- A Senator raised a concern about the ability of administrative staff in different departments to take up a new unit, as the directorship for this program rotates between departments. The Vice-Provost indicated that administrative rotation is the existing practice.

The motion **PASSED**.

b) Senate Committee on Curriculum, Admission and Studies Policy (H. Nemiroff)

H. Nemiroff presented three motions and an update on the Senate Committee on Curriculum, Admission and Studies Policy (SCCASP) review of the student amnesty/accommodation motion, plus one item for information.

Experiential Learning element added to the Calendar

It was **MOVED** (H. Nemiroff, L. Dyke) that Senate approve the Undergraduate Calendar entry for courses with an Experiential learning activity will include the following statement: "includes: Experiential Learning Activity" for the 2019/20 Calendar.

Discussion:

- A Senator asked why the calendar language does not mention the 12 types of experiential learning activities specified in the Carleton guidelines. Response: That level of detail will be used for Ministry reporting, but would be too restrictive for calendar language.
- A Senator asked if this type of addition would be problematic for courses taught by contract instructors on a rotating basis. Specifically, would placing this language in the calendar obligate contract instructors to adopt the approaches of previous instructors for a given course?
Response: Curriculum committees, program Chairs & Directors have been asked to tag courses with experiential learning only if there is a continuing commitment to experiential learning in that course, not if experiential learning is instructor-specific.

The motion **PASSED**.

Change to Examination Regulations to accommodate labs/practical exams

It was **MOVED** (H. Nemiroff, P. Smith) that Senate approve the revisions to Regulation 2.4.5 for the 2019/20 Calendar as presented.

The motion **PASSED**.

Clarification of course evaluation criteria as communicated in the Course Outline

It was **MOVED** (H. Nemiroff, S. Klausen) that Senate approve the revisions to Regulation 2.1 and 2.2.4 for the 2019/20 Calendar as presented.

Discussion:

- A Senator asked what advantage would be gained by making the language in 2.1 less specific. Instead of stating that students must meet all course requirements for attendance, term work and examinations, the new language states that students must satisfy course requirements as published in the course outline. Response: The old language implied that the student must meet all listed requirements in order to pass the course. The new language allows the instructor to specify in the course outline what requirements must be met to pass the course.
- Several Senators felt that the terms “final grade” and “overall approximate grade” in 2.2.4 were confusing. The Chair asked that the committee review the vocabulary for clarification and report back to Senate at a later date.

Item for Information: Academic Year for 2019-20 in 10(b) – The Chair of SCCASP briefly mentioned this item, which is included later in the agenda under Items for Information.

Update on Amnesty Policy

SCCASP was asked by Senate in May to develop a formal policy regarding academic accommodation for students in the event of a labour disruption on campus.

The Chair of SCCASP began by reviewing the motion:

Whereas a labour disruption, legal strike, or lock-out at Carleton University may significantly affect students' ability to attend class, access resources, receive academic guidance, and complete academic assignments in a timely manner;

Whereas during a labour disruption, legal strike, or a lock-out it remains the obligation of Senate as the final academic authority on campus to ensure the maintenance of high academic standards and quality for all programs across the university:

Senate asks SCCASP to develop a formal policy governing the process of providing accommodation for students unable to participate in academic activities in the case of a labour disruption, legal strike, or lock-out while maintaining academic standards under these circumstances.

This was brought to SCCASP in August, and has been reviewed several times since then. A formal policy will be presented to Senate in December or January.

The Chair thanked Jerry, Howard, SAPC and SCCASP for this work.

9. TASK FORCE ON FREE SPEECH POLICY (CLERK)

The Chair began by thanking the Clerk and other members of the Task Force for being willing to serve and for their work on this policy. The Chair also reminded Senators that the goal is not to approve the policy today, but to review the draft, take in feedback and support the general direction of the work.

The Clerk began with a review of steps taken since the last Senate meeting on Sept. 28, 2018:

- A Call for Expressions of Interest to serve on the Task Force was circulated to all Senators
- Expressions of Interest were collected until Oct. 2, 2018.
- Members were confirmed on Oct. 4, 2018, by an e-poll to all of Senate.
- The Task Force met for the first time on Oct. 5, 2018, to discuss a general direction for drafting.
- The Task Force met on Oct. 9, 2018, to review a draft policy and discuss in a line-by-line review.
- A draft of the policy was circulated to Senators prior to this meeting (Oct. 19, 2018)

The Clerk named and thanked the members of the Task Force for their commitment to this important issue:

- Dana Dragunoiu (Faculty Member)
- Andrea Chandler (Faculty Member)
- Elinor Sloan (Faculty Member)
- Timothy Di Leo Browne (Contract Instructor)
- Emily Grant (Undergraduate Student)
- Tariqa Tandon (Graduate Student)

Based on initial discussions, the Task Force committed to a policy that represented Carleton's values while meeting the requirements set out by the Provincial Government.

Senate was asked to support the next step in the process, to open the draft to further consultation with Carleton faculty, staff and students.

Proposed timeline moving forward:

- The draft policy will be posted on the Senate website, and comments from the Carleton community will be accepted from Oct. 23 to Nov. 6, 2018.
- The Task force will meet on Nov. 9 and Nov. 16, to review feedback, and to revise the policy.
- The revised policy will be brought to Senate on Nov. 30, 2018, for detailed discussion and, if possible approval. (The final deadline for posting policy is Jan. 1, 2019.)

Discussion:

- Senators commended the Task Force on their work and on the draft policy generated. Discussion included:
 - The strategy to repeat the language of the bullet points from the Ministry press release in the policy as part of a "min specs" approach.
 - External parties using Carleton space for potentially controversial events are still governed by existing event space policies (among others)
 - The need for instructors to control conversations in the classroom is protected via the academic freedom clause in the collective agreement. The Task Force was asked to consider the academic freedom issue for contract instructors, as a similar clause does not exist in their collective agreement.
 - Other policies are not superseded by this policy.
- Senators were encouraged to submit all comments and feedback for the Task Force via the online form.

10. REPORTS FOR INFORMATION (CHAIR)

- a) Senate Executive Minutes: Sept. 18, 2018
- b) Academic Year Schedule 2019-20 (SCCASP)

There was no discussion.

11. OTHER BUSINESS

The Chair reminded faculty members of Fall Convocation on Nov. 10, 2018, and encouraged anyone interested in attending to register online. Also, a joint holiday reception between Senate and the Board of Governors is planned for December 6, 2018. More details will be communicated to Senators soon.

[SUBSEQUENT NOTE: The joint reception has been postponed to Spring 2019.]

Movement into Closed Session:

It was **MOVED** (R. Goubran, A. Shotwell) that Senate move into the closed session of the meeting.

The motion **PASSED**.

Non-senators were asked to withdraw from the chamber for the next part of the meeting.

Senate & Senate Committee Membership Ratifications
November 30, 2018

MOTION: That Senate ratify the following new Senate and Senate Committee appointments, as presented.

Senate

- Sheldon Paul (Undergraduate FPA Representative)
- Afreen Ahmad (Undergraduate FPA Representative)
- James Deaville (FASS Faculty Representative)

Senate Academic Program Committee (SAPC)

- Jeffrey Erochko (FED representative)
- Pamela Wolff (CUASA representative)

Senate Library Committee

- Hemant Gupta (Graduate Student member)

Senate Student Academic Integrity Appeals Committee

- Hemant Gupta (Graduate Student member)

DATE: November 30, 2018

TO: Senate

FROM: Dr. Jerry Tomberlin, Interim Provost and Vice-President (Academic), Chair, Senate Academic Program Committee

RE: 2019-20 Calendar Curriculum Proposals
Graduate Major Modifications

Background

Following Faculty Board approval and, as part of academic quality assurance, major curriculum modifications are considered by the Carleton University Committee on Quality Assurance (CUCQA), the Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP) and the Senate Academic Program Committee (SAPC) before being recommended to Senate.

Library Reports (as required)

In electronic communications dated November 1st, 6th & 7th, 2018 members of the Library staff, upon review of the proposals, confirmed no additional resources were required for the 2019-20 major modifications included below.

Documentation

Recommended calendar language, along with supplemental documentation as appropriate, are provided for consideration and approval.

Omnibus Motion

In order to expedite business with the multiple major modifications that are subject to Senate approval at this meeting, the following omnibus motion will be moved. Senators may wish to identify any of the following 4 major modifications that they feel warrant individual discussion that will then not be covered by the omnibus motion. Independent motions as set out below will nonetheless be written into the Senate minutes for those major modifications that Senators agree can be covered by the omnibus motion.

THAT Senate approve the major modifications as presented below with effect from Fall 2019.

Major Modifications

1. Master of Social Work

CUCQA approval: November 14, 2018

SCCASP approval: November 20, 2018

SAPC Motion November 15, 2018

THAT SAPC recommends to Senate the approval of the major modification to the Master of Social Work program as presented with effect from Fall 2019.

Senate Motion November 30, 2018

THAT Senate approve the major modification to the Master of Social Work program as presented with effect from Fall 2019.

2. Master of Cognitive Science with specialization in Digital Humanities

CUCQA approval: November 14, 2018

SCCASP approval: November 20, 2018

SAPC Motion November 15, 2018

THAT SAPC recommends to Senate the approval of the introduction of the specialization in Digital Humanities to the Master of Cognitive Science program as presented with effect from Fall 2019.

Senate Motion November 30, 2018

THAT Senate approve the introduction of the specialization in Digital Humanities to the Master of Cognitive Science program as presented with effect from Fall 2019.

3. Master of Arts in Geography with specialization in Data Science

CUCQA approval: November 14, 2018

SCCASP approval: November 20, 2018

SAPC Motion November 15, 2018

THAT SAPC recommends to Senate the approval of the introduction of the specialization in Data Science to the Master of Arts in Geography program as presented with effect from Fall 2019.

Senate Motion November 30, 2018

THAT Senate approve the introduction of the specialization in Data Science to the Master of Arts in Geography program as presented with effect from Fall 2019.

4. Master of Business Administration with concentration in International Development Management and specialization in African Studies

CUCQA approval: November 14, 2018

SCCASP approval: November 20, 2018

SAPC Motion November 15, 2018

THAT SAPC recommends to Senate the approval of the deletion of the Master Business Administration with concentration in International Development Management and specialization in African Studies program as presented with effect from Fall 2019.

Senate Motion November 30, 2018

THAT Senate approve the deletion of the Master Business Administration with concentration in International Development Management and specialization in African Studies program as presented with effect from Fall 2019.

DATE: November 30, 2018

TO: Senate

FROM: Dr. Jerry Tomberlin, Interim Provost and Vice-President (Academic), and Chair, Senate Academic Program Committee

RE: Final Assessment Report and Executive Summary: Undergraduate programs in Criminology & Criminal Justice

The purpose of this memorandum is to request that Senate approve the Final Assessment Report and Executive Summary arising from the cyclical review of the undergraduate programs in Criminology & Criminal Justice.

The request to Senate is based on a recommendation from the Senate Academic Program Committee (SAPC), which passed the following motion at its meeting of November 15, 2018:

THAT SAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the undergraduate programs in Criminology & Criminal Justice.

The Final Assessment Report and Executive Summary is provided pursuant to articles 4.2.5-4.2.6 of the provincial Quality Assurance Framework and article 7.2.23 of Carleton's Institutional Quality Assurance Process (IQAP). Article 7.2.23.3 of Carleton's IQAP (passed by Senate on June 26th, 2015 and ratified by the Ontario Universities Council on Quality Assurance on September 25th, 2015) stipulates that, in approving Final Assessment Reports and Executive Summaries 'the role of SAPC and Senate is to ensure that due process has been followed and that the conclusions and recommendations contained in the Final Assessment Report and Executive Summary are reasonable in terms of the documentation on which they are based.'

In making their recommendation to Senate and fulfilling their responsibilities under the IQAP, members of SAPC were provided with all the appendices listed on page 2 of the Final Assessment Report and Executive Summary. These appendices constitute the basis for reviewing the process that was followed and assessing the appropriateness of the outcomes.

These appendices are not therefore included with the documentation for Senate. They can, however, be made available to Senators should they so wish.

Major modifications described in the Action Plan, contained within the Final Assessment Report, are subject to approval by the Carleton University Committee on Quality Assurance, the Senate Committee on Curriculum, Admission, and Studies Policy, the Senate Academic Program Committee (SAPC) and Senate as outlined in articles 7.5.1 and 5.1 of Carleton's IQAP.

Once approved by Senate, the Final Assessment Report, Executive Summary and Action Plan will be forwarded to the Ontario Universities' Council on Quality Assurance and to Carleton's Board of

Governors for information. The Executive Summary and Action Plan will be posted on the website of Carleton University's Office of the Vice-Provost and Associate Vice-President (Academic), as required by the provincial Quality Assurance Framework and Carleton's IQAP.

Senate Motion November 30, 2018

THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in Criminology & Criminal Justice.



DATE: November 30, 2018

TO: Senate

FROM: Dr. Jerry Tomberlin, Interim Provost and Vice-President (Academic), and Chair, Senate Academic Program Committee

RE: Final Assessment Report and Executive Summary: Master of Political Management

The purpose of this memorandum is to request that Senate approve the Final Assessment Report and Executive Summary arising from the cyclical review of the Master of Political Management.

The request to Senate is based on a recommendation from the Senate Academic Program Committee (SAPC), which passed the following motion at its meeting of November 15, 2018:

THAT SAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the Master of Political Management.

The Final Assessment Report and Executive Summary is provided pursuant to articles 4.2.5-4.2.6 of the provincial Quality Assurance Framework and article 7.2.23 of Carleton's Institutional Quality Assurance Process (IQAP). Article 7.2.23.3 of Carleton's IQAP (passed by Senate on June 26th, 2015 and ratified by the Ontario Universities Council on Quality Assurance on September 25th, 2015) stipulates that, in approving Final Assessment Reports and Executive Summaries 'the role of SAPC and Senate is to ensure that due process has been followed and that the conclusions and recommendations contained in the Final Assessment Report and Executive Summary are reasonable in terms of the documentation on which they are based.'

In making their recommendation to Senate and fulfilling their responsibilities under the IQAP, members of SAPC were provided with all the appendices listed on page 2 of the Final Assessment Report and Executive Summary. These appendices constitute the basis for reviewing the process that was followed and assessing the appropriateness of the outcomes.

These appendices are not therefore included with the documentation for Senate. They can, however, be made available to Senators should they so wish.

Major modifications described in the Action Plan, contained within the Final Assessment Report, are subject to approval by the Carleton University Committee on Quality Assurance, the Senate Committee on Curriculum, Admission, and Studies Policy, the Senate Academic Program Committee (SAPC) and Senate as outlined in articles 7.5.1 and 5.1 of Carleton's IQAP.

Once approved by Senate, the Final Assessment Report, Executive Summary and Action Plan will be forwarded to the Ontario Universities' Council on Quality Assurance and to Carleton's Board of Governors for information. The Executive Summary and Action Plan will be posted on the website of Carleton University's Office of the Vice-Provost and Associate Vice-President (Academic), as required by the provincial Quality Assurance Framework and Carleton's IQAP.

Senate Motion November 30, 2018

THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the Master of Political Management.

Constitution of the Carleton Academic Student Government

Passed: 1969

Major Amendments:

1981 (Carl Gillis): Amended to current form

2008 (Andrew Monkhouse): Major update, change of name and constitution held by Senate.

ARTICLE I: THE ORGANIZATION

- 1.1 The organization shall be known as the “Carleton Academic Student Government”
- 1.2 Carleton Academic Student Government shall operate within the system of Academic Governance of the University (AGU) defined by the Senate of Carleton University
- 1.3 The Carleton Academic Student Government shall act as ~~the~~ undergraduate representative body of students for academic issues at Carleton University
- 1.4 The term “CASG” may be used in this document to refer to the organization
- 1.5 The term Constitution herein stated shall refer to the CASG Constitution
- 1.6 CASG has previously operated under other names and is bound by all agreements and references to the following terms:

- a) New University Government Student Caucus
- b) New University Government
- c) NUG
- d) Carleton Student Government
- e) CSG

ARTICLE II: AIMS

- 1.1 ~~The aims of CASG are:~~ Aims of the Carleton Academic Student Government The Aims of CASG:
 - a) To respond to issues affecting the quality and administration of education at Carleton University.
 - b) To promote and protect an individual’s right to academic freedom at Carleton University.
 - c) To promote full and part-time student participation and interest in academic issues at Carleton University.
 - d) To coordinate student participation in University affairs, the Senate, and its committees through the AGU system.
 - e) To maintain reasonable dialogue with other councils and boards at Carleton University.
 - ~~f)~~ To promote and assist in maintaining an academic environment free of prejudice, exploitation, or abuse on the basis of, but not limited to, sex, race, language, religion, age,

~~f) national or social status, political affiliation or beliefs, sexual orientation, disability, or marital status in accordance with Carleton's Human Rights Policies and Procedures.~~

~~g) To provide assistance for student-led initiatives.~~

~~h) To foster academic excellence through the administration of student scholarship awards.~~

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ARTICLE III: MEMBERSHIP

1.1 Membership shall be:

1.1.a. All students registered in Bachelors programs ~~orand~~ taking courses at Carleton University;

1.1.b. All other Carleton students taking courses who are not paying fees to the Graduate Students Association.

ARTICLE IV: ~~CAUCUS~~COUNCIL

1.0 Authority

1.1 The CASG ~~Caucus~~Council shall maintain sole authority of its Bylaws, policies and composition.

1.2 CASG shall be accredited as a student organization by the Senate of Carleton University.

1.3 The CASG Constitution shall be a document of the Senate of Carleton University, amendable by a referendum of all students or by the request of CASG ~~Caucus~~Council as outlined in Article V.

2.0 Composition

2.1 The ~~CASG Caucus shall consist of the following members~~Composition of CASG Council shall be defined by the AGU and CASG Bylaws, but must include the following members:

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- a) The CASG President;
- b) All CASG Vice Presidents and Faculty Coordinators as outlined in the CASG bylaws and elected according to CASG policies;
- c) A representative from the Carleton University Students' Association selected by the president of the Carleton University Students' Association;
- d) A representative from Carleton Graduate Students' Association selected by the president of the Graduate Students' Association;
- e) A representative from Rideau River Residence Association selected by the president of the Rideau River Residence Association;

- f) A representative from the Carleton Alumni Association selected by the president of the Carleton Alumni Association;

- g) A representative from the Carleton Administration selected by the president of Carleton University;
- h) All Academic Student Government Representatives as defined in the AGU document.

3.0 Terms of Office for CASG ~~Caucus~~Council Members

- 3.1 A ~~Caucus~~Council member's term begins on the first day after the CASG election and ends on the first day after the completion of the CASG election the following year.
- 3.2 Each ~~Caucus~~Council member is required to attend or send regrets ~~to for~~ at least one of every two ~~CASG caucus~~Council meetings, ~~faculty board meetings, or departmental board meetings and provide a report to caucus once every two months on their actions for their constituency.~~
- 3.3 A ~~Caucus~~Council member may be removed from ~~Caucus~~Council by a vote of two-thirds (2/3) of all ~~Caucus~~Council members present and voting at a meeting at which quorum has been established.

4.0 The President of CASG (President)

- ~~4.1 The President shall assist CASG Caucus Members in their administrative requirements.~~
- 4.12 The President shall be responsible for the productive operation of the CASG ~~Caucus~~Council and CASG ~~Caucus~~Council Staff.
- ~~4.3 The President shall take steps to encourage good attendance at all meetings of the CASG caucus.~~
- 4.42 The President shall keep an accurate and up-to-date record of all ~~Caucus~~Council resolutions.
- 4.35 The President shall attempt to ensure all members of the ~~Caucus~~Council have full knowledge of all background information relevant to their discussion at the meetings.
- ~~4.6 The President shall ensure that all Caucus meetings are chaired.~~
- 4.74 The President shall ensure the election of Vice ~~Presidents~~ and Faculty Coordinators by CASG ~~Caucus~~Council and the hiring of all other CASG ~~Caucus~~Council Staff.
- 4.85 The President shall report to Senate the activities of CASG and to the Board of Governors the financial expenditures of CASG.
- 4.6 The President shall serve as the organization's primary representative on student government bodies wherein CASG maintains ex-officio representation and must

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delegate a Vice-President or Faculty Coordinator to represent CASG at meetings in which the President is unable to attend.

4.97 The President shall be elected from ~~Academic Student Government Representatives by the Caucus for a one-year term in accordance with electoral bylaws~~CASG Council for a one-year term in accordance with the CASG Electoral Code.

5.0 Elections

5.1 ~~Caucus~~Elections for President, Vice-President, Faculty Coordinator, and Academic Student Government Representative positions shall be administered through an electoral code established under Article VII of the Constitution. ~~oversees CASG Caucus Member elections, to ensure they can be completed at the earliest possible time in the Fall Term.~~

6.0 Meetings

6.1 All ~~Caucus~~Council meetings shall be convened by the President no less than three times each ~~twice a semester except where otherwise stated in this document.~~

6.2 ~~Meetings of the CASG Caucus may be called on~~Regular Council meetings shall be called with a minimum of two weeks notice to members:

a) ~~By the President~~

b) ~~By a petition of five Caucus members~~

6.3 Emergency ~~Caucus~~Council meetings may be called on three business days notice by a petition of ten ~~Caucus~~Council members.

6.4 ~~Caucus~~The quorum of CASG Council meetings shall be defined within the CASG Bylaws. ~~meeting shall have quorum only if:~~

a) ~~At least twenty (20) percent of Caucus members are present from September 1st to April 30th. From May 1st to August 31st, only ten (10) percent of Caucus will be~~

~~required to be in attendance~~

6.5 ~~Caucus~~Council meetings shall be open to all students, officers of the University, and invited guests, unless closed by a two-thirds majority vote of those CASG ~~Caucus~~Council Members present, in which case only CASG ~~Caucus~~Council Members and those guests invited by ~~Caucus~~Council to attend the closed session may be present.

~~6.6 Any student may be permitted to place a motion on the floor of a Caucus meeting provided it is seconded by a Caucus member.~~

~~6.7 Any student and any guest with the permission of the President may speak at a Caucus meeting.~~

6.68 Only CASG ~~Caucus~~Council members may vote at ~~Caucus~~Council meetings.

6.79 Should a conflict of interest arise, the affected member shall declare that a conflict of interest exists and abstain from voting on the question.

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6.108 CASG ~~Caucus~~Council meetings shall follow Carleton Senate rules of order except where altered by the constitution, bylaws, or policies of CASG.

ARTICLE V: AMENDMENTS TO THE CONSTITUTION

1.0 Authority

1.1 Students shall have the power to enact amendments to the Constitution by referendum.

1.2 CASG ~~Caucus~~Council shall have the power to enact amendments to the Constitution by a two-thirds (2/3) majority vote which must be approved by Senate.

1.3 Amendments to the Constitution shall have full force of the Constitution and shall take precedence over any ~~and all rules, regulations, by laws, or policies of the~~ ~~Caucus~~Bylaws or policies adopted by CASG Council.

2.0 Proposal of Amendments

- 2.1 Any student of Carleton University may propose an amendment to the Constitution at any meeting of the CASG CaucusCouncil, subject to Article V, Section 5.0.
- 2.2 In the event that CaucusCouncil fails to enact the proposed amendment, a petition signed by at least one-twentieth of students of Carleton University shall require CaucusCouncil to consider the proposed amendment as worded in the petition; within two meetings of CaucusCouncil. Should CaucusCouncil fail to enact the amendment as worded in the petition, the amendment shall be submitted to a referendum to be held no less than three (3) weeks and no more than eight (8) weeks after the receipt of the petition at a meeting of CaucusCouncil.
- 2.3 CaucusCouncil may, by a majority vote of all members of CaucusCouncil, submit any proposed constitutional amendment to referendum.

3.0 Enactment by Referendum

- 3.1 All students shall be eligible to vote in any referendum with regards to amendments of the Constitution.
- 3.2 An amendment shall be enacted by referendum, provided that a simple majority of those voting in the referendum vote in favour of the amendment and that over one-twentieth (1/20) of all eligible voters cast ballots in the referendum.

4.0 Enactment by CaucusCouncil through Senate

- 4.1 An amendment to the Constitution may be recommended to the Senate of Carleton at a meeting of members present and voting at CaucusCouncil by a two-thirds majority of members present and voting at CaucusCouncil, provided that the wording of the amendment was distributed to CASG CaucusCouncil no less than 7 days (168 hours) before the beginning of the meeting to which it is being voted upon.
- 4.2 Changes will take effect after the ratification of the constitution by the Senate of Carleton University.

ARTICLE VI: BY-LAWSBYLAWS

1.0 Authority

- 1.1 CaucusCouncil shall have the power to enact by-lawsBylaws
- 1.2 The by-lawsBylaws shall take precedence over any and all rules, regulations, or policies enacted by CaucusCouncil except for any provisions of the Constitution

1.3 Any Bylaw motion approved by Council may be overturned by a two-thirds majority of the Senate if the spirit of the motion is deemed to be in violation of the AGU or Article II of the CASG Constitution.

2.0 Enactment

2.1 A ~~by-law~~Bylaw may be enacted at a meeting of ~~Caucus~~Council by a two-thirds majority of all ~~Caucus~~Council members, provided that the wording of the ~~by-law~~Bylaw was distributed to CASG ~~Caucus~~Council no less than 5 days (120 hours) before the beginning of the meeting to which it is being voted upon.

2.2 A ~~by-law~~Bylaw shall be effective immediately upon enactment by ~~Caucus~~Council.

3.0 Amendments to ~~by-laws~~Bylaws

3.1 Amendments to ~~by-laws~~Bylaws shall be enacted in the same manner as ~~by-laws~~Bylaws are enacted.

ARTICLE VII: POLICY

1.0 Authority

1.1 CASG ~~Caucus~~Council shall have the authority to enact policies.

1.2 Policies shall not conflict with, or attempt to vary, any provision of this Constitution, or any Bylaw of CASG.

1.3 Policy is hereby defined as direction given to the President and ~~Caucus~~Council staff on how to conduct business of ~~Caucus~~Council and/or as to what public position will be adopted by the President and ~~Caucus~~Council staff on any academic matter the ~~Caucus~~Council deems appropriate.

2.0 Enactment

2.1 The Bylaws of CASG shall be responsible for the following matters pertaining to the administration of CASG policies:

a) Enactment

b) Amendment, proper notice, and repeal;

c) Compendium of Policies;

d) Review; and

e) Operation and Suspension of policies in force. A Motion of Policy reported to Caucus with proper notice will require a simple majority of those present and voting at Caucus, provided that the wording of the by-law was distributed to CASG Caucus no less than 2 days (48 hours) before the beginning of the meeting to which it is being voted upon.

~~2.2 — A Motion of Policy reported to Caucus with proper notice will require a two thirds majority of those present and voting at Caucus if the wording was not distributed to CASG Caucus more than 2 days (48 hours) before the beginning of the meeting to which it is being voted upon.~~

3.0 Amendment, Proper notice and Repeal Senate veto of policies adopted by CASG Council

3.1 ~~CASG Caucus shall have the authority to amend or repeal any policies of the CASG Caucus in the same manner that they are enacted.~~

~~3.2 — Amendments to or repeals of policies shall be effective immediately upon enactment by Caucus. Any policy motion approved by Council may be overturned by a two-thirds majority of the Senate if the spirit of the motion is deemed to be in violation of the AGU or Article II of the CASG Constitution.~~

4.0 Review

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4.1 ~~Caucus~~Council, at the beginning of its term shall mandate an appropriate committee to review ~~Caucus~~Council Policies for the purpose of determining whether such policies are relevant, workable, and consistent.

4.2 This committee shall make recommendation to ~~Caucus~~Council in a reasonable time.

4.3 ~~Caucus~~Council may enact the recommendations of this committee by a majority vote of all members of ~~Caucus~~Council, present and voting, providing that all CASG ~~Caucus~~Council members have been notified of the recommendations seven days prior to the ~~Caucus~~Council meeting.

5.0 Operation

5.1 ~~Caucus~~Council may authorize specific exceptions to or unique suspensions of a policy by a two-thirds vote of those present and voting upon meeting's notice, provided that such exception or suspension does not conflict with or attempt to vary any provision of CASG ~~Caucus~~Council Constitution, CASG ~~Caucus~~Council Bylaws, or the AGU Document.

ARTICLE VIII: ~~POLICY~~TERMS OF DISSOLUTION

~~6~~1.0 Dissolution

~~6~~1.1 CASG may be dissolved by a referendum held in the same manner as set out for a constitutional amendment in section 3.0 of Article V above.

~~6~~1.2 CASG will also automatically be dissolved should ~~Caucus~~Council ever receive notice from the Senate of Carleton University that it is no longer accredited as a Carleton student organization.

~~6~~1.3 Should a referendum pass favoring the dissolution of CASG, the task of electing and coordinating student representation as well as assets of CASG shall be transferred to the Senate Office of Carleton University immediately.

Location of Change	Original Text	New Text	Justification
Entire document	“Caucus”	“CASG Council”	Consistency and clarity
Entire document	“by-law” and “by-laws”	“Bylaw” and “Bylaws”	Consistency
Entire document	“president”	“President”	Proper noun
Article I, Section 1.3	“The Carleton Academic Student Government shall act as a representative body of students for academic issues at Carleton University”	“The Carleton Academic Student Government shall act as the representative body of undergraduate students for academic issues at Carleton University”	Identifying our purpose that differentiates us from other undergraduate student groups
Article II, Section 1.1	“The aims of CASG are”	“Aims of CASG ”	Clarity
Article II, Section 1.1 f)	“To promote and assist in maintaining an academic environment free of prejudice, exploitation, or abuse on the basis of, but not limited to, sex, race, language, religion, age, national or social status, political affiliation or beliefs, sexual orientation, disability, or marital status”	“To promote and assist in maintaining an academic environment free of prejudice, exploitation, or abuse in concordance with Carleton’s Human Rights Policies and Procedures”	To include all current and potential inclusions of groups and communities at Carleton and those who are protected from discrimination.
Article II, Section 1.1 g)	Non-existent	“To provide financial assistance for student-led initiatives”	To embed CASG’s aims with our AIF fund within our Constitution and ensure that future councils will abide by this practice and policy.
Article II, Section 1.1 h)	Non-existent	“To foster academic excellence through the administration of student scholarship awards”	To embed CASG’s aims with our Scholarship fund within our Constitution and ensure that future councils will abide by this practice and policy.
Article III, Section 1.1 a)	“All students registered in Bachelors programs taking courses at Carleton University;”	“All students registered in Bachelor programs or taking courses at Carleton University”	To include Special Students in our membership composition and eligibility for council.

<p>Article IV, Section 2.1</p>	<p>“The CASG Caucus shall consist of the following members:”</p>	<p>“The composition of CASG Council shall be defined by the AGU and the CASG Bylaws, but must include the following members:”</p>	<p>To tie back our membership to the AGU and ensure that it is more clearly defined.</p>
<p>Article IV, Section 3.2</p>	<p>“Each Caucus member is required to attend or send regrets for at least one of every two CASG caucus meetings, faculty board meetings, or departmental board meetings and provide a report to caucus once every two months on their actions for their constituency.”</p>	<p>“Each Council member is required to attend or send regrets to at least one of every two Council meetings.”</p>	<p>Clarifies Council attendance and will tie to our proxy policy that is being developed under Bylaw I.</p>
<p>Article IV, Section 4</p>	<p>4.0 <u>The President of CASG (President)</u></p> <p>4.1 The President shall assist CASG Caucus Members in their administrative requirements.</p> <p>4.2 The President shall be responsible for the productive operation of the CASG Caucus and CASG Caucus Staff.</p> <p>4.3 The President shall take</p>	<p>4.0 <u>The President of CASG</u></p> <p>4.1 The President shall be responsible for the productive operation of the CASG Council and CASG Council Staff.</p> <p>4.2 The President shall keep an accurate and up-to-date record of all Council resolutions.</p> <p>4.3 The President shall attempt to ensure all members of the Council have full knowledge of all background information relevant to their discussion at the meetings.</p>	<p>Clarifies the role of the President and takes out some responsibilities to reallocate them to VPs and put them into the CASG Bylaws instead of the Constitution</p>

steps to encourage good attendance at all meetings of the CASG caucus.

4.4 The President shall keep an accurate and up-to-date record of all Caucus resolutions.

4.5 The President shall attempt to ensure all members of the Caucus have full knowledge of all background information relevant to their discussion at the meetings.

4.6 The President shall ensure that all Caucus meetings are chaired.

4.4 The President shall ensure the election of Vice-Presidents and Faculty Coordinators by CASG Council and the hiring of all other CASG Council Staff.

4.5 The President shall report to Senate the activities of CASG and to the Board of Governors the financial expenditures of CASG.

4.6 The President shall serve as the organization's primary representative on student government bodies wherein CASG maintains ex-officio representation and must delegate a Vice-President

4.7 The President shall ensure the election of Vice Presidents and Faculty Coordinators by CASG Caucus and the hiring of all other CASG Caucus Staff.

4.8 The President shall report to Senate the activities of CASG and to the Board of Governors the

or Faculty Coordinator to represent CASG at meetings in which the President is unable to attend.

4.7 The President shall be elected from CASG Council for a one-year term in accordance with the CASG Electoral Code.

	<p>financial expenditures of CASG .</p> <p>4.9 The President shall be elected from Academic Student Government Representatives by the Caucus for a one-year term in accordance with electoral bylaws.</p>		
<p>Article IV, Section 5.1</p>	<p>“Caucus oversees CASG Caucus Member elections, to ensure they can be completed at the earliest possible time in the Fall Term.”</p>	<p>“Elections for President, Vice-President, Faculty Coordinator, and Academic Student Government Representative positions shall be administered through an electoral code established under Article VII of the Constitution.”</p>	<p>Clarifies which elections this section refers to and ties back to the CASG Electoral Code.</p>
<p>Article IV, Section 6.0</p>	<p>6.0 <u>Meetings</u></p>	<p>6.0 <u>Meetings</u></p> <p>6.1 All Council meetings shall be convened by</p>	<ul style="list-style-type: none"> - Clarifies meeting procedures - Moves the question of Quorum to the Bylaws

6.1 All Caucus meetings shall be convened by the President no less than twice a semester except where otherwise stated in this document.

6.2 Meetings of the CASG Caucus may be called on two weeks notice:

- a) By the President
- b) By a petition of five Caucus members

6.3 Emergency Caucus meetings may be called on three business days notice by a petition of

the President no less than three times each semester.

6.2 Regular Council meetings shall be called with a minimum of two weeks notice to members.

6.3 Emergency Council meetings may be called on three business days notice by a petition of ten Council members.

6.4 The quorum of CASG Council meetings shall be defined within the CASG Bylaws.

6.5 Council meetings shall be open to all students, officers of the University, and invited guests, unless closed by a two-thirds majority vote of those CASG Council Members present, in which case only CASG Council Members and those guests invited by Council to attend the

- Clarifies who is welcome to attend Council
- Clarifies voting policies

ten Caucus members.

6.4 Caucus meeting shall have quorum only if:

- a) At least twenty (20) percent of Caucus members are present from September 1st to April 30th. From May 1st to August 31st, only ten (10) percent of Caucus will be required to be in attendance

6.5 Caucus meetings shall be open to all students, officers of the University, and invited

closed session may be present.

6.6 Only CASG Council members may vote at Council meetings.

6.7 Should a conflict of interest arise, the affected member shall declare that a conflict of interest exists and abstain from voting on the question.

6.8 CASG Council meetings shall follow Carleton Senate rules of order except where altered by the Constitution, Bylaws, or policies of CASG.

guests, unless closed by a two-thirds majority vote of those CASG Caucus Members present, in which case only CASG Caucus Members and those guests invited by Caucus to attend the closed session may be present.

6.6 Any student may be permitted to place a motion on the floor of a Caucus meeting provided it is seconded

by a
Caucus
member.

6.7 Any student
and any guest
with the
permission of
the President
may speak at
a Caucus
meeting.

6.8 Only CASG
Caucus members may
vote at Caucus
meetings.

6.9 Should a
conflict of
interest
arise, the
affected
member
shall declare
that a
conflict of
interest
exists and
abstain from
voting on
the
question.

6.10 CASG Caucus
meetings shall
follow
Carleton

	Senate rules of order except where altered by the constitution, bylaws, or policies of CASG.		
Article V, Section 1.3	“Amendments to the Constitution shall have full force of the Constitution and shall take precedence over any and all rules, regulations, by-laws, or policies of the Caucus”	“Amendments to the Constitution shall have full force of the Constitution and shall take precedence over any Bylaws or policies adopted by CASG Council.”	Condenses CASG documents in line with the changes that are planned for the year.
Article VI, Title	“ARTICLE VI: BY-LAWS”	“ARTICLE VI: BYLAWS”	
Article VI, Section 1.3	Non-existent	“Any Bylaw motion approved by Council may be overturned by a two-thirds majority of the Senate if the spirit of the motion is deemed to be in violation of the AGU or Article II of the CASG Constitution.”	Aligns the CASG aims with the ability for the Senate to overrule a Bylaw motion made in CASG Council.
Article VII	<p>ARTICLE VII: POLICY</p> <p>1.0 <u>Authority</u></p> <p>1.1 CASG Caucus shall have the authority to enact policies.</p> <p>1.2 Policies shall not conflict with, of attempt to</p>	<p>ARTICLE VII: POLICIES</p> <p>1.0 <u>Authority</u></p> <p>1.1 CASG Council shall have the authority to enact policies.</p> <p>1.2 Policies shall not conflict with, or attempt to vary, any provision of this Constitution, or any Bylaw of CASG.</p>	Clarifies the process and procedures necessary to introduce new policies and procedures into CASG Bylaws.

vary, any provision of this Constitution, or any Bylaw of CASG.

1.3 Policy is hereby defined as direction given to the President and Caucus staff on how to conduct business of Caucus and/or as to what public position will be adopted by the President and Caucus staff on any academic matter the Caucus deems appropriate.

1.3 Policy is hereby defined as direction given to the President and Council staff on how to conduct business of Council and/or as to what public position will be adopted by the President and Council staff on any academic matter the Council deems appropriate.

2.0 Administration of policies adopted by CASG Council

- 2.1 The Bylaws of CASG shall be responsible for the following matters pertaining to the administration of CASG policies:
- a) Enactment
 - b) Amendment, proper notice, and repeal;
 - c) Compendium of Policies;
 - d) Review; and

2.0 Enactment

2.1 A Motion of Policy reported to Caucus with proper notice will require a simple majority of those present and voting at Caucus, provided that the wording of the by-law was distributed to CASG Caucus no less than 2 days (48 hours) before the beginning of the meeting to which it is being voted upon.

2.2 A Motion of Policy reported to Caucus with proper notice

e) Operation and Suspension of policies in force.

3.0 Senate veto of policies adopted by CASG Council

3.1 Any Policy Motion approved by Council may be overturned by a two-thirds majority of the Senate if the spirit of the motion is deemed to be in violation of the AGU or Article II of the CASG Constitution.

will require a two-thirds majority of those present and voting at Caucus if the wording was not distributed to CASG Caucus more than 2 days (48 hours) before the beginning of the meeting to which it is being voted upon.

3.0 Amendment, Proper notice and Repeal

3.1 CASG Caucus shall have the authority to amend or repeal any policies of the CASG

Caucus
in the
same
manner
that they
are
enacted.

3.2 Amendments
to or repeals of
policies shall
be effective
immediately
upon
enactment by
Caucus.

4.0 Review

4.1 Caucus, at the
beginning of
its term shall
mandate an
appropriate
committee to
review Caucus
Policies for
the purpose of
determining
whether such
policies are
relevant,
workable, and
consistent.

4.2 This committee shall make recommendation to Caucus in a reasonable time.

4.3 Caucus may enact the recommendations of this committee by a majority vote of all members of Caucus, present and voting, providing that all CASG Caucus members have been notified of the recommendations seven days prior to the Caucus meeting.

5.0 Operation

5.1 Caucus may authorize

	<p>specific exceptions to or unique suspensions of a policy by a two-thirds vote of those present and voting upon meeting's notice, provided that such exception or suspension does not conflict with or attempt to vary any provision of CASG Caucus Constitution, CASG Caucus Bylaws, or the AGU Document.</p>		
Article VIII, Title	"ARTICLE VIII: POLICY"	"ARTICLE VIII: TERMS OF DISSOLUTION"	Clarifies that Article VII refers to the Dissolution of CASG Council
Article VIII, Section 6.3	"Should a referendum pass favoring the dissolution of CASG the task of electing and coordinating student representation as well as assets of CASG shall be transferred to	"Should a referendum pass favoring the dissolution of CASG, the task of electing and coordinating student representation as well as assets of CASG shall be transferred to the Senate Office of Carleton University immediately."	Adding a comma makes the sentence grammatically correct.

	the Senate Office of Carleton University immediately.”		
Article VIII, Section 6.0, 6.1, 6.2, 6.3		The numbered clauses in Article VIII are renumbered so that 6.0, 6.1, 6.2, and 6.3 are replaced with 1.0, 1.1, 1.2, and 1.3 respectively.	Realigns the numbering system for the Article.



Canada's Capital University

Policy Name:	Freedom of Speech Policy
Date of Approval:	
Contact:	Provost and Vice-President (Academic)

Policy:

Carleton University is proud of its longstanding commitment to free speech. This commitment is reflected in the purpose of the University and its existing policies. As an institution of higher learning anchored in the ideals of open inquiry and debate, the University's students, staff, and faculty have the freedom of speech to articulate their views. Pursuant to the *Carleton University Act*, the essential purpose of the University is to engage in the pursuit of the advancement of learning, the dissemination of knowledge, and the intellectual development and betterment of its community. To achieve this purpose, members of the University have freedom of speech, which is defined as the right to examine, question, investigate, speculate, comment and criticize except insofar as limitations are necessary by law or the functioning of the University. The purpose of the University also depends upon an environment of respect and tolerance. Every member needs to be able to learn, teach, live and work free from harassment and discrimination.

Therefore, subject to the limits set by law, the University is committed to the following principles:

- That the University is a place of open discussion and free inquiry;
- That the University introduces students to a wide range of ideas and does not attempt to shield students from debates or opinions that they may disagree with or find offensive;
- Faculty, students and staff are free to criticize, contest and condemn the views expressed on campus;
- At the same time, faculty, students and staff may not prevent, obstruct or interfere with the freedom of others to express their views;
- Freedom of speech includes accompanying responsibilities such as civility, respect and tolerance;
- Speech that violates the law will not be permitted including but not limited to hate speech, threatening violence, harassment, discrimination, unjustified invasion of privacy or confidentiality interests, defamation or speech that is otherwise directly incompatible with the functioning of the University.

Disagreements and dissenting views make for a vibrant academic culture. The University strives to find a balance between allowing for critical views to be expressed civilly on campus and not obstructing the freedom of others to

communicate their views. In exercising free speech, staff, students and faculty are encouraged to consider the value of mutual respect. Informed, thoughtful and respectful argument, even when disagreement is profound, benefits the University community and fosters its essential purpose.

Canadian law recognizes that freedom of speech is not absolute and can be limited in situations where there is a need to balance competing interests such as respect for differences and equality. The University may intervene, for example, when speech violates the law, interferes with the conduct of University operations, demeans others on prohibited grounds of discrimination, is harassment, defamatory or in breach of legal obligations.

University community members may engage in peaceful assemblies and demonstrations as well as make reasonable use of University facilities in accordance with its policies. Of necessity, in order to achieve its essential purpose, the University must be able to operate free from unreasonable interference from any person or group. Therefore the University reserves the right to reasonably regulate the use of facilities and the time, place and manner of speech. The University may intervene when activities disrupt the operations of the University, its learning, living and work environment, the safety of the community and to comply with the legal obligations including but not limited to the *Occupational Health and Safety Act*, the *Freedom of Information and Protection of Privacy Act* and the *Ontario Human Rights Code*.

Organizers of events on campus or using University facilities are responsible for ensuring that their invited speakers and participants are aware of and are in compliance with the law as well as the University's expectations and policies. The University will consider a student organization's compliance with this policy as condition for ongoing financial support or recognition pursuant to the Accreditation of Student Organizations Policy. The University encourages student organizations to consider adopting policies that respect freedom of speech.

This policy does not exhaust all of the University's policies with respect to freedom of speech. Rather, it informs the interpretation of and is reflected in other University policies. The policy does not amend or qualify University policies on academic freedom, including, as expressed for example, in Article 4 of the Collective Agreement with Carleton University Academic Staff Association. The University reaffirms its commitment to diversity, equity, inclusion and human rights as set out in the University's Human Rights Policies and Procedure.

Scope:

This policy applies to all members of the University community, including but not limited to, faculty, students, staff, contractors as well as visitors and guests.

Complaints:

Students whose actions violate this policy are subject to complaint and disciplinary action pursuant to the Student Rights and Responsibilities Policy. Such violations include, but are not limited to engaging in disruption that significantly interferes with the ability of an event to proceed or the ability of others to express themselves. Similarly, faculty and staff whose actions violate this policy are subject to complaint and disciplinary action pursuant to the Workplace Harassment Prevention Policy, the Human Rights Policies and Procedure and any collective agreement as applicable in the specific circumstances. Disciplinary action involving unionized staff and faculty will be subject to the applicable collective agreement.

Questions regarding the interpretation and application of this policy, including the appropriate complaint process, are the responsibility of the Provost and Vice-President (Academic).

Contacts:

Provost and Vice-President (Academic)

Links to related Policies:

Student Rights and Responsibilities Policy
Human Rights Policies and Procedure
Sexual Violence Policy
Student and Visitor Ban Policy
Accreditation of Student Organizations Policy
Booking Space on Campus Policy
Booking University Centre Galleria Space Policy
Posting Policy
Workplace Harassment Prevention Policy
Workplace Violence Prevention Policy

[NTD: List to be finalized]

FREE SPEECH DRAFT POLICY CONSULTATION FEEDBACK REPORT

Introduction

The Task Force wishes to thank all members of the community who submitted feedback. The Task Force is comforted in knowing that so many people in our community not only care deeply about freedom of speech, but also share our unanimous view that it is an essential part of a dynamic university community. Our university is enriched by the voicing of many perspectives that reflect the diverse body of people who are welcomed here and who belong here. The Task Force believes that the free flow of discussion, strengthened by a multiplicity of diverse ideas and beliefs, is one of the hallmarks of excellence in academia and at Carleton.

Freedom of speech is vital because debates, unconstrained by preordained conclusions or threats of exclusion, are fundamental to the pursuit of truth, knowledge, and understanding. Carleton has a history of hosting vigorous debates on a wide variety of issues while maintaining a calm, respectful atmosphere for the voicing of contending perspectives. To that end, the Free Speech policy is intended as a framework that summarises what is already in place and practiced through various policies at Carleton.

The Task Force would like to emphasize that the policy does not introduce new restrictions or changes. Rather, it briefly summarizes the framework for existing policies while confirming the longstanding commitment to freedom of speech at Carleton. Reviewing Carleton's existing policies, including the university's equity and human rights policies, one can see that the new document confirms and reflects these long-standing policies.

The Ontario Government's recent guidance on free speech "requires every publicly assisted college and university to develop and publicly post its own free speech policy by January 1, 2019 that meets a minimum standard specified by the government." Although a framework policy on free speech is a response to the guidance from the Ontario government, it provides us an opportunity to summarize in a cohesive manner where we stand as a community on this important issue.

Background and Process

On Aug. 30, 2018, the Premier's Office advised all publicly assisted colleges and universities in Ontario to develop and post a free speech policy that meets specified minimum standards by Jan. 1, 2019.

Senate discussed the matter at its Sept. 28, 2018, meeting and mandated a Task Force of Carleton University Senators, composed of faculty, students and a contract instructor, to create a draft policy. Senate reviewed the draft policy at the Oct. 19, 2018 meeting and presented it to the community for feedback.

A website dedicated to the consultation process was created at www.carleton.ca/senate/free-speech. An organization-wide email was distributed on Oct. 23, 2018, from the Clerk of Senate outlining this process and requesting feedback on the policy. This email was posted on the Senate's website, the student portal and distributed throughout the university's communication network. The university invited input on this draft from the Carleton community from Oct. 23 to Nov. 6, 2018.

The Task Force met on November 9, 2018 and November 16, 2018 to review all of the feedback received and to consider revisions to the draft free-speech policy. A revised draft policy has been prepared for Senate for its consideration at the November 30th, 2018 meeting.

Feedback Metrics

Website

- 2,568 page views
- 06:19 average time on page.

Email

- 5,812 total recipients
- 2,513 unique opens (43.2%)—any unique open rate over 40% is high for this combined target audience
- 4,269 total opens
- 449 clicks on link – high in comparison to other Carleton emails.

Summary of the Feedback Received

The draft policy was provided on the website and the following questions were asked through the online form:

- First and last name (not required)
- Option to submit anonymously (not required)
- Constituency (required)
 - Undergraduate student
 - Graduate student
 - Faculty
 - Staff
- Feedback (open box form)
- Consent (required)
 - My comments may be published along with my name.
 - My comments may be published without my name.
 - My comments will not be published.

As of the final date for submissions on Nov. 6, 2018, there were 135 responses received through the website as well as an open letter. Responses identified as:

- 28 Faculty members
- 30 Graduate Students
- 71 undergraduate students
- 6 Staff

The general feedback consensus was positive, with many submissions praising Carleton for protecting free speech and consulting with the university community before finalizing the policy. The Task Force acknowledges that many people provided favourable comments on the policy that helped us to know that we are on the right track. Others thought the policy could go further, while others thought the policy could be even more succinct (still others expressed that there should be no policy at all). There is a difficult balance to be struck between providing an overly detailed policy and one that is too simple to capture such a complex issue. We have tried to strike the right balance by providing a framework that informs Carleton's existing policies. We have stated how we regard the ability to engage in public debate as a cherished value at Carleton, as well as providing a framework of how we understand free speech to be respected under Canadian law and Carleton's existing policies.

The following are recurrent themes and questions received through the submissions along with what we hope are helpful responses from the Task Force. The answers draw on Carleton's policies, statements, and best practices. We hope these responses provide approachable, easy-to-understand answers to what are sometimes complex questions. Nevertheless, it is important to emphasize that these answers are not intended to replace or reinterpret Carleton's policies. For a rigorous, comprehensive treatment of these issues, it will be important to refer back to the original policies themselves.

1. Defining certain terms and in particular "hate speech."

We received comments suggesting that the policy define terms. Suggestions included defining terms such as hate speech and discrimination. While the Task Force considered definitions, it was recognized that adding definitions for legal terms that are continually updated by virtue of changing law would not be helpful and would cause the policy to rapidly be out of date. In addition, complicated legal issues such as hate speech cannot be succinctly captured in a definition beyond referring to statutory provisions that are not necessarily helpful without reviewing case law. In consequence, the Task Force felt it was best to leave definitions to existing policies and/or the law as appropriate.

2. Using examples for clarity.

Some respondents requested concrete examples of actions to accompany definitions. By definition, policies are sets of guidelines and principles used to guide actions and decisions. In this case, the policy is meant to be a framework that informs and is reflected in Carleton's existing policies. The Task Force recognizes that there is an educational component to freedom of speech and is recommending to the administration that an FAQ document and/or education tools be created to help educate the community.

3. Clarifying the complaint-reporting process

There were requests for outlining the procedures and process for complaints and/or reporting for those who violate the policy. In reading the policy, it is important to keep in mind that the policy is a framework that informs Carleton's existing policies that include many different complaint procedures. To that effect, the policy contains a section on complaints that sets out the existing mechanism for students under the Students Rights and Responsibilities Policy. For staff and faculty, the appropriate process will depend on the applicable circumstances and/or collective agreement (where applicable).

In light of the comments, the Task Force has added a sentence to the policy clarifying that questions regarding the appropriate complaint process or interpretation of the policy in a given circumstance are to be directed to the Provost and Vice President (Academic). We have also added a list of related policies for ease of reference.

4. Are there limits on free speech at Carleton?

Yes. As noted in the policy, Canadian law, including the Criminal Code of Canada and the Ontario Human Rights Code, sets legal boundaries on speech. Various federal and provincial statutes, as well as the common law and contractual agreements, place limitations on some forms of speech. This is true whether the speaker is on a street corner or on a university campus. The Policy describes how the university might limit or guide the right to free speech, for example, when speech is used as a direct attack to prevent the lawful exercise of speech by other University members or invited guests, or to interfere with the conduct of authorized University business. The policy also notes that the purpose of the University depends upon an environment of tolerance and mutual respect. Every member should be able to work, live, teach and learn in a University free from discrimination and harassment. No member of the University should use language or indulge in behaviour intended to demean others on the basis of

their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, or disability.

5. Will protest and criticism of controversial speakers be permitted on campus?

We would also like to assure members of the community that the proposed free-speech policy does include the right to voice criticism and peacefully protest when controversial speakers are invited to campus. The policy recognizes that university community members may engage in demonstrations and make reasonable use of University facilities in accordance with its policies. Peaceful protests would be permitted, provided they do not disrupt an event or threaten the security or safety of participants. Under the draft policy, the University is guided by a commitment to the right of University members to communicate and to discuss and explore all ideas, as well as to engage in peaceful demonstrations. Indeed, the Task Force is of the view that peaceful protest has been a force for progressive change for generations.

6. Concern about marginalized or minority groups

The Task Force received comments from some individuals concerned about the impact on marginalized or minority groups. The Task Force recognizes that members of minority groups or disadvantaged communities may find it hard to exercise their right to free speech even though, in principle, all members of the university community enjoy identical rights to free speech. In this regard, the lived experience of individuals in our community is especially meaningful. Some groups have felt marginalized, oppressed, sidelined, intimidated, or targeted with malicious, cruel, or stigmatizing speech. The policy notes that freedom of speech requires being civil and respectful and the purpose of the university depends on an environment of tolerance and respect. In light of the comments received, the Task Force has further added to the policy: "In exercising free speech, staff, students and faculty are encouraged to consider the value of mutual respect. Informed, thoughtful and respectful argument, even when disagreement is profound, benefits the University community and fosters its essential purpose."

It is also valuable to hold ongoing conversations about how to ensure that there is a level playing field for free speech. At the same time, the free-speech policy covers speech, in all its simplicity and all its complexity. The University's policies are clear that we must support and encourage free speech, particularly in those quarters where such speech may be more difficult, by providing opportunities for all members of the community to express themselves, engage with each other, and respect differences.

The University has policies and procedures that address discrimination, workplace harassment, and health and safety concerns. Any member of our community who feels physically unsafe or threatened is encouraged to seek out these resources.

7. What authority does the university have over groups or visitors not affiliated with Carleton?

The University campus is private property. With respect to the assignment of space, the University's first priority must be for room bookings that contribute directly to the academic mission of teaching and scholarship. At the same time, Carleton plays a role in the community by opening our auditoria and rooms on occasion to external groups on appropriate terms in accordance with University policy and procedure. All users of University space are required to comply with all applicable University policies, federal and provincial statutes and municipal by-laws relating to private property, the rights of individuals and the University.

Senate Executive Committee
October 9, 2018
11:00 a.m. in 503S Tory Building

MINUTES

Present: B. Appel Kuzmarov, B. A. Bacon (Chair), A. Chandler, L. Dyke, B. Hughes, J. Tomberlin

Recording Secretary: K. McKinley

The Chair called the meeting to order at 11:02 am.

1. Approval of the Agenda

The Committee approved the Senate Executive Committee agenda for October 9, 2018.

2. Approval of the Minutes:

a. Senate Executive Minutes: September 18, 2018

The Committee approved, with one minor correction, the minutes of the meeting of the Senate Executive Committee on September 18, 2018.

3. Approval of Senate agenda: October 19, 2018

Given the length of the agenda for this meeting and the presence of a number of discussion items, it was suggested that a schedule be created for the agenda, with approximate timings allotted for each item in both Closed and Open sessions.

It was noted that a number of items must be reviewed and approved by Senate at this meeting, including all of the graduation motions, plus two critical motions from SAPC.

The committee also discussed reversing the order of the agenda, so that the Closed Session is at the end of the meeting. This would enable Senate to control communications regarding some of the decisions made during this session. The committee approved, by consensus, the Senate agenda for October 19, 2018, with the above change.

4. Review of Senate Minutes from September 28, 2018.

Members of the committee noted a few corrections in acronyms under item 4 (Chair's Remarks) and Item 5 (Question Period). The minutes were approved with these corrections.

5. Items for discussion:

a. Honorary Degrees Committee (HDC) Report

The Chair (R. Goubran) will speak to this item and will present motions from the HDC meeting on October 5th.

b. Clerk Selection Process

The Provost will speak to this item in the meeting, outlining the process as defined by the AGU, and when the choice of candidate was approved by Senate.

c. DUC Equity Policy

The Provost will provide an update from conversations with senior administration of DUC.

d. SRC Chair and Committee Memberships

The Clerk of Senate will provide a summary and remind Senators of opportunities to serve on committees.

e. Library Committee Follow-up

The Clerk has reached out to the Chair (S. Fai) who will be available to report to Senate in November.

A search of Senate records revealed no Senate-approved policy on library collections management, and no specific mandate for the SLC to oversee weeding.

f. SCCASP / Shotwell follow-up

SCCASP has a draft policy ready to bring forward to Senate for the November meeting.

g. Task Force – Free Speech Policy – Progress Report

The Task Force for the development of a Free Speech Policy will meet on October 12th to review a preliminary draft of the policy, which will be circulated to Senators on Monday October 15th.

h. Convocation Dates for 2021

Convocation dates need to be confirmed 3 years in advance so that Athletics can guarantee the availability of the Field House.

6. Student Committee Memberships

The Assistant University Secretary circulated a list of undergraduate student nominees for Senate Standing Committees. Several positions were contested and nominations were received for most of the vacancies. Some of the nominees also applied to several positions. The academic standing of all nominees was verified by the Registrar's Office.

The committee applied the following guidelines to the process of matching students with positions:

- Any first year students were eliminated, as the AGU discourages first year students from serving on committees.
- If a position was uncontested, the nominee was recommended for that position.
- If possible, positions were found for all nominees.
- If two positions were available on a single committee, students from two different degree programs were appointed, if possible.
- Relevant experience was a factor in deciding upon contested positions.

Applying these guidelines to the list of nominees, the committee arrived at a final list of recommendations to bring to Senate for ratification on October 19.

7. Other Business:

There was none.

8. Adjournment – The meeting was adjourned at 11:59 am.

CARLETON UNIVERSITY

GENERAL OPERATING BY-LAW NO. 1

GENERAL OPERATING BY-LAW NO. 1

A By-law relating generally to the conduct of the affairs of

CARLETON UNIVERSITY
(the “University”)

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GENERAL OPERATING BY-LAW NO. 1

A By-law relating generally to the conduct of the affairs of

CARLETON UNIVERSITY (the "University")

WHEREAS the University was initially constituted as The Ottawa Association for the Advancement of Learning by Letters Patent issued on June 19th, 1943;

AND WHEREAS the University was thereafter constituted by *The Carleton University Act, 1952*, S.O. 1952, c.117 on the 19th day of April, 1952, which was subsequently amended by *The Carleton University Act, 1957*, S.O. 1957, c.130 and *The Carleton University Act, 1968*, S.O. 1968, c.48590;

AND WHEREAS sections 15 and 18 of *The Carleton University Act, 1952* empower the Board to make by-laws in respect of the University;

NOW THEREFORE BE IT ENACTED as a General Operating By-law of the University as follows:

SECTION I **INTERPRETATION, APPLICATION AND DEFINITIONS**

1.01 Defined Terms

In all By-laws and resolutions of the University, unless the context otherwise requires:

- (a) "Academic Staff" means all Teaching Staff together with all full-time employees of the University holding the position of Librarian;
- (b) "Act" means the *Carleton University Act, 1952*, S.O. 1952, c. 117, as amended from time to time;
- (c) "Administrative Staff" means all continuing and/or permanent employees of the University, other than Academic Staff;
- (d) "Alumni" means all persons who have received degrees, diplomas or certificates from the University and who are no longer registered as students;
- (e) "Alumni Association" means the Carleton University Alumni Association;
- (f) "Board" means the Board of Governors of the University, established pursuant to the Act;

- (g) “By-laws” means this by-law and all other by-laws of the University as amended from time to time and which are in force and effect;
- (h) “Chancellor” means the Chancellor of the University, appointed by the Board pursuant to section 7.01 of this By-law;
- (i) “*Code of Conduct*” means the duties and responsibilities of Governors as summarized in the document titled “*Board of Governors Code of Conduct*,” adopted by the Board and amended from time to time by Ordinary Resolution of the Board;
- (j) “Executive Officer” means the persons appointed by the University as Executive Officers pursuant to section 7.01.
- (k) “*ex officio*” means an individual who qualifies as a Governor because of the office they hold;
- (l) “Faculty Boards” means the faculty boards referred to in section X of this By-law;
- (m) “Governor” means a member of the Board, either serving *ex officio* or elected to serve as such pursuant to section IV of this By-law, who are directors for the purpose of corporate law;
- (n) “Member” means a member of the University for the purpose of corporate law and “Members” or “Membership” means the collective membership of the University;
- (o) “Officer” means an officer of the University, appointed or elected by the Board pursuant to section VII of this By-law;
- (p) “Operating Policies and General Procedures” means the operating policies and general procedures approved by the Board in accordance with section 1.03 of this By-law;
- (q) “Ordinary Resolution” means a motion or resolution passed by a majority of the votes cast by persons entitled to vote at the applicable meeting duly called for the purpose of considering the said motion or resolution, unless the Act or this By-law otherwise requires.
- (r) “President” means the President of the University, appointed by the Board pursuant to section 7.01 of this By-law;
- (s) “Senate” means the Senate of the University, established pursuant to the Act;
- (t) “Senator” means a member of Senate, either serving *ex officio*, appointed or elected to serve as such pursuant to section IX of this By-law;

- (u) “Special Resolution” means a motion or resolution passed by a majority of not less than two thirds (2/3) of the votes cast by persons entitled to vote at the applicable meeting duly called for the purpose of considering the said motion or resolution, unless the Act or this By-law otherwise requires;
- (v) “Student” means a member of the Board elected to serve as such pursuant to sections 4.01(c) and 4.01(d);
- (w) “Teaching Staff” means full-time employees of the University holding the academic rank of professor, associate professor, assistant professor, lecturer or instructor; and
- (x) “University Secretary” means the University Secretary appointed by the Board from time to time.

1.02 Interpretation

In the interpretation of this By-law, unless the context otherwise requires, the following rules shall apply:

- (a) words importing the singular number only will include the plural and *vice versa* and words importing one gender shall be interpreted to include all genders;
- (b) the word “person” will include an individual, sole proprietorship, partnership, unincorporated association, body corporate, and a natural person;
- (c) the word “including” shall be interpreted to mean “including without limitation,” and shall not be interpreted as limiting any words which precede it by reference to the specific words which follow it;
- (d) if any of the provisions contained in the By-laws are inconsistent with those contained in the Act, the provisions contained in the Act, as the case may be, shall prevail; and
- (e) the insertion of headings in this By-law and the division of this By-law into sections and subsections are for convenience of reference only and shall not affect the interpretation of this By-law.

1.03 Operating Policies and General Procedures

The Board may adopt, amend, or repeal by resolution any such Operating Policies and/or General Procedures that are not inconsistent with the Act or the By-laws of the University including but not limited to such matters as terms of reference of committees, duties of Officers, duties of Governors and conflict of interest, as well as procedural and other requirements relating to the By-laws as the Board may deem appropriate from time to time. Any Operating Policies and General Procedures adopted by the Board will continue to have force and effect until amended, repealed, or replaced by a subsequent Ordinary

Resolution of the Board, including any Operating Policies and General Procedures appended to these By-Laws.

SECTION II
MEMBERS

2.01 Classes and Conditions of Membership

There shall be one (1) class of Members in the University. Membership in the University shall be available only to Governors, who shall automatically become Members of the University upon election as Governors.

2.02 Rights of Members

A Member of the University shall have the right to receive notice of, attend, speak and participate at all meetings of Members and the right to one (1) vote at all meetings of Members. The role of Members includes receiving the approved financial statements; appointing the auditors; and electing the Governors. Membership in the University is not transferable.

2.03 Termination of Membership

Membership in the University is terminated when:

- (a) the Member dies;
- (b) the Member ceases to be a Governor, either because the term as a Governor expires or the term ends otherwise in accordance with section 4.06;
- (c) the Member resigns by delivering a written resignation to the University Secretary in which case such resignation shall be effective at the time the resignation is received by the University or at the time specified in the resignation, whichever is later; or
- (d) the University is liquidated or dissolved.

Subject to the Act, upon any termination of membership, the rights of the Member automatically cease to exist. Where a person is no longer a Member, then such person shall be deemed to have also automatically resigned as a Governor, an Officer and/or a committee member, as applicable, provided that the Board may, in its discretion, subsequently re-appoint such individual as an Officer or committee member if the Board deems it appropriate in the circumstances.

SECTION III
MEETINGS OF MEMBERS

3.01 Place of Meetings

Meetings of Members shall be held at the campus of the University, but may be held at such other location within or outside Canada as may be determined from time to time by the Board.

3.02 Annual Meetings

The annual meeting for the purpose of consideration of the financial statements and the audit report thereon, election of Governors and appointment of the auditor shall be held on a day and at a place within Ontario fixed by the Board provided that the annual meeting must be held not later than fifteen (15) months after holding the preceding annual meeting.

3.03 Special Meetings

The Chair may at any time call a special meeting of the Members. The Board shall call a special meeting on written requisition of the Members of the University who hold at least ten percent (10%) of votes that may be cast at a meeting for any purpose connected with the affairs of the University, within twenty-one (21) days from the date of the deposit of the requisition.

3.04 Special Business

All business transacted at a special meeting of Members and all business transacted at an annual meeting of Members, except consideration of the financial statements and the audit report, election of Governors and re-appointment of the incumbent auditor, is special business.

3.05 Notice of Meetings

Notice of the time and place of a meeting of Members shall be given to each Member entitled to receive notice of the meeting, each Governor, and the auditor, not less than twenty-one (21) and not more than fifty (50) days before any annual or special Members' meeting. Notice shall be given in accordance with the manner provided in section 11.01 of this By-law. Notice of any meeting of Members at which special business is to be transacted shall state the nature of that business in sufficient detail to permit the Member to form a reasoned judgment on the business and state the text of any Special Resolution or By-law to be submitted to the meeting.

3.06 Waiving Notice

A Member and any other person entitled to attend a meeting of Members may in any manner and at any time waive notice of a meeting of Members, and attendance of any

such person at a meeting of Members is a waiver of notice of the meeting, except where such person attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

3.07 Persons Entitled to be Present

The only persons entitled to attend a Members' meeting are the Members, the Governors, the Officers, the Executive Officers, the auditors of the University and others who are entitled or required under any provision of the Act or the By-laws to be present at the meeting. Any other person may be admitted only on invitation of the chair of the meeting or by Ordinary Resolution of the Members.

3.08 Participation by Telephone or Electronic Means

A Members meeting will usually be held in person and by teleconference but may be held by means of a telephonic, electronic or other communications facility that permits all participants to communicate with each other during the meeting. A Member participating in the meeting by teleconference or other such means shall be deemed to have been present at that meeting.

3.09 Chair of the Meeting

The Chair of the Board shall be the chair of the Members' meeting. If the Chair of the Board is absent or unable to act, then the Vice-Chair of the Board shall chair the Members' meeting. If the Chair of the Board and the Vice-Chair of the Board are absent or unable to act then the Members present shall appoint by Ordinary Resolution another Governor as chair.

3.10 Quorum

A quorum for the transaction of business at a Members' meeting is an ordinary majority of Members entitled to vote.

3.11 Votes to Govern

All Members shall be entitled to one (1) vote on each question put to the Members at any meeting of Members. Unless otherwise required by the provisions of this By-law, all questions proposed for consideration at a meeting of Members shall be determined by Ordinary Resolution of the votes cast. In the case of an equality of votes, the chair of the Members' meeting, in addition to his original vote, shall not be entitled to a second or casting vote and the motion shall be defeated.

3.12 Voting Procedure

At all meetings of Members, every question shall be decided by a show of hands and by oral vote for Members participating by teleconference, unless a poll on the question is required by the chair of the meeting or requested by any Member. Whenever a vote has

been taken upon a question, a declaration by the chair that a resolution has been carried or lost by a particular majority is determinative and an entry to that effect in the minutes of the University is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion, except in such cases where a ballot is conducted. Notwithstanding the foregoing, any vote may be held entirely by means of a telephonic, an electronic or other communication facility, if the University makes available such a communication facility.

On any question proposed for consideration at a meeting of Members, the chair of the meeting may require a ballot or any Member entitled to vote on such question at the meeting may demand a ballot. A ballot so demanded shall be taken in such manner as the chair shall direct. A demand for a ballot may be withdrawn at any time prior to the taking of the ballot. The result of the ballot so taken shall be the decision of the Members on the question.

SECTION IV **GOVERNORS**

4.01 Composition of Board

The Board shall consist of the following Governors, serving either *ex officio* or nominated by the constituencies set forth below:

- (a) the Chancellor, *ex officio*;
- (b) the President, *ex officio*;
- (c) two (2) graduate students, nominated following an election conducted by the University Secretary, by the graduate students-at-large;
- (d) two (2) undergraduate students, nominated following an election conducted by the University Secretary, by the undergraduate students-at-large;
- (e) two (2) members of the Administrative Staff, nominated following an election conducted by the University Secretary, by the Administrative Staff;
- (f) two (2) members of the Senate who are also members of the Teaching Staff, nominated by the Senate;
- (g) two (2) members of the Academic Staff, nominated following an election conducted by the University Secretary, by the Academic staff;
- (h) two (2) members of the Alumni, nominated by the Alumni Association;
- (i) eighteen (18) members from the community-at-large, nominated by the Nominating Committee of the Board.

4.02 Election or Appointment of Governors

- (a) The Board shall establish a Nominating Committee, the details of which shall be set forth by resolution or in Operating Policy or General Procedure.
- (b) The Nominating Committee shall solicit names of potential Governors from other members of the Board, from the University community and from the community at

large.

- (c) The Governors, other than the President and the Chancellor, shall be elected by the Members by Ordinary Resolution at an annual meeting of Members at which an election of Governors is required.
- (d) Every election of Governors shall be carried out with reference to the report of the nominating committee and shall be in conformity with the requirements as to Board composition set forth in section 4.01.
- (e) The President and Chancellor shall automatically become Governors upon their appointment by the Board in accordance with section 7.01.

4.03 Qualifications/Eligibility Criteria of Governors

- (a) Each Governor shall be an individual who is not less than eighteen (18) years of age. No person who has been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property, who has been found to be incapable by any court in Canada or elsewhere, or who is bankrupt shall be a Governor.
- (b) Each Governor is required to abide by the *Code of Conduct* and to acknowledge in writing this requirement prior to being eligible for consideration by the Nominating Committee. Governors must sign the *Code of Conduct* on an annual basis to remain a Governor.
- (c) Each of the undergraduate and graduate students to be elected pursuant to sections 4.01 (c) and (d) of this By-law shall be a person who, in each of the fall and winter academic terms immediately preceding their election, was registered at the University as a student in at least the equivalent of one full credit course. Such Governors shall cease to hold office if they fail to be registered as a student at the University in at least the equivalent of one full credit course in each of the fall and winter terms of their period of office. Students must be in good academic standing to be eligible to be elected to and serve on the Board.

4.04 Terms of Office

- (a) Governors (other than *ex officio* Governors) shall be elected by the Members to serve the following terms:
 - (i) Student Governors nominated pursuant to sections 4.01(c) and (d) of this By-law shall serve one (1) year terms.
 - (ii) Academic Staff, Administrative Staff, Senate representatives who are members of the Teaching Staff, and community-at-large Governors nominated pursuant to sections 4.01(e), (f), (g), and (h) of this By-law shall serve three (3) year terms.

- (iii) Alumni Governors nominated pursuant to section 4.01(i) of this By-law shall serve two (2) year terms.
- (b) Notwithstanding the foregoing, the term of any person as a Governor may be extended for a maximum of one (1) year to coincide with the completion of such person's term of office as Chair or Vice-Chair.
- (c) As much as possible, Governors shall be elected and shall retire in rotation.
- (d) The term of office of Governors shall begin on the first day of the month immediately following the meeting at which the election is held pursuant to section 4.02(c)(b) of this By-law, and shall end on the 30th day of June in the first, second, or third year of their term, as appropriate, based on the provisions of section 4.04(a) of this By-law.
- (e) If Governors are not elected at a meeting of Members, the incumbent Governors shall continue in office until their successors are elected, provided that a Governor may not serve for a term longer than four (4) years.

4.05 Renewal Terms/Term Limits

- (a) Subject only to sections 7.03(b) and 8.02 of this By-law, Governors elected pursuant to section 4.04(a) of this By-law shall be eligible for re-election for a maximum of one (1) additional term, provided that a Governor first elected to finish a term pursuant to section 4.08 of this By-law shall be eligible for re-election for two (2) additional terms.
- (b) Notwithstanding section 4.05(a) of this By-law, any Governor who has not held the office of Governor at any time during the preceding twelve (12) months shall be eligible for re-election.
- (c) A Governor previously removed as a Governor in accordance with section 4.07 shall be ineligible to be elected or re-elected as a Governor for the next three terms.
- (d) Governors may serve on the Board for a maximum continuous period of nine (9) years, not including years served as Board Chair or Past Chair.

4.06 Resignation and Termination

The office of a Governor shall automatically be vacated immediately:

- (a) if the Governor dies;
- (b) if the Governor resigns office by written notice to the University Secretary, which resignation shall be effective at the time it is received by the University Secretary or at the time specified in the notice, whichever is later;

- (c) if the Governor no longer fulfils all of the qualifications to be a Governor set out in section 4.03, as determined in the sole discretion of the Board; or
- (d) if the Governor is removed in accordance with section 4.07.

Where a person is no longer a Governor, then such person shall be deemed to have also automatically resigned as a Member, an Officer and/or a committee member, as applicable, provided that the Board may in its discretion subsequently re-appoint such individual as an Officer or committee member if the Board deems it appropriate in the circumstances.

4.07 Removal of Governors

The Members of the University may remove any Governor of the University for any one or more of the following grounds:

- (a) violating any provision of the Act, By-laws, Operating Policies or General Procedures of the University;
- (b) failing to abide by the *Code of Conduct*; and/or
- (c) for any other reason that the Members in their discretion consider to be reasonable, having regard to the purposes of the University.

In the event that the Board determines by Ordinary Resolution that a Governor should be removed, the process shall be done in good faith and in a fair and reasonable manner. The Board shall provide at least fifteen (15) days' notice of proposed removal to the Governor and shall provide reasons therefor. The Governor may speak to the proposed removal at the Board meeting in which the proposed removal is considered. Following the meeting proposing the removal of the Governor, the Governor may make further written submissions to the Board within ten (10) days of the Ordinary Resolution. In the event that no written submissions are received by the Board, the Governor shall be deemed to have resigned as a Governor and the office of that Governor shall automatically be deemed to be vacant as of the expiration of the twenty (20) day period. Where written submissions are received, the Chair shall call a special meeting of the Members notifying the Members of the proposal to remove the Governor, the reasons therefore, and attaching the written submissions of the Governor being considered for removal.

4.08 Vacancy and Filling of Vacancies

A vacancy on the Board shall be filled as follows:

- (a) a quorum of Governors may fill a vacancy among the Governors;
- (b) if there is not a quorum of Governors or there has been a failure to elect the minimum number of Governors set out in the Act, the Governors then in office shall call a special meeting of the Members to fill the vacancy and, if they fail to

call such a meeting or if there are no Governors then in office, the meeting may be called by any Member.

A Governor appointed or elected to fill a vacancy holds office for the unexpired term of their predecessor.

SECTION V **POWERS, RESPONSIBILITIES AND ROLES**

5.01 Powers of Board

Subject to the Act, the Board shall manage or supervise the management of the activities and affairs of the University. Notwithstanding any vacancies on the Board, the Board may exercise its powers so long as there are at least twelve (12) Governors on the Board.

5.02 Conflict of Interest and Confidentiality

Governors shall respect and comply with their confidentiality and conflict of interest obligations in accordance with the *Code of Conduct*. Failure of a Governor to comply shall result in removal from the Board in accordance with section 4.07.

5.03 Remuneration of Governors

Governors shall serve without remuneration, and no Governor shall directly or indirectly receive any profit from his or her position as such, provided that a Governor may be reimbursed for reasonable approved expenses incurred in performing his or her duties.

5.04 Protection and Indemnity to Governors, Officers and Others

(a) Indemnity to Governors, Officers and Others

Every Governor, Officer, Member, committee member, employee and volunteer of the University, and his/her/its heirs, executors and administrators, and estate and effects, respectively, who has undertaken or is about to undertake any liability on behalf of the University, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the University from and against the following:

- (i) all costs, charges and expenses whatsoever that such Governor, Officer, Member, committee member, employee and volunteer sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against the Governor, Officer, Member, committee member, employee and volunteer for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by them, in or about the execution of the duties of their office or in respect of any such liability; and

- (ii) all other costs, charges and expenses that the Governor, Officer, Member, committee member, employee and volunteer sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges and expenses as are occasioned by their own wilful neglect or default.

(b) Indemnity to Others

The University may also indemnify such other persons in such other circumstances as the law permits or requires. Nothing in this By-law shall limit the right of any person entitled to indemnity to claim indemnity apart from the provision of this By-law to the extent permitted by the law.

(c) Limitation

The University shall not indemnify an individual under section ~~5.045.05~~(a) unless,

- (i) the individual acted honestly and in good faith with a view to the best interests of the University; and
- (ii) if the matter is a criminal or administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that his or her conduct was lawful.

5.05 Insurance

The University shall purchase and maintain insurance for the benefit of any person entitled to be indemnified by the University pursuant to the immediately preceding section, provided that due consideration is first given to the requirements under the *Charities Accounting Act* (Ontario) and any other legal requirements for the purchase of directors and officers liability insurance.

SECTION VI
MEETINGS OF THE BOARD OF GOVERNORS

6.01 Calling of Meetings/Regular Meetings

- (a) Meetings of the Governors may, subject to section 6.02, be called by the Chair of the Board at any time.
- (b) Any nine (9) Governors may request, in writing, a meeting of the Board. The Board shall hold such a meeting within fifteen (15) working days or as soon thereafter as practicable following receipt of the request, in writing, by the Office of the University Secretary.
- (c) The Board shall normally meet five times in each year between the first day of July and the 30th day of June, as the Board shall arrange. The Board may fix the

place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Governor, and no other notice shall be required for any such meetings.

- (d) A record of the proceedings of all meetings of the Board shall be kept by the University Secretary in a book or books provided for that purpose and the minutes of every such meeting shall be submitted at the next meeting of the Board. After adoption by the Board, the minutes shall be open to inspection by any Governor at any time during regular office hours in the Office of the University Secretary.
- (e) Meetings of the Board shall be held at the campus of the University, but may be held at such other location within or outside Canada as may be determined from time to time by Executive Committee of the Board.

6.02 Notice of Meeting

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in section 11.01 of this By-law to every Governor of the University not less than five (5) business days before the time when the meeting is to be held. A Board of Governors meeting may be held without notice immediately before or following the annual meeting of Members. In computing the date when notice must be given pursuant to this section, the date of giving the notice shall be excluded and the date of the meeting of which notice is given shall be included.

6.03 Waiver of Notice

Notwithstanding the provisions of section 6.02 of this By-law, a meeting of the Board may take place without the requisite notice having been provided to Governors if:

- (a) all Governors are present, and none objects to the holding of the meeting;
- (b) either before or after the meeting, those absent from the meeting signify in writing their consent to the meeting being held in their absence; or
- (c) an exceptional circumstance requires the immediate attention of the Board, the determination of which shall be a matter in the sole discretion of the Chair of the Board, or in the absence of the Chair of the Board, the Vice-Chair of the Board.

6.04 Persons Entitled to be Present

The only persons entitled to attend a meeting of the Board are the Governors, the Officers, the Executive Officers, the auditors of the University and others who are entitled or required under any provision of the Act or the By-laws to be present at the meeting. Any other person may be admitted subject to space constraints in the meeting room. Any person wishing to attend the open session of the Board meeting is required to contact the University Secretary prior to the meeting. All persons attending the meeting shall not interfere with the ability of the Board to conduct meetings without disruption or intimidation.

6.05 Participation at Meeting by Telephone and Electronic Means

A Board meeting will usually be held in person and by teleconference. In addition, by Ordinary Resolution of the Board or by consents signed by a majority of the Governors, a meeting of the Board may be held by electronic means that permits each Governor to communicate adequately with each other, provided that:

- (a) the Board of Governors has passed a resolution addressing the mechanics of holding such Board meeting and dealing specifically with how security issues should be handled, the procedure for establishing quorum and recording votes; and
- (b) each Governor has access to the specific means of communication to be used.

6.06 Open and Closed Session

Board of Governors meeting shall be divided into an open and closed session as required. When possible the open session of the meeting will be streamed to a convenient location on campus to allow members of the public who cannot attend in person due to space restrictions to observe the open session of the meeting. The Minutes and supporting material provided for the open session of meetings of the Board shall be posted on the Board's website. Closed sessions of the Board and Committee meetings are held in camera and the discussion and material shall be kept in confidence as required by section 6.07. General guidelines regarding the matters to be considered in closed sessions of the Board and Committees are at Appendix A.

6.07 Confidentiality of Materials and Discussion

Information and documents issued to the Board and its Committees, the discussion at Committee meetings, and anything tabled or discussed during the closed session of a Board meeting is confidential until it is either discussed at or distributed to the Board for the open session of a Board meeting, or is released by the University. Compliance with this practice is a condition of membership on the Board as required by the *Code of Conduct*.

6.08 Agenda and Consent Agenda

The agenda for the meeting shall be prepared by the University Secretary and approved by the Executive Committee as required. The business of a meeting shall be confined to the agenda as approved by the Board at the beginning of the open and closed sessions and no new matter shall be dealt with unless a majority of members present approve the introduction of such new matter.

6.09 Chair of Meetings

The chair of all Board meetings shall be the Chair of the Board. If the Chair of the Board is absent or unable to act, then the Vice-Chair of the Board shall be the chair. If the Chair of the Board and the Vice-Chair of the Board are absent or unable to act, then a Governor appointed by the Board by Ordinary Resolution shall be the chair.

6.10 Conduct of Meetings and Decorum

The Chair shall preserve order and decorum at all meetings of the Board. Any Governor or person admitted to a meeting of the Board who, in the opinion of the Chair, misconducts himself or herself must withdraw from the meeting at the order of the chair; provided that, for greater certainty, such order shall be considered to be a ruling by the chair on a point of order and may be challenged in the manner contemplated by the Rules of Procedure. In the event that such a person refuses to withdraw, the chair has the power to declare a short recess or to adjourn the meeting and may declare that the continuation of the recessed or adjourned meeting shall be *in camera*.

6.11 Quorum

Subject to the Act, nine (9) Governors constitutes a quorum at any meeting of the Board. For the purpose of determining quorum, a Governor may be present in person, by teleconference and/or by other electronic means.

6.12 Votes to Govern

Each Governor may exercise one (1) vote. At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the chair of the meeting in addition to his original vote shall not be entitled to a second or casting vote and the motion shall be defeated. Proxies are not permitted at any meeting of the Board or any of its Committees.

6.13 Voting Procedures

At all meetings of the Board, every question shall be decided by a show of hands and by oral vote for Governors participating by teleconference unless a secret ballot on the question is required by the chair or requested by a Governor. A declaration by the chair that a resolution has been carried and an entry to that effect in the minutes of the Board is conclusive evidence of the fact without proof of the number of proportionate votes recorded in favour or against the resolution.

6.14 Rules of Order

Any questions of procedures at or for any meetings of the Governors, which have not been provided for in this By-law, the Rules of Procedure, or by the Act, shall be determined by the chair. The Rules of Procedure are found at Appendix B

SECTION VII
OFFICERS

7.01 Appointment and Election

The Board may designate the offices of the University, appoint Officers, specify their duties and, subject to the Act, delegate to such Officers the power to manage the affairs of the University. A Governor may be appointed or elected to any office of the University. An Officer may, but need not be, a Governor unless the Act or this By-law otherwise provides. Two or more offices may be held by the same person.

7.02 Description of Offices

Unless otherwise specified by the Board (which may, subject to the Act, modify, restrict or supplement such duties and powers), the offices of the University, if designated and if Officers are appointed or elected thereto, shall have the following duties and powers associated therewith, as well as such other duties and powers as the Board may specify from time to time.

- (a) **Chancellor** - The Chancellor shall be a Governor *ex officio*. The Chancellor shall be the titular head of the University and shall confer all degrees. In the event of a vacancy in the Office of the Chancellor, or in the absence or incapacity of the Chancellor, and absent any action by the Board in respect thereof, the President and Vice-Chancellor shall be acting Chancellor.

- (b) **President and Vice-Chancellor** – The President shall be a Governor *ex officio*. The President shall be the chief executive officer of the University and, subject to the direction of the Board, shall have supervision over and direction of the academic work and general administration of the University. The Board hereby delegates to the President the power to manage and direct the business and affairs of the University and to employ and to dismiss employees of the University, except the Chancellor. The President shall not be required to give the Board particulars of the exercise of such authority in respect of employment matters for approval or otherwise. The President may at any time and from time to time delegate in whole or in part the authority delegated to the President by the Board pursuant to this subsection.

Except as may otherwise be provided by By-law or law, the President has full authority to hear and determine all complaints, petitions or appeals relating to the terms and conditions of employment of those employees of the University whom the President has authority to employ and dismiss, and there shall be no appeal from the decisions of the President in these respects.

In the event of a vacancy in the Office of the President, or in the absence or incapacity of the President, and absent any action by the Board in respect thereof, the Provost and Vice-President (Academic) *ex officio* shall be acting President.

- (c) **Chair of the Board** – The Chair of the Board shall be a Governor. The Chair of the Board shall, when present, preside at all meetings of the Board and of the Members. The Chair shall be the spokesperson for the Board and shall be the only individual entitled to speak on behalf of the Board unless otherwise determined by Ordinary Resolution of the Board.
- (d) **Vice-Chair of the Board** – The Vice-Chair of the Board shall be a Governor. The Vice-Chair of the Board shall chair meetings of the Board in the absence of the Chair of the Board.
- (e) **Past-Chair of the Board** – The Past-Chair of the Board shall be a Governor. The Past-Chair of the Board shall generally be the immediate past Chair of the Board of the University and may serve until the end of the Chair’s term.

The duties of all other Officers of the University shall be such as the terms of their engagement call for or the Board or the Chair requires of them. The Board may from time to time and subject to the Act, vary, add to or limit the powers and duties of any Officer.

7.03 Term of Office

- (a) Officers, except the Chancellor and the President, shall hold their position for a period of one (1) year, or, in those cases where an Officer is appointed by the Board to fill a vacancy during the year, until the next annual general meeting.
- (b) The Chair and Vice-Chair of the Board may be elected to such positions for not more than two (2) consecutive one (1) year terms, and for that purpose, and so long as they remain in such positions, shall not be subject to the limitations imposed on the renewal terms of Governors pursuant to sections 4.05 (a), (b) and (c) of this By-law.
- (c) The Chancellor shall be appointed by the Board for an initial term of three (3) years, and may be re-appointed by the Board for not more than two (2) additional three (3) year terms.
- (d) In special circumstances as may be determined by the Board, the Board may extend the final term of the Chancellor or the Chair for a further period of not more than one (1) year.
- (e) The President shall be appointed by the Board for such term and on such terms and conditions as the Board may determine.

7.04 Vacancy in Office

In the absence of a written agreement to the contrary, the Board may remove, whether for cause or without cause, any Officer of the University. Unless so removed, an Officer shall hold office until the earlier of:

- (a) the Officer's successor being appointed;
- (b) the Officer's resignation;
- (c) such Officer ceasing to be a Director (if a necessary qualification of this appointment); or
- (d) such Officer's death.

If the office of any Officer of the Association shall be or become vacant, the Board may appoint a person to fill such vacancy.

7.05 Signing and Executive Officers

At its first meeting following the first day of June, the Board shall appoint the chair of the Finance Committee established pursuant to section 8.02 of this By-law, and nine (9) other persons as signing Officers.

SECTION VIII
EXECUTIVE AND OTHER COMMITTEES OF THE BOARD

8.01 Executive Committee and Powers

- (a) The Executive Committee of the Board shall consist of the Chancellor, the President, the Chair of the Board, the Vice-Chair of the Board, the Past-Chair of the Board, either the chair or the vice-chair of each of the committees of the Board appointed pursuant to section 8.02(b) of this By-law, and such other persons as the Board may from time to time appoint.
- (b) A quorum for meetings of the Executive Committee of the Board shall consist of one-half the number of members of the Executive Committee plus one, present in person, by teleconference or by videoconference, at least one of whom must be the Chancellor, the President or the Chair of the Board.
- (c) Notwithstanding the provisions of section 8.01(b) of this By-law, the Executive Committee of the Board shall have power at any time between meetings of the Board to exercise any or all of the powers of the Board including but not limited to all powers provided to the Board pursuant to this By-law except the following:
 - (i) submit to the members any question or matter requiring the approval of the members;
 - (ii) fill a vacancy among the directors or in the position of auditor;
 - (iii) appoint additional directors;
 - (iv) issue debt obligations except as authorized by the Governors;
 - (v) approve any financial statements;
 - (vi) adopt, amend or repeal by-laws;
 - (vii) establish contributions to be made, or dues to be paid, by members.

- (d) The Executive Committee has the authority to approve mandates and settlements in respect of labour negotiations, recommendations related to compensation and terms and conditions of work of non-unionized employees, compensation arrangements of senior executives, and to appoint Board members to committees.

8.02 Standing and Establishing of Other Committees of the Board

- (a) There shall be Standing Committees of the Board and such other ad hoc committees of the Board as the Board shall from time to time appoint, both in keeping with the overall fiduciary responsibility of the Board and so as to better accomplish the objectives and functions of the Board, including without limitation the oversight of the audit and finance functions of the Board.
- (b) At the first meeting following the first day of June, the Board shall appoint the members of each of the committees referred to in section 8.02(a) of this By-law. Members of the committees so appointed shall assume their responsibilities as such effective the first day of July next following the meeting at which their appointment is made, and shall continue for a period of one year.
- (c) The committees of the Board established pursuant to section 8.02(a) of this By-law shall have power to deal with such matters as may be referred to them by the Board from time to time, so long as such is consistent with the provisions of the Act and this By-law.
- (d) The committees of the Board established pursuant to section 8.02(a) of this By-law shall report on committee activities at each meeting of the Board, and shall table for Board information minutes of committee deliberations following the approval of those minutes by the relevant committee.
- (e) A quorum for committee meetings of the Board shall consist of one-half the number of members of the committee plus one, present in person, by teleconference or by videoconference, at least one of whom must be the chair or vice-chair of the committee.
- (f) The chair and vice-chair of any of the standing committees of the Board established pursuant to this subsection this By-law, may be elected to such positions for not more than two (2) consecutive one (1) year terms, and for that purpose, and so long as they remain in such positions, shall not be subject to the limitations imposed on the renewal terms of Governors pursuant to section 4.05(a) of this By-law
- (g) In special circumstances as may be determined by the Board, the Board may extend the final term of the chair and vice-chair of any of the standing committees of the Board for a further period of not more than one (1) year.
- (h) Meetings of committees shall be closed and follow the Rules of Procedure.

SECTION IX
SENATE

9.01 Senate Membership

The Senate shall consist of the following individuals as Senators, serving either *ex officio* or nominated or elected by the constituencies set forth below:

- (a) the Chancellor, *ex officio*;
- (b) the President and Vice-Chancellor, *ex officio*;
- (c) the Provost and Vice-President (Academic), *ex officio*;
- (d) the Vice-President (Finance and Administration), *ex officio*;
- (e) the Vice-President (Research and International), *ex officio*;
- (f) the Vice-President (Students and Enrolment) and University Registrar, *ex officio*;
- (g) the Vice-Provost and Associate Vice-President (Academic), (Quality Assurance), *ex officio*;
- (h) the Dean of Graduate and Postdoctoral Affairs, *ex officio*;
- (i) the Dean of Arts and Social Sciences, *ex officio*;
- (j) the Dean of Public Affairs, *ex officio*;
- (k) the Dean of the Sprott School of Business, *ex officio*;
- (l) the Dean of Science, *ex officio*;
- (m) the Dean of Engineering and Design, *ex officio*;
- (n) the Director of the Azrieli School of Architecture and Urbanism, *ex officio*;
- (o) the Director of the School of Computer Science, *ex officio*;
- (p) the Director of the School of Industrial Design, *ex officio*;
- (q) the Director of the School of Information Technology, *ex officio*;
- (r) the University Librarian, *ex officio*;
- (s) the President of the Carleton University Students' Association, *ex officio*;
- (t) the President of the Graduate Students' Association, *ex officio*;
- (u) the President of the Carleton Academic Student Government, *ex officio*;
- (v) the Vice-President (Academic) of the Graduate Students' Association, *ex officio*;
- (w) the Clerk of Senate, *ex officio*;
- (x) four (4) members of the Board, appointed by the Board, provided that only two (2) of such appointees shall vote at any Senate meeting;
- ~~(y) ten (10) students who are registered in an undergraduate program and three (3) students who are registered in a graduate program; three (3) members from and elected by the students in Bachelor of Humanities, Bachelor of Music and Bachelor of Arts in disciplines of the Faculty of Arts and Social Sciences;~~
- ~~(z) three (3) members from and elected by the students in Bachelor of Journalism, Bachelor of Social Work, Bachelor of Public Affairs and Policy Management, and Bachelor of Arts in the discipline of the Faculty of Public Affairs;~~
- ~~(aa) one (1) member from and elected by the students in Bachelor of Commerce and Bachelor of International Business;~~
- ~~(bb) two (2) members from and elected by the students in Bachelor of Engineering, Bachelor of Architectural Studies, Bachelor of Industrial Design, and Bachelor of Information Technology;~~

- ~~(cc)~~ one (1) member from and elected by the students in Bachelor of Science, Bachelor of Mathematics, and Bachelor of Computer Science;
- ~~(dd)~~ three (3) members from and elected by the students in all graduate degree programs, so long as at least one (1) of those members is a doctoral student;
- ~~(ee)~~(v) as many as four (4) persons who shall be formally appointed by the Board, but who shall have been first proposed by the Senate by name and office pursuant to such regulations as may from time to time be enacted by the Senate;
- ~~(ff)~~(z) forty (40) members of the Teaching Staff, elected in accordance with subsection 10.03 of this By-law by their respective undergraduate Faculty Boards identified in subsections 10.01 and 10.02 of this By-law; and
- ~~(gg)~~(aa) two (2) members of the Teaching Staff, elected by members of CUPE 4600 Unit 2 (Contract Instructors).

9.02 Senate Terms of Office

- (a) Senators (other than *ex officio* Senators) shall be appointed or elected to Senate to serve the following terms:
 - (i) Senators appointed or elected pursuant to sections 9.01(x) through 9.01~~(dd)~~(y) (both inclusive) of this By-law shall serve one (1) year terms.
 - ~~(ii)~~ Senators appointed or elected pursuant to subsections 9.01~~(ee)~~(z) through 9.01 (aa) ~~(gg)~~ of this By-law shall serve three (3) year terms.
 - ~~(b)(ii)~~ ~~For the purposes of sections 9.01(y) and 9.01(z) above, students in combined Bachelor of Arts (Honours) programmes with constituent disciplines in both the Faculty of Arts and Social Sciences and the Faculty of Public Affairs shall be deemed to be students in the Faculty of Public Affairs.~~
- ~~(e)~~(b) Senate has the power to fill any vacancy on Senate for the unexpired term of the Senator to be replaced, and appointments made or elections held for this purpose shall be held by Senate at such time or times as it may decide.
- ~~(f)~~(c) The term of office of Senators shall begin on the first day of the month immediately following their election, and shall end on the 30th day of June in the first or third year of their term, as appropriate, based on the provisions of section 9.02(a) of this By-law.

Formatted: MTBL4, Indent: Left: 1", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

9.03 Senate Renewal Terms

So long as Senators continue to meet the eligibility requirements to serve as Senators, they shall be entitled to offer to serve an unlimited number of renewal terms, and may do so upon being appointed or elected by the appropriate constituency.

9.04 Senate Deemed Retirement

Senators referred to in sections 9.01~~(a)(y) to 9.01(dd) (both inclusive)~~ and section 9.01~~(gg)(aa)~~ of this By-law who, without prior notification to the Clerk of Senate and not being prevented by circumstances beyond his or her control in each instance, fail to attend at least one-third (1/3) of the meetings of Senate in any year from the first day of July to the 30th day of June next following shall be deemed to have retired from the Senate at the end of that year, and an entry of such retirement in the minutes of the proceedings of Senate shall be sufficient evidence thereof.

9.05 Senators Elected by Faculty Boards

- (a) Senators elected pursuant to section 9.01~~(ff)(z)~~ of this By-law shall be elected by their respective Faculty Boards in such proportions as may from time to time be determined by Senate.
- (b) In making the determination required by section 9.05(a) of this By-law, Senate shall follow the principle that the proportionate numbers of Senators to be elected from each Faculty Board shall reflect as nearly as possible the relative size of the constituency in each Faculty Board, so long as each of the Faculty Boards shall be entitled to elect at least one Senator pursuant to section 9.01~~(ff)(z)~~.
- (c) In determining the relative size of the constituency in each Faculty Board for the purpose of section 9.05(b) of this By-law, the Senate shall not count the members of the Faculty Board referred to in sections 10.01(c), (d), and (e) and 10.02(c), (d), and (e) of this By-law.

9.06 Senate Elections – General

Senate may pass such electoral regulations from time to time as it may consider appropriate, prescribing procedures respecting nominating candidates for Senate, the qualifications of voters and candidates, the conduct of elections, the determination of any dispute or questions of qualification, eligibility and constituency of voters and candidates and the validity of ballots or votes.

SECTION X **FACULTY BOARDS**

10.01 Composition of Faculty Boards

Each of the Faculty Boards of the Faculty of Arts and Social Sciences, the Faculty of Public Affairs, the Sprott School of Business, the Faculty of Science and the Faculty of Engineering and Design shall consist of the following:

- (a) the Dean of the Faculty, *ex officio*;

- (b) all members of the Teaching Staff, *ex officio*, holding an appointment in a department or school within the Faculty;
- (c) all students, *ex officio*, holding elected or appointed memberships of departmental boards or school councils within the Faculty;
- (d) such other members of the Teaching Staff holding appointments outside the Faculty, as may be appointed to and by the Faculty Board from time to time; and
- (e) such other students, being members of another Faculty Board, as may be appointed to and by the Faculty Board from time to time.

10.02 Composition of Faculty Boards for Schools

Each of the Faculty Boards of the Azrieli School of Architecture and Urbanism, the School of Computer Science, the School of Industrial Design and the School of Information Technology shall consist of the following:

- (a) the Director of the School, *ex officio*;
- (b) all members of the Teaching Staff, *ex officio*, holding an appointment within the School;
- (c) those students elected to the Faculty Board in accordance with such regulations as may be passed by the Faculty Board from time to time and approved by Senate;
- (d) such other members of the Teaching Staff holding appointments outside the School, as may be appointed to and by the Faculty Board from time to time; and
- (e) such other students, being members of another Faculty Board, as may be appointed to and by the Faculty Board from time to time.

10.03 Composition of Graduate Faculty Boards

- (a) The Faculty Board of the Faculty of Graduate and Postdoctoral Affairs shall consist of the following:
 - (i) the President, the Provost and Vice-President (Academic) and the Vice-President (Research and International), all *ex officio*;
 - (ii) the Deans of the Faculties referred to in section 10.01(a) of this By-law, all *ex officio*;
 - (iii) the Dean of the Faculty of Graduate and Postdoctoral Affairs, *ex officio*;
 - (iv) the University Librarian, *ex officio*;
 - (v) the Chief Information Officer, *ex officio*;
 - (vi) the President of the Graduate Students' Association and the Vice-President, Academic of the Graduate Students' Association, both *ex officio*;
 - (vii) such other individuals as may be appointed by each of those departments, schools and institutes of the University which give instruction to graduate students, selected from among the chair of such department, school or institute, the supervisor of graduate studies in such department, school or institute, and members of the Teaching Staff in such department, school or institute having an especial interest in research; and

- (viii) those graduate students elected to the Faculty Board in accordance with such regulations as may be passed by the Faculty Board from time to time and approve by Senate.
- (b) The Dean of the Faculty of Graduate and Postdoctoral Affairs shall be the chair of the Faculty Board of the Faculty of Graduate and Postdoctoral Affairs.

SECTION XI **NOTICES**

11.01 Method of Giving Notices

Any notice required to be sent to any Member or Governor or to the auditor shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member or Governor at their latest address as shown in the records of the University and to the auditor at its business address, or if no address be given then to the last address of such Member or Governor known to the University Secretary; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

11.02 Computation of Time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period. Days that fall on the weekend and holidays shall be counted unless the period provided is two (2) days or less.

11.03 Omissions and Errors

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting other corporate matters.

11.04 Borrowing

Subject to the limitations set out in the Act and this By-law, the Board may:

- (a) borrow money on the credit of the University;
- (b) issue, sell or pledge securities of the University; or
- (c) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the University including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed or other debt or any other obligation or liability of the University.

11.05 Execution of Documents and Signing Officers

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the University may be signed by any two of its Officers, Executive Officers, or Governors. The authority of the persons appointed as signing Officers shall commence following the meeting at which their appointment is made, and shall continue for a period of two (2) years, or until their term of Governor is completed, whichever comes first. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any Governor, Officer, or Executive Officer may certify a copy of any instrument, resolution, by-law or other document of the University to be a true copy thereof.

11.06 Appointment Powers

In addition to the powers of appointment referred to in section 7.01 of this By-law, the Board shall have the power to appoint and dismiss each of the Vice-Presidents on such terms and conditions as the Board may from time to time determine.

11.07 Student Non-Academic Misconduct

Pursuant to section 22(g) of the Act, the Board shall retain the exclusive authority to establish policy concerning student non-academic misconduct.

11.08 Academic Governance, Policy and Procedures

- (a) Subject to the provisions of section 22 of the Act, details on the academic governance of the University shall be as agreed from time to time between the Board and the Senate.
- (b) Subject to the provisions of section 22 of the Act, the Senate is authorized to establish academic policy and procedures and to determine the final outcome in all cases of:
 - (i) academic appeals and petitions from students on academic matter; and.
 - (ii) breaches of codes related to academic integrity and misconduct, as such may be developed and adopted by Senate from time to time.

11.09 Head Office

The head office of the University shall be situated in the City of Ottawa, in the Province of Ontario.

11.10 Fiscal Year

Unless otherwise changed by resolution of the Board, the financial year end of the University shall be the 30th day of April in each year.

11.11 Corporate Seal

The University may have a corporate seal in the form approved from time to time by the Board. If a corporate seal is approved by the Board, the University Secretary shall be the custodian of the corporate seal.

11.12 Auditors

The Members shall, by Ordinary Resolution at each annual meeting, appoint an auditor to hold office until the next following annual meeting and conduct an audit in accordance with the Act. The Governors may fill any casual vacancy in the office of the auditor to hold office until the next following annual meeting. The remuneration of the auditor shall be fixed by the Board.

11.13 Presentation of Annual Financial Statements to Members

The University shall send copies of the financial statements to all Members who have informed the University that they wish to receive a copy of those documents not less than twenty-one (21) days before each annual meeting of the Members.

SECTION XII
ENACTMENT, AMENDMENT OR REPEAL OF BY-LAWS

12.01 Amendment of By-laws

The By-laws of the University may be repealed or amended by By-law and enacted by a Special Resolution of the Board at a meeting called for that purpose. Except as otherwise provided, a By-law or an amendment to a By-law passed by the Board has full force and effect from the time the motion is passed or from such future time as may be specified in the motion.

12.02 By-laws Unenforceable/Severable

If any part of this By-law shall be held to be invalid or unenforceable, the remainder of this Bylaw shall be interpreted as if such part had not been included

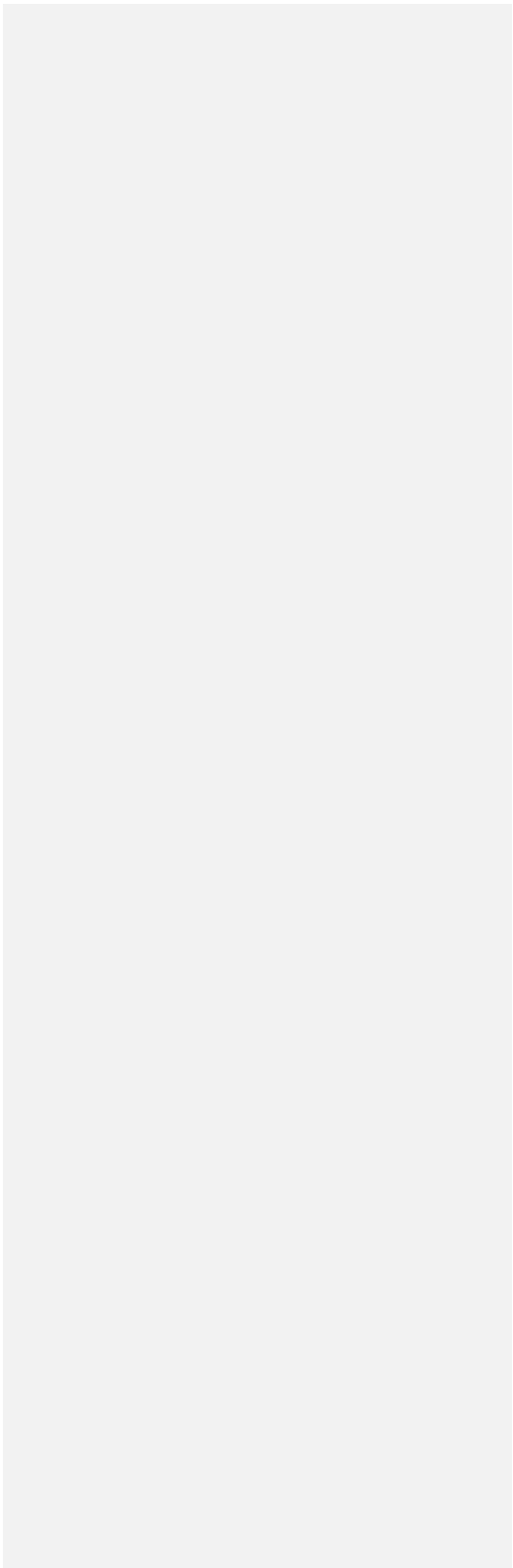
12.03 Repealed By-Laws and Coming into Force

All By-laws of the University, other than borrowing by-laws, are hereby repealed and the foregoing substituted therefore. This By-law is effective upon the approval of the By-law by Special Resolution of the Board.

ENACTED by the Governors of the University this ____ day of _____, _____,
under the seal of the University

President

University Secretary



DATE: November 30, 2018

TO: Senate

FROM: Dr. Lorraine Dyke, Vice-Provost and Associate Vice-President (Academic)

RE: Dominican University College - Minor Modifications

Background

As part of the affiliation agreement with the Dominican University College (DUC), and through Carleton's Institutional Quality Assurance Process (IQAP), covering also the academic, non-vocational degree programs of Dominican University College, Carleton University plays a role in curriculum and program review and approvals at Dominican University College.

Minor modifications approved by the Dominican University College's Academic Council are provided to Carleton University's Office of the Vice-Provost and Associate Vice-President (Academic) for information; please see attached IQAP Appendix 6b for a flow chart of the process.

The Office of the Vice-Provost and Associate Vice-President (Academic) is in receipt of the approved course changes as provided in the attached documents.

The Dominican University College 2018-19 course changes are being provided to Senate for information.



COLLÈGE UNIVERSITAIRE DOMINICAIN
DOMINICAN UNIVERSITY COLLEGE

Réunion du Conseil des études

Présents: J. Doutre, M. Allard, F. Peddle, P. Foy, D. Caenepeel, E. Durand, E. Andujar, M. Bellerose¹

Vendredi 5 octobre 2018

96, avenue Empress, Ottawa 15h30, local 221

PROPOSITION D'UN ORDRE DU JOUR

1. Proposition et adoption d'un ordre du jour

L'ordre du jour est adopté tel que proposé. Emmanuel Durand propose l'adoption de l'ordre du jour, Eduardo Andujar l'appui et il est accepté à l'unanimité.

2. Procès-verbal de la dernière réunion

2.1 Adoption

2.2 Suites

3. Informations et discussions concernant les trois sections du Collège, retours sur la rentrée à Ottawa et à Montréal et plan stratégique

3.1 Faculté de philosophie

4. Discussions et approbations de cours, de professeur, de programmes, promotion de professeurs

4.1 Faculté de philosophie

4.2 Faculté de théologie

Séminaire à approuver

DTHI 6111 : Le livre des Nombres ou l'adaptation des lois du Pentateuque : Exégèse et actualisation

DTHY6111 : The Book of Numbers or the Adaptation of the Laws of the Pentateuch : Exegisis and Actualization.

Professeur à approuver :

Gilbert Mounana en tant que chargé de cours pour la session d'hiver pour les cours suivants :

DTHI/DTHY 6111 : Le livre des Nombres ou l'adaptation des lois du Pentateuque (3 cr.)

DTHY 1120 : Old Testament I – An Introduction to the Study of Pentateuch (3 cr.)

DTHI 4111/5111 : Bible et questions contemporaines : L'étranger I (1 cr.)

Maxime Allard propose : être intéressant que l'IP l'invite à une conférence, cour, etc.

Emmanuel Durand propose l'adoption de ces deux nouveaux ajouts, Didier Caenepeel l'appui. Approuver à l'unanimité.

4.3 Institut de pastorale

¹ L'AECDO n'a pas encore fait parvenir le nom de la personne qui sera déléguée pour représenter les étudiants et étudiantes.

5. **Actes du Chapitre provincial de juin 2018**
6. **Varia**
7. **Prochain conseil universitaire : 30 novembre 2018**

ANNEXE II – NOUVEAUX COURS – THÉOLOGIE

Côte du cours :	DTHI 6111
Section :	A
Crédits :	3
Titre complet	
Le livre des Nombres ou l'adaptation des lois du Pentateuque : Exégèse et actualisation	
Titre long – base de données (max. : 100 caractères incl. les espaces et la ponctuation)	
Le livre des Nombres ou l'adaptation des lois du Pentateuque : Exégèse et actualisation	
Titre – relevé de notes (max. : 30 caractères incluant les espaces et la ponctuation)	
Le livre des Nombres	
Description du cours	
<p>Il est aujourd'hui impensable d'étudier la question de la clôture de la Torah sans passer par l'exploration du livre des Nombres. Considéré comme le dernier du Pentateuque à être composé, ce livre rassemble plusieurs cas de réinterprétation actualisante de la Loi de Dieu telle que consignée dans les quatre autres rouleaux (Gn, Ex, Lv et Dt). On pense notamment à l'ordre divin d'ajourner la célébration pascale pour certaines catégories de personnes empêchées d'y participer à la date prescrite (Nb 9, 1-14) ou encore à la question de l'héritage des femmes (Nb 27 et 36). La visée principale de ce séminaire est de rendre compte du statut, de la nouveauté et de l'actualité des lois et des récits du livre des Nombres et de leurs liens avec le reste de la Torah qu'elles viennent éclairer et préciser davantage. Après le rappel de certaines généralités concernant l'ensemble de l'œuvre (intitulée, datation, contenu. Structuration, enjeux, etc.), l'enquête se focalisera sur le repérage et l'étude exégétique des textes dans lesquels apparaissent les « mises à jour législatives » en question. Chaque participant du séminaire enrichira le débat en partageant aux autres les fruits de sa recherche personnelle qu'il aura menée à partir d'un texte précis.</p>	

Didier Caenepeel

Doyen

5 octobre 2018

ANNEXE II – NOUVEAUX COURS – THÉOLOGIE

Côte du cours :	DTHY 6111
Section :	A
Crédits :	3
Titre complet	
The Book of Numbers or the Adaptation of the Laws of the Pentateuch: Exegesis and Actualization	
Titre long – base de données (max. : 100 caractères incl. les espaces et la ponctuation)	
The Book of Numbers or the Adaptation of the Laws of the Pentateuch: Exegesis and Actualization	
Titre – relevé de notes (max. : 30 caractères incluant les espaces et la ponctuation)	
The Book of Numbers	
Description du cours	
<p>It is unthinkable today to study the question of the Torah's closure without exploring the Book of Numbers. Considered the last scroll of the Pentateuch to have been composed, this book brings together several reinterpretations of the Law of God as recorded in the other four scrolls (Gen, Ex, Lev and Deut). Examples of such reinterpretation would be the divine order to postpone the Easter celebration for certain categories of persons prevented from participating at the prescribed date (Num 9.1-14) or the question of the inheritance of woman (Num 27 and 36). The main purpose of this semis is 1) to study the status, novelty and relevance of the laws and narratives of the Book of Numbers, and 2) to explore their relationship with and clarification of the rest of the Torah. After presenting some background information concerning the whole work (title, dates, content, structure, issues, etc.), the seminar will focus on identifying and studying the texts in which the legislative updates appear. Each participant of the seminar will enrich the debate by sharing personal research conducted on a specific text.</p>	

Didier Caenepeel

Doyen

5 octobre 2018

ANNEXE I

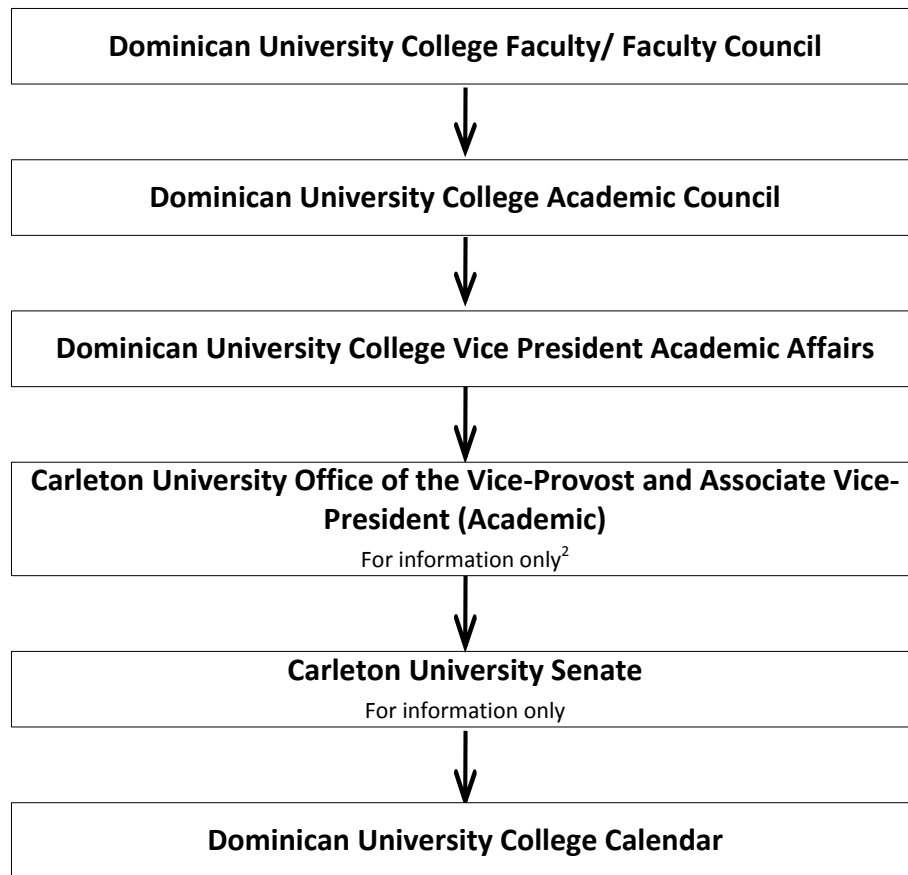
Level	Term	Year
Graduate Studies	Winter	2019
DTHI 6111	Le livre des Nombres ou l'adaptation des lois du Pentateuque : Exégèse et actualisation	3 cr.
DTHY 6111	The Book of Numbers or the Adaptation of the Laws of the Pentateuch : Exegesis and Actualization	3 cr.

Didier Caenepeel

Doyen

5 octobre 2018

Minor Modifications¹



Dominican University College is affiliated with Carleton University for the purposes of academic quality assurance. Carleton University's Institutional Quality Assurance Process is applicable to all non-vocational degree programs offered by Dominican University College.

¹ Carleton University's Vice-Provost and Associate Vice-President (Academic) and Dominican University College's Vice President Academic Affairs will meet as necessary to determine which program changes are major and which are minor.

² The Office of the Vice-Provost and Associate Vice-President (Academic) reserves the right to forward minor modifications to the Carleton University Committee on Quality Assurance if it feels that useful advice and/or comment could be provided to Dominican University College.



DATE: November 30, 2018

TO: Senate

FROM: Dr. Lorraine Dyke, Vice- Provost and Associate Vice-President (Academic)

RE: MA and Graduate Diploma in Linguistics; PHD in Linguistics, Language Documentation, and Revitalization New Program Approval – **Additional courseleaf entries**

Background

The MA and Graduate Diploma in Linguistics; and the PHD in Linguistics, Language Documentation, and Revitalization was reviewed and approved to commence by Senate on October 19th, 2018. The documents circulated to Senate included:

- Appendix A: Self-Study with Appendices
- Appendix B: Discussant's Report
- Appendix C: Site Visit Agenda and Brief Biographies of External Reviewers
- Appendix D: External Reviewers' Report
- Appendix E: Response to the External Reviewers' Report
- Appendix F: Discussant's Final Recommendation Report
- Appendix G: Recommendation from the Carleton University Committee on Quality Assurance
- Appendix H: Courseleaf Entries

It has come to the attention of the Office of the Vice-Provost and Associate Vice-President (Academic) that the attached courseleaf entries were inadvertently omitted from the documents circulated. While the content of the courseleaf entries were approved as part of the Self-Study the entries themselves are being circulated for your information.

Other required approvals

Approvals were obtained by the following committees:

CUCQA: October 10th, as part of the Self-Study

SSCASP: November 20th, courseleaf entry

SAPC: October 11th, as part of the Self-Study

Date Submitted: 11/01/18 5:08 pm

Viewing: **GR-ADMREQT-GDip Linguistics**
~~TBD-1930~~ : R-GR-ADMREQT-GDip
Linguistics

Last approved: 11/01/18 5:08 pm

Last edit: 11/01/18 5:13 pm

Last modified by: sandrabauer

Changes proposed by: sandrabauer

In Workflow

1. LALS ChairDir GR
2. AS Dean
3. GRAD Dean
4. GRAD FCC
5. GRAD FBoard
6. CUCQA
7. PRE SCCASP
8. SCCASP
9. SAPC
10. Senate
11. CalEditor

Approval Path

1. 11/01/18 5:13 pm
Sandra Bauer
(sandrabauer): Approved
for LALS ChairDir GR
2. 11/01/18 5:15 pm
Sandra Bauer
(sandrabauer): Approved
for AS Dean
3. 11/01/18 5:16 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD Dean
4. 11/01/18 5:17 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD FCC
5. 11/01/18 5:20 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD FBoard
6. 11/05/18 10:35 am
Christina Noja
(christinanoja): Approved
for CUCQA

History

1. Nov 1, 2018 by Sandra Bauer (sandrabauer)

Date Submitted: 11/01/18 5:12 pm

Viewing: **R-GR-ADMREQT-Ling, LangDoc
&Revit ~~TBD-1929~~ : R-GR-ADMREQT-
Linguistics, Lang. Doc. ~~R-GR-
ADMREQT-Linguistics, Language
Documentation and Revitalization
PhD~~**

Last approved: 11/01/18 5:03 pm

Last edit: 11/01/18 5:12 pm

Last modified by: sandrabauer

Changes proposed by: sandrabauer

In Workflow

1. LALS ChairDir GR
2. AS Dean
3. GRAD Dean
4. GRAD FCC
5. GRAD FBoard
6. CUCQA
7. PRE SCCASP
8. SCCASP
9. SAPC
10. Senate
11. CalEditor

Approval Path

1. 11/01/18 5:14 pm
Sandra Bauer
(sandrabauer): Approved
for LALS ChairDir GR
2. 11/01/18 5:15 pm
Sandra Bauer
(sandrabauer): Approved
for AS Dean
3. 11/01/18 5:16 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD Dean
4. 11/01/18 5:17 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD FCC
5. 11/01/18 5:21 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD FBoard
6. 11/05/18 10:40 am
Christina Noja
(christinanoja): Approved
for CUCQA

History

1. Nov 1, 2018 by Sandra
Bauer (sandrabauer)

Effective Date	2019-20
Workflow	majormod
Program Code	R-GR-ADMREQT-Ling, LangDoc & Revit TBD-1929
Level	Graduate
Faculty	Faculty of Arts and Social Sciences
Academic Unit	School of Linguistics and Language Studies
Degree	Doctor of Philosophy
Title	R-GR-ADMREQT-Linguistics, Lang. Doc. R-GR-ADMREQT-Linguistics, Language Documentation and Revitalization PhD

Program Requirements

Admission

The normal requirement for admission to the PhD in Linguistics, Language Documentation and Revitalization program is a Master's degree in Linguistics with an overall GPA of at least A-.

New Resources	No New Resources
Summary	Add admission requirements for PhD in Linguistics, Language Documentation and Revitalization
Rationale for change	New program. Approved by Senate October 2018.
Transition/Implementation	n/a. New program.

Program reviewer
comments

Key: 1929

Date Submitted: 11/01/18 5:10 pm

Viewing: **R-GR-ADMREQT ~~TBD-1928~~ :**
R-GR-ADMREQT-Linguistics ~~R-GR-~~
~~ADMREQT-M.A. Linguistics~~

Last approved: 11/01/18 4:31 pm

Last edit: 11/01/18 5:10 pm

Last modified by: sandrabauer

Changes proposed by: sandrabauer

In Workflow

1. LALS ChairDir GR
2. AS Dean
3. GRAD Dean
4. GRAD FCC
5. GRAD FBoard
6. CUCQA
7. PRE SCCASP
8. SCCASP
9. SAPC
10. Senate
11. CalEditor

Approval Path

1. 11/01/18 5:13 pm
Sandra Bauer
(sandrabauer): Approved
for LALS ChairDir GR
2. 11/01/18 5:15 pm
Sandra Bauer
(sandrabauer): Approved
for AS Dean
3. 11/01/18 5:16 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD Dean
4. 11/01/18 5:18 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD FCC
5. 11/01/18 5:21 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD FBoard
6. 11/05/18 10:39 am
Christina Noja
(christinanoja): Approved
for CUCQA

History

1. Nov 1, 2018 by Sandra Bauer (sandrabauer)

Effective Date	2019-20
Workflow	majormod
Program Code	R-GR-ADMREQT TBD-1928
Level	Graduate
Faculty	Faculty of Arts and Social Sciences
Academic Unit	School of Linguistics and Language Studies
Degree	Master of Arts
Title	R-GR-ADMREQT-Linguistics R-GR-ADMREQT -M.A. Linguistics

Program Requirements

Admission

The normal requirement for admission to the master's program is a BA Honours degree in linguistics or a related field (e.g. applied linguistics, cognitive science, psychology, anthropology).

Students must have achieved a minimum of B+ in a relevant field and B overall in their academic work in the last two years of study.

Accelerated Pathway

The accelerated pathway in the School of Linguistics and Language Studies is a flexible and individualized plan of graduate study for students in their final year of a Carleton B.A. Honours Linguistics degree. Students in their third year of study in the B.A. Honours degree in Linguistics should consult with both the undergraduate advisor and the graduate supervisor to determine if the accelerated pathway is appropriate for them and to confirm their selection of courses for their final year of undergraduate studies. Students may receive advanced standing with transfer of credit up to 1.0 credit, which can reduce their time to completion in the MA program. The Accelerated Pathway requirements are two LING courses at the 5000 level and a minimum overall CGPA of B+.

~~Admission Requirements~~

New Resources	No New Resources
Summary	Add admission requirements for M.A. Linguistics.
Rationale for change	New program. Approved by Senate October 19, 2018
Transition/Implementation	n/a New program.

Program reviewer
comments

Key: 1928

Effective Date	2019-20
Workflow	majormod
Program Code	GR-ADMREQT-GDip Linguistics TBD-1930
Level	Graduate
Faculty	Faculty of Arts and Social Sciences
Academic Unit	School of Linguistics and Language Studies
Degree	
Title	R-GR-ADMREQT-GDip Linguistics

Program Requirements

Admission

In order to apply for admission into the Graduate Diploma in Linguistics, students must first be enrolled in a graduate program at Carleton. Application for those programs is independent of application for the Diploma. The normal requirement for admission to the Diploma is undergraduate or graduate coursework in linguistics or closely related fields. Preference will be given for students enrolled in one of these programs: Applied Linguistics and Discourse Studies, Anthropology, Cognitive Science, English, or French.

New Resources	No New Resources
Summary	Add admission requirements for Linguistics GDip
Rationale for change	New program. Senate approved October 2018.
Transition/Implementation	n/a new program.

Program reviewer
comments

Key: 1930

Date Submitted: 11/01/18 5:12 pm

Viewing: **R-GR-ADMREQT-Ling, LangDoc
&Revit ~~TBD-1929~~ : R-GR-ADMREQT-
Linguistics, Lang. Doc. ~~R-GR-
ADMREQT-Linguistics, Language
Documentation and Revitalization
PhD~~**

Last approved: 11/01/18 5:03 pm

Last edit: 11/01/18 5:12 pm

Last modified by: sandrabauer

Changes proposed by: sandrabauer

In Workflow

1. LALS ChairDir GR
2. AS Dean
3. GRAD Dean
4. GRAD FCC
5. GRAD FBoard
6. CUCQA
7. PRE SCCASP
8. SCCASP
9. SAPC
10. Senate
11. CalEditor

Approval Path

1. 11/01/18 5:14 pm
Sandra Bauer
(sandrabauer): Approved
for LALS ChairDir GR
2. 11/01/18 5:15 pm
Sandra Bauer
(sandrabauer): Approved
for AS Dean
3. 11/01/18 5:16 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD Dean
4. 11/01/18 5:17 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD FCC
5. 11/01/18 5:21 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD FBoard
6. 11/05/18 10:40 am
Christina Noja
(christinanoja): Approved
for CUCQA

History

1. Nov 1, 2018 by Sandra
Bauer (sandrabauer)

Effective Date	2019-20
Workflow	majormod
Program Code	R-GR-ADMREQT-Ling, LangDoc & Revit TBD-1929
Level	Graduate
Faculty	Faculty of Arts and Social Sciences
Academic Unit	School of Linguistics and Language Studies
Degree	Doctor of Philosophy
Title	R-GR-ADMREQT-Linguistics, Lang. Doc. R-GR-ADMREQT-Linguistics, Language Documentation and Revitalization PhD

Program Requirements

Admission

The normal requirement for admission to the PhD in Linguistics, Language Documentation and Revitalization program is a Master's degree in Linguistics with an overall GPA of at least A-.

New Resources	No New Resources
Summary	Add admission requirements for PhD in Linguistics, Language Documentation and Revitalization
Rationale for change	New program. Approved by Senate October 2018.
Transition/Implementation	n/a. New program.

Program reviewer
comments

Key: 1929

Date Submitted: 11/01/18 5:10 pm

Viewing: **R-GR-ADMREQT ~~TBD-1928~~ :**
R-GR-ADMREQT-Linguistics ~~R-GR-~~
~~ADMREQT-M.A. Linguistics~~

Last approved: 11/01/18 4:31 pm

Last edit: 11/01/18 5:10 pm

Last modified by: sandrabauer

Changes proposed by: sandrabauer

In Workflow

1. LALS ChairDir GR
2. AS Dean
3. GRAD Dean
4. GRAD FCC
5. GRAD FBoard
6. CUCQA
7. PRE SCCASP
8. SCCASP
9. SAPC
10. Senate
11. CalEditor

Approval Path

1. 11/01/18 5:13 pm
Sandra Bauer
(sandrabauer): Approved
for LALS ChairDir GR
2. 11/01/18 5:15 pm
Sandra Bauer
(sandrabauer): Approved
for AS Dean
3. 11/01/18 5:16 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD Dean
4. 11/01/18 5:18 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD FCC
5. 11/01/18 5:21 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD FBoard
6. 11/05/18 10:39 am
Christina Noja
(christinanoja): Approved
for CUCQA

History

1. Nov 1, 2018 by Sandra Bauer (sandrabauer)

Effective Date	2019-20
Workflow	majormod
Program Code	R-GR-ADMREQT TBD-1928
Level	Graduate
Faculty	Faculty of Arts and Social Sciences
Academic Unit	School of Linguistics and Language Studies
Degree	Master of Arts
Title	R-GR-ADMREQT-Linguistics R-GR-ADMREQT -M.A. Linguistics

Program Requirements

Admission

The normal requirement for admission to the master's program is a BA Honours degree in linguistics or a related field (e.g. applied linguistics, cognitive science, psychology, anthropology).

Students must have achieved a minimum of B+ in a relevant field and B overall in their academic work in the last two years of study.

Accelerated Pathway

The accelerated pathway in the School of Linguistics and Language Studies is a flexible and individualized plan of graduate study for students in their final year of a Carleton B.A. Honours Linguistics degree. Students in their third year of study in the B.A. Honours degree in Linguistics should consult with both the undergraduate advisor and the graduate supervisor to determine if the accelerated pathway is appropriate for them and to confirm their selection of courses for their final year of undergraduate studies. Students may receive advanced standing with transfer of credit up to 1.0 credit, which can reduce their time to completion in the MA program. The Accelerated Pathway requirements are two LING courses at the 5000 level and a minimum overall CGPA of B+.

Admission Requirements

New Resources	No New Resources
Summary	Add admission requirements for M.A. Linguistics.
Rationale for change	New program. Approved by Senate October 19, 2018
Transition/Implementation	n/a New program.

Program reviewer
comments

Key: 1928



DATE: November 30, 2018

TO: Senate

FROM: Dr. Lorraine Dyke, Vice- Provost and Associate Vice-President (Academic)

RE: MA and Graduate Diploma Migration and Diaspora Studies New Program Approval –
Additional courseleaf entries

Background

The MA and Graduate Diploma in Linguistics; and the PHD in Linguistics, Language Documentation, and Revitalization was reviewed and approved to commence by Senate on October 19th, 2018. The documents circulated to Senate included:

Appendix A: Self-Study with Appendices

Appendix B: Discussant's Report

Appendix C: Site Visit Agenda and Brief Biographies of External Reviewers

Appendix D: External Reviewers' Report

Appendix E: Response to the External Reviewers' Report

Appendix F: Discussant's Final Recommendation Report

Appendix G: Recommendation from the Carleton University Committee on Quality Assurance

Appendix H: Courseleaf Entries

It has come to the attention of the Office of the Vice-Provost and Associate Vice-President (Academic) that the attached courseleaf entries were inadvertently omitted from the documents circulated. While the content of the courseleaf entries were approved as part of the Self-Study the entries themselves are being circulated for your information.

Other required approvals

Approvals were obtained by the following committees:

CUCQA: October 10th, as part of the Self-Study

SSCASP: November 6th, courseleaf entry

SAPC: October 11th, as part of the Self-Study

New Program Proposal

Date Submitted: 10/01/18 3:40 pm

Viewing: **TBD-1920 : Graduate Diploma
in Migration and Diaspora Studies**

Last edit: 10/01/18 3:40 pm

Last modified by: sandrabauer

Changes proposed by: sandrabauer

In Workflow

1. **KROE ChairDir GR**
2. **PA Dean**
3. **AS Dean**
4. GRAD Dean
5. GRAD FCC
6. GRAD FBoard
7. CUCQA
8. PRE SCCASP
9. SCCASP
10. SAPC
11. Senate
12. CalEditor

Approval Path

1. 10/01/18 3:42 pm
Sandra Bauer
(sandrabauer): Approved
for KROE ChairDir GR
2. 10/01/18 3:44 pm
David Mendeloff
(davidmendeloff):
Approved for PA Dean

Effective Date	2019-20
Workflow	majormod
Program Code	TBD-1920
Level	Graduate
Faculty	Faculty of Arts and Social Sciences Faculty of Public Affairs
Academic Unit	Kroeger College of Public Affairs
Degree	Graduate Diploma
Title	Graduate Diploma in Migration and Diaspora Studies

Program Requirements

Graduate Diploma in Migration and Diaspora Studies (2.5 credits)

The Type 2 Graduate Diploma is for graduate students enrolled in a Carleton graduate program who seek to add a graduate-level credential in Migration and Diaspora Studies to their existing degree program. The Type 3 Graduate Diploma is for individuals who are not currently registered in a Carleton graduate program, but wish to gain a graduate-level credential in Migration and Diaspora Studies for academic or professional reasons. Both diplomas require 2.5 credits and may be taken on either a part-time or full-time basis.

Requirements (Type 2 and Type 3 Graduate Diploma):

1. 1.0 credit in:	1.0
<u>MGDS 5001</u> [0.0] Introduction to Migration and Diaspora Studies	
<u>MGDS 5002</u> [0.0] Key Issues in Migration and Diaspora Studies	
2. 1.5 credits from Migration and Diaspora Studies Electives (see below). Only 0.5 credit in <u>MGDS 5101</u> Practicum in Migration and Diaspora Studies may count toward this requirement.	1.5
Note: up to 1.0 credit may be counted toward both the diploma and the degree for the Type 2 Graduate Diploma, with approval from both units.	
Total Credits	2.5

New Resources	Other
Summary	Add new GDip Type 2 and 3 in Migration and Diaspora Studies.
Rationale	New MGDS graduate program. V1 approvals received: ChairDirGR/PA/AS/GradDean/GradFCC/GradFBoard/CUCQA
Transition/Implementation	n/a - new program

Program reviewer
comments

Key: 1920

Date Submitted: 10/01/18 5:13 pm

Viewing: **TBD-1922 : Admission Requirements - Migration and Diaspora Studies**

Last approved: 10/01/18 5:12 pm

Last edit: 10/01/18 5:13 pm

Last modified by: sandrabauer

Changes proposed by: sandrabauer

In Workflow

1. **KROE ChairDir GR**
2. **PA Dean**
3. **AS Dean**
4. **GRAD Dean**
5. **GRAD FCC**
6. **GRAD FBoard**
7. **CUCQA**
8. **PRE SCCASP**
9. SCCASP
10. SAPC
11. Senate
12. CalEditor

Approval Path

1. 10/01/18 5:14 pm
Sandra Bauer
(sandrabauer): Approved
for KROE ChairDir GR
2. 10/01/18 5:21 pm
David Mendeloff
(davidmendeloff):
Approved for PA Dean
3. 10/29/18 1:30 pm
Richard Mann
(richardmann): Approved
for AS Dean
4. 11/01/18 1:26 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD Dean
5. 11/01/18 1:27 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD FCC
6. 11/01/18 1:28 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD FBoard
7. 11/01/18 2:05 pm
Christina Noja
(christinanoja): Approved
for CUCQA

History

1. Oct 1, 2018 by Sandra Bauer (sandrabauer)

Effective Date	2019-20
Workflow	majormod
Program Code	TBD-1922
Level	Graduate
Faculty	Faculty of Arts and Social Sciences Faculty of Public Affairs
Academic Unit	Kroeger College of Public Affairs
Degree	Not Applicable
Title	Admission Requirements - Migration and Diaspora Studies

Program Requirements

Admission Requirements

M.A. Migration and Diaspora Studies

The normal requirement for admission to the master's program is a bachelor's honours degree (or equivalent), with at least a B+ average.

For admission to the program, applicants should normally possess a four-year undergraduate degree (or equivalent) in a humanities or social sciences discipline or interdisciplinary program. Previous coursework in Migration and Diaspora Studies is an asset. Practical experience working with migrant or diaspora issues will also be taken into consideration.

Accelerated Pathway

The accelerated pathway in Migration and Diaspora Studies is a flexible and individualized plan of graduate study for students in their final year of a Carleton undergraduate degree.

Students in their third year of study in a Carleton undergraduate degree should consult with both the Undergraduate Advisor in their program of study and the Migration and Diaspora Studies Program Director to determine if the accelerated pathway is appropriate for them and to confirm their selection of courses for their final year of undergraduate studies.

Accelerated pathway requirements:

1. **At least 1.0 credit in Migration and Diaspora Studies elective courses (5000-level or higher).**
2. **Minimum overall CGPA of A-.**

Students may receive advanced standing with transfer of credit of up to 1.0 credit which can reduce their time to completion.

Admission Requirements for Diploma in Migration and Diaspora Studies (Type 2)

- **Enrolment in a master's or doctoral degree program at Carleton University.**
- **Letter of support from the student's supervisor or if no supervisor has been assigned, a faculty member in the home program.**
- **A 1-2 page statement of interest from the applicant outlining the reasons for wishing to enrol in the Migration and Diaspora Studies Diploma program.**

Admissions Requirements for Diploma in Migration and Diaspora Studies (Type 3)

- **An honours bachelor's degree (or equivalent) in a related discipline, with an average of B+ or higher. University transcripts must be submitted as part of the application.**
- **A 1-2 page statement of interest from the applicant outlining the reasons for wishing to enrol in the Migration and Diaspora Studies Diploma program.**
- **An academic letter of recommendation. In addition, students with relevant professional or practical experience may submit a letter from their supervisor/employer.**

New Resources	Other
Summary	Add admission requirements
Rationale for change	New program
Transition/Implementation	n/a

Program reviewer
comments

Key: 1922