



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 24, 2023 at 2:00 pm
PK608**

AGENDA

Closed Session

- 1. Welcome & Approval of Agenda**
- 2. Minutes (Closed):** October 20, 2023 (closed session)
- 3. Report from the Honorary Degrees Committee**
- 4. Other Confidential Business**

Open Session:

- 1. Approval of Agenda**
- 2. Minutes (Open):** October 20, 2023 (open session)
- 3. Matters Arising**
- 4. Chair's Remarks**
- 5. Question Period**

6. Administration (Clerk)

7. Reports:

- a. SCCASP (D. Siddiqi)
- b. SQAPC (D. Hornsby)
- c. SAGC (E. Sloan)

8. Reports for Information:

- a. Senate Executive Minutes (October 6, 2023)
- b. Report from the COU Academic Colleague

9. Other Business

10. Adjournment



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 20 2023 at 2:00 pm
Pigiarvik 608**

OPEN SESSION

Minutes

Present in Person: E. Abou Zeid, B. Albright-Peakall, S. Blanchard, A. Bordeleau, A. Bowker, S. Burges, B. Campbell, J.P. Corriveau, L. Dyke, K. Graham, M. Haines, S. Hawkins, D. Hornsby, D. Howe, M. Huckvale, L. Kostiuk, A. Lannon, A. MacDonald, J. Malloy, J. Mason, D. Mendeloff, A. North, P. Rankin, O. Shafiq, D. Siddiqi, E. Sloan (Clerk), P. Smith, D. Sprague, K. Taylor, J. Tomberlin (Chair), C. Viau, P. Wolff.

Present via Zoom: H. Babb, H. Becker, F. Brouard, W. Chung, A. Clarke, R. Goubran, T. Haats, B. MacLeod, L. Madokoro, L. Marshall, K. Moss, H. Nemiroff, B. O'Connor, B. O'Neill, A. Park, M. Rooney, S. Seneviratne, G. Wainer, J. Wallace

Regrets: J. Armstrong, M. Baez, M. Barbeau, E. Cyr, M. DeRosa, R. Gorelick, N. Hagigi, K. Hellemans, F. Lepore, P. Mkandawire, L. Moffitt, J. Murray, M. Pearson, G. Pickton, C. Smelser, J. Taber, M. Taghavishavazi

Absent: D. Caratao, S. Everts, Y. Gandhi, S. Rajput, M. F. Riazuddin

Recording Secretary: K. McKinley

1. Welcome & Approval of Agenda

The meeting was called to order at 2:02 pm. The Chair welcomed Senators and noted that the meeting would begin with a Closed Session for graduation approvals. The Chair reminded Senators that Fall Convocation will be held on Saturday November 4, and that registration to participate in the faculty procession closes at end of day October 20.

It was **MOVED** (C. Viau, M. Haines) that Senate move into the Closed Session of the meeting.

The motion **PASSED**.

Non-Senators were asked to withdraw from the chamber for the duration of the Closed Session.

(See separate document for Closed Session Minutes.)

Continuation of Open Session minutes following end of Closed Session:

It was **MOVED** (S. Blanchard, K. Graham) that Senate approve the open agenda for the meeting of Senate on October 20, 2023, as presented.

The motion **PASSED**.

2. Minutes: September 22, 2023

The Chair noted one slight error on page 8 (Reports – SCCASP) in the title of the first item for approval.

With this correction, it was **MOVED** (M. Haines, D. Sprague) that Senate approve the minutes of the Senate meeting on September 22, 2023, as amended.

The motion **PASSED**.

3. Matters Arising

There were none.

4. Chair's Remarks

The Chair began his remarks by expressing sympathy for all those affected by the ongoing violence in Israel and Gaza. He asked for a moment of silence to acknowledge the continuing suffering of all affected by this conflict.

The Chair noted the following recent events on campus:

- Orange Shirt Day was recognized on campus with a number of events. An “Every Child Matters” flag was flown on September 29 and 30th.

- An inaugural Pride Week was held the week of October 10, with the launch of a newly redesigned Pride Crosswalk.
- The 5th annual Inclusion Week was held October 16 – 20, to raise awareness of inclusivity and celebrate all members of the Carleton community.

The Chair thanked organizers and volunteers who contributed to the success of these events.

The Chair noted the following recent Carleton achievements:

- Carleton’s Experiential Learning Hub was officially opened on October 11. Located on the 6th floor of Southam Hall, the Hub includes three studios to support experiential learning and to further educational advancements.
- Carleton University ranked within the top 5 of the Best Comprehensive University category in the most recent Macleans University rankings. Other Top 5 highlights include a #1 ranking in Social Sciences and Humanities Grants, #4 ranking in Scholarships and Bursaries, Student Awards and Faculty Awards, and #5 ranking in Medical/Science Grants.

Finally, the Chair reminded Senators of Carleton’s annual United Way Campaign, from October 25 to November 14. This is an important Carleton tradition and an opportunity for Carleton to help those within our community who are in need. Many events and activities are planned, including a Silent Pumpkin Auction between October 24 and 27. Senators were encouraged to visit the United Way Campaign webpage for more information.

5. Question Period

Four questions were submitted by Senators for this meeting:

Questions submitted by Root Gorelick

Question 1: Instructors can upload mid-term exams to the McIntyre Exam Centre (MEC) website, from which MEC prints and distributes exams to all PMC students. MEC provides the same service for final exams, with the bonus that MEC then prints and distributes final exams to ALL students, not just PMC students. Can that latter process of MEC dealing with all students be extended to mid-term exams?

Response from VP Students & Enrolment Suzanne Blanchard: This could be possible, but would require extra resources and funding to implement, and might necessitate extra charges to units for the printing and staffing.

Question 2: Why do we call this body “senate”? The etymological root of SENATE is the same as SENILE, referring to a group of old men. As a poignant example, only in 2009 did the U.S. Senate first allow female senators into its swimming pool because a few erstwhile male senators wanted to continue swimming without women present. Not all Carleton senators are old or male, so could we change the name to something less stodgy and more inclusive, such as COUNCIL or COLLEGIUM? Such change would require amending many documents, including the Carleton University Act, so would require approval by Carleton’s Board of Governors and approval by Ontario’s Legislature and Lieutenant-Governor. Nonetheless, I believe that increased inclusivity makes such an onerous change worthwhile.

Response from Interim President Jerry Tomberlin: The term may be outdated and may have questionable connotations, but changing it would require opening the Carleton University Act, which would not be advisable.

Questions from Jody Mason & Morgan Rooney:

Jody Mason: The current Self-Declaration for Academic Consideration form for students is a very important document that is unfortunately very difficult to locate. I’ve written to the Registrar’s Office about this issue. The document is not located on the Registrar’s Office website, although this site contains a section that would be appropriate for such a document (“Student Documents”). Instead, students searching for the form from a search engine find a direct link to the pdf, which leaves them wondering if they have the correct / current form. Given the importance of this document, can Senate recommend that the Registrar’s Office put the form on their website?

Morgan Rooney: Late in Fall 2022, on the recommendation of SCCASP, Senate approved the use of the Self-Declaration Form for students in lieu of medical documentation. The form that students are directed to complete is a PDF, where they enter their information, print or save the document, and then submit it in paper or electronic form to their instructor (for term work) or the Registrar’s Office (for official exams), as the situation requires. That is, except in cases where the student submits directly to the Registrar’s Office, the instructor is the only Carleton employee who has access to the record. Did the Registrar’s Office consider using something such as a Wordpress form (where all submissions could be centrally stored as well as automatically emailed to the relevant parties) to streamline the process and create a central repository for these documents? That is, would it not be helpful for Carleton to be able to track students who frequently avail themselves of the self-declaration form, both so we can identify students in need and support them, as well as those who might abuse the process? If this approach was originally considered and then abandoned, what was the rationale:

Response by Vice-President Students & Enrolment Suzanne Blanchard: Once the Academic Consideration Policy for Students in Medical or other Extenuating Circumstances is

approved, the form will be revised so that it is fillable and trackable, and more visible. In response to a follow-up question, the VPSE replied that there is no limit to the number of times the form can be filled out by a student, but the RO will be tracking and will follow-up with the student if multiple instances are noted.

6. Administration (Clerk)

a. Membership ratifications

The Clerk presented a motion to ratify two new Senators:

- Rebecca Renfroe – Faculty member from Spratt
- Robert Nelson – new graduate student

It was **MOVED** (E. Sloan, D. Siddiqi) that Senate ratify the new Senate appointments, as presented, for service beginning immediately.

The motion **PASSED**.

b. Report on Annual Senate Committee Chairs and Secretaries Meeting

The Clerk reported on the recent meeting on October 2 with the Chairs and Secretaries of the Senate standing committees. Corporate Archivist Shannon Hodge spoke to the group about the use of Teams channels for document sharing and records management. Other topics for discussion included student engagement and confidentiality concerns, particularly for appeals committees.

7. Reports:

a. SCCASP (D. Siddiqi)

Committee Chair Dan Siddiqi presented three items for approval and two items for information.

Items for Approval:

Academic Consideration Policy for Students in Medical or Other Extenuating Circumstances

It was **MOVED** (D. Siddiqi, H. Nemiroff) that Senate approves the Academic Consideration Policy for Students in Medical or Other Extenuating Circumstances effective for the Winter 2024 session as presented.

Discussion:

Committee Chair Dan Siddiqi provided some historical context to the formation of this policy. He noted that in the mid-2010s, various departments and units across the university reported a number of issues and concerns with the medical note protocol used by students to obtain accommodations in the case of illness:

- Health & Counselling Services were becoming over-burdened with requests for medical notes.
- It was expected that the process for requesting medical notes would soon be restructured via legislation.
- Producing medical notes had become a cottage industry of sorts for some doctors. Mass production of these notes made it easy for students to produce forgeries.

The value of the medical note for the professor had become questionable, and the request for notes created both a burden on university resources, and a drain on students' finances.

As a result, SCCASP performed a benchmarking study to learn what protocols or models were being used by other universities, then drafted the Medical Accommodations Policy. When the pandemic began, the Registrar's Office rolled out the Self-Declaration Form, which was then approved by Senate in November of 2022. After several semesters of use, the Registrar's office determined that there was no significant change in the rate of abuse of process between the medical note and self-declaration protocols.

The Medical Accommodations Policy subsequently underwent further review and revision to address mental health issues of students. In completing the current draft, SCCASP is making the following recommendations:

- Forms will be submitted electronically. The Registrar's Office is responsible for administering the form and for alerting stakeholders, while preserving the privacy of the student(s).
- Submissions will be tracked in a way that protects the privacy of the student.
- There is no difference between referrals for interim coursework vs. final exams.

- There should be no limits on the number of times the self-determination form is used. Imposing limits would be contrary to the goal of identifying students' potential mental health issues.
- The forms should be accepted in good faith. Abuse of the policy would constitute an academic integrity violation which would be addressed through a different process.

During the discussion, the VP Students & Enrolment noted that the student will be able to access the fillable self-declaration form online. All submissions will go through the Registrar's Office and the instructor will receive the information as well. The RO will track the data and assess supports needed for the students. The data can also be used to track how mental health resources are being accessed and if more resources are needed. Students will be informed via the guidelines about data tracking and privacy.

A Senator asked for clarity regarding the types of accommodations allowed. In response it was noted that learning outcomes of the course must be preserved and that instructors may still accommodate students the way they normally would, with some restrictions. More guidelines may be found in section 4 of the undergraduate calendar.

Several Senators expressed concern with the potential for abuse of this system by students. The VP Students & Enrolment responded that data indicates that trends for abusing this system are low. Frequent use of the form could indicate mental health issues, which are important to identify and act upon. The RO also tracked the use of the form for midterms and did not see an increase in the number of requests via medical notes. In cases where a trend is evident, the RO will contact the student to investigate and offer support. Instructors may also submit a Care Report, and the Registrar's Office will follow up with the student.

Other Senators noted that the policy may help students in need but can result in an increase in workload for instructors, because it is easier for students to use. One Senator reported that in his Faculty junior faculty members with large classes are finding the increased workload challenging. In response it was noted that the increase in deferral requests could be due to an increase in mental health issues among students. In addition, there may be significant differences in numbers of requests per department or Faculty; enhanced data tracking could provide more clarity. The RO will continue to collect and monitor the data, to look for trends and to see if any adjustments are needed in the policy.

The motion **PASSED**.

R-UG-4.3 Deferred Final Examinations (changes as a result of new policy)

It was **MOVED** (D. Siddiqi, K. Graham) that Senate approves the revisions to Regulation: TBD-1887 R-UG-4.3 Deferred Final Examinations effective for the 2023/24 Undergraduate Calendar as presented.

The motion **PASSED**.

TBD-1888; R-UG-4.4 Deferred Term Work (changes as result of new policy)

It was **MOVED** (D. Siddiqi, A. North) that Senate approves the revisions to TBD-1888 R-UG-4.4 Deferred Term Work, effective for the 2023/24 Undergraduate Calendar as presented.

The motion **PASSED**.

Items for Information:

- Procedure for Academic Consideration Policy
- Academic Consideration Policy – Guidelines for Instructors

b. SAGC (E. Sloan)

Committee Chair Elinor Sloan presented a motion to ratify 9 new committee members:

- 1) Senate Executive Committee
 - Elie Abou Zeid (Graduate student)
- 2) Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP)
 - Sarah Ferguson (Graduate Student)
- 3) Senate Quality Assurance and Planning Committee
 - Siva Sivathayalan (Faculty member – FED)
- 4) Senate Academic Integrity Appeals Committee

- Sana Mohsni (Faculty member - Sprott)
 - Pam Wolff (Faculty member - Science)
 - Ayshia Bailie (Graduate student)
- 5) Senate Graduate Student Appeal Committee
- Harsh Thakkar (Graduate student)
- 6) Senate Review Committee
- Rodney Nelson (Faculty member – Sprott)
 - Izuchukwu Maduekwe (Graduate student)

It was **MOVED** (E. Sloan, D. Hornsby) that Senate ratify the nominees for Senate committees, as presented, for service beginning immediately upon approval. The motion **PASSED**.

8. Reports for Information:

- a. Senate Executive Minutes – September 11, 2023**
- b. Annual Report from the Senate Library Committee**

There was no discussion of these items.

9. Other Business

There was none.

10. Adjournment

The meeting was adjourned (M. Haines, D. Siddiqi) at 3:29 p.m.

Senate Question Period – November 2023

Question submitted by Morgan Rooney:

In recent years, Carleton has seen an expansion of the number of 0.25-credit, 6-week courses (i.e., early and late Fall/Winter term courses). [Our Academic Year webpage](#) shows that we have dedicated periods for final exams and deferred exams for these courses. Do exams for 0.25-credit courses in September/October and January/February also have all of the same supports in place that we normally have, both for students (undergraduate and graduate) and instructors? For instance:

- Does SES create a global exam timetable, to limit scheduling conflicts / overloads for students?
- Do SES/PMC make arrangements for all accommodation requirements, for in-person and online testing?
- For in-person exams, does SES handle things such as photocopying test sheets and making test booklets available at or near the exam site?
- For online exams, does SES provide Brightspace support (i.e., quality assurance review prior to launch, live support during the testing period, etc.)?
- Does the RO process deferral requests from students and, when deferrals are granted, arrange for an alternate exam date?
- If the RO does process deferrals, does SES proctor those deferrals as they normally would for regular Fall/Winter exams?

Response from VP Students & Enrolment and University Registrar Suzanne Blanchard:

Yes, all of these supports are provided for the 0.25 courses.

MEMORANDUM

The Senate Committee on Curriculum, Admission and Studies Policy (SCCASP)

To: Senate
From: Daniel Siddiqi, Chair of SCCASP
Date: November 24, 2023
Subject: Regulation changes 2024-2025

For Senate approval

1. R-ADM-Program-BA-First Year Admission to BA (all)

Motion: That Senate approves the revisions to regulations R-ADM-Program-B.A. First Year Admission to B.A effective for the 2024/25 Undergraduate Calendar as presented.

Attachment: R-ADM-Program-B.A. First Year Admission to B.A. (All)

2. R-ADM-BID – Change to Admission Requirements.

Motion: That Senate approves the revisions to regulations TBD- 1369 R-ADM-Program-BID effective for 2024/25 Undergraduate Calendar as presented.

Attachment: R-ADM-Program-BID

For Information

1. *Attachment: UG_G_2425_MinorMods_for_SCCASP_Oct17 – grad and undergrad minor mods chart*
2. *Attachment: G_2425_MinorMods_for_SCCASP_20231107 – grad minor mods chart*
3. *Attachment: UG_2425_MinorMods_for_SCCASP_Nov7 – undergrad minor mods chart*
4. *Attachment: R-UG-Academic Year Fall 2024, R-UG-Academic Year Winter 2025, and R-UG-Academic Year Summer 2025 – academic schedule for 2024-25*

Program Change Request

Date Submitted: 08/09/23 1:45 pm

Viewing: **R-ADM-B.A. : R-ADM-Program-B.A.
First Year Admission to B.A. (All)**

Last approved: 07/21/23 11:08 am

Last edit: 08/09/23 1:45 pm

Last modified by: jensugar

[Changes proposed by: jensugar](#)

In Workflow

1. **REGS ADM Review**
2. **PRE SCCASP**
3. **SCCASP**
4. Senate
5. PRE CalEditor
6. CalEditor

Approval Path

1. 08/09/23 1:45 pm
Jen Sugar (jensugar):
Approved for REGS ADM
Review
2. 10/12/23 2:58 pm
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP

History

1. Mar 23, 2017 by Sandra Bauer (sandrabauer)
2. Mar 23, 2017 by Sandra Bauer (sandrabauer)
3. Mar 23, 2017 by Sandra Bauer (sandrabauer)
4. Mar 23, 2017 by Sandra Bauer (sandrabauer)
5. Mar 23, 2017 by Sandra Bauer (sandrabauer)
6. Mar 23, 2017 by Sandra Bauer (sandrabauer)
7. Mar 23, 2017 by Sandra Bauer (sandrabauer)
8. Mar 29, 2017 by Sandra Bauer (sandrabauer)
9. Apr 10, 2017 by Sandra Bauer (sandrabauer)
10. Mar 26, 2021 by Sarah Cleary (sarahcleary)
11. Feb 2, 2022 by Natalie Phelan (nataliephelan)

- 12. Apr 4, 2022 by Natalie Phelan (nataliephelan)
- 13. Apr 11, 2022 by Natalie Phelan (nataliephelan)
- 14. Apr 4, 2023 by Natalie Phelan (nataliephelan)
- 15. Jul 21, 2023 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program

- [African Studies](#)
- [Anthropology](#)
- [Applied Linguistics and Discourse Studies](#)
- [Art History](#)
- [Biology](#)
- [Canadian Studies](#)
- [Childhood and Youth Studies](#)
- [Criminology and Criminal Justice](#)
- [English](#)
- [Environmental Studies](#)
- [European and Russian Studies](#)
- [Film Studies](#)
- [French](#)
- [Geography](#)
- [Geomatics](#)
- [Greek and Roman Studies](#)
- [History](#)
- [History and Theory of Architecture](#)
- [Human Rights and Social Justice](#)
- [Indigenous Studies](#)
- [Law](#)
- [Linguistics \(Bachelor of Arts\)](#)
- [Linguistics](#)
- [Music](#)
- [Open Studies](#)
- [Philosophy](#)
- [Political Science](#)
- [Psychology](#)
- [Religion](#)
- [Sociology](#)
- [Women's and Gender Studies](#)
- [Arts](#)

Effective Date	2024-25
Workflow	<u>majormod</u> <u>minormod</u>
Program Code	R-ADM-B.A.
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: Admissions
Degree	

Title R-ADM-Program-B.A. First Year Admission to B.A. (All)

Program Requirements

Admissions Information

Admission requirements are based on the Ontario High School System. Prospective students can view the admission requirements through the Admissions website at admissions.carleton.ca. The overall average required for admission is determined each year on a program-by-program basis. Holding the minimum admission requirements only establishes eligibility for consideration; higher averages are required for admission to programs for which the demand for places by qualified applicants exceeds the number of places available. All programs have limited enrolment and admission is not guaranteed. Some programs may also require specific course prerequisites and prerequisite averages and/or supplementary admission portfolios. Consult admissions.carleton.ca for further details.

Note: If a course is listed as recommended, it is not mandatory for admission. Students who do not follow the recommendations will not be disadvantaged in the admission process.

Admission Requirements

Degrees

- Bachelor of Arts (B.A.) (Honours)
- Bachelor of Arts (B.A.)

First Year

For B.A. and B.A. (Honours)

The Ontario Secondary School Diploma (OSSD) or equivalent including a minimum of six 4U or M courses. The six 4U or M courses must include a 4U course in English (or *anglais*). Applicants submitting an English language test to satisfy the requirements of the [English Language Proficiency section of this Calendar](#) may use that test to also satisfy the 4U English prerequisite requirement.

Biology

For the major in Biology in the B.A. program, in addition to the 4U English, a 4U course in Chemistry is required. Advanced Functions, and Calculus and Vectors are recommended.

Advanced Standing Applications for admission beyond first year will be assessed on their merits. Applicants must normally be Eligible to Continue in their year level, in addition to meeting the CGPA thresholds described in Section 3.1.9 of the Academic Regulations of the University. Advanced standing will be granted only for those subjects assessed as being appropriate for the program and the stream selected. Criminology and Criminal Justice

Access Admission to Criminology and Criminal Justice (CCJ) with advanced standing and transfer within the [CCJ](#) B.A. to CCJ by change of major is limited. Students require a minimum overall CGPA of 7.50 and will be admitted to the Honours program. Access to the CCJ B.A. degree is limited to students already registered in the CCJ B.A. Honours who apply to transfer, and to graduates of the Algonquin College Police Foundations program.

Advanced Standing

Applications for admission beyond first year will be assessed on their merits. Applicants must normally be Eligible to Continue in their year level, in addition to meeting the CGPA thresholds described in Section 3.1.9 of the Academic Regulations of the

University. Advanced standing will be granted only for those subjects assessed as being appropriate for the program and the stream selected.

Co-op Option

Direct Admission to the 1st Year of the Co-op Option

Co-op is available for the following Majors in the B.A. (Honours) degree: Anthropology, English, Environmental Studies, European and Russian Studies, French, Geography, Geomatics, History, Law, Political Science, Psychology, Sociology.

Applicants must:

1. meet the required overall admission cut-off average and prerequisite course average. These averages may be higher than the stated minimum requirements;
2. be registered as a full-time student in the Bachelor of Arts Honours with one of the majors listed above;
3. be eligible to work in Canada (for off-campus work placements).

Meeting the above requirements only establishes eligibility for admission to the program. The prevailing job market may limit enrolment in the co-op option. Students should also note that hiring priority is given to Canadian citizens for co-op positions in the Public Service Commission.

Note: continuation requirements for students previously admitted to the co-op option and admission requirements for the co-op option after beginning the program are described in the Co-operative Education Regulations section of this Calendar.

New Resources	No New Resources
Summary	In consultation with the department, removing note about 7.5 GPA being required for upper year admission for Crim. Students will be held to regular continuation requirements for the BA
Rationale for change	The higher average was put in place many years ago to control numbers, specifically controlling access to the placement in 3rd year. This is no longer needed.
Transition/Implementation	N/A

Program reviewer
comments

Key: 1560

Program Change Request

Date Submitted: 08/14/23 1:01 pm

Viewing: **TBD-1369 : R-ADM-Program-B.I.D.**

Last approved: 04/04/23 2:54 pm

Last edit: 08/14/23 1:01 pm

Last modified by: jensugar

[Changes proposed by: jensugar](#)

In Workflow

- 1. REGS ADM Review
- 2. PRE SCCASP
- 3. SCCASP
- 4. Senate
- 5. PRE CalEditor
- 6. CalEditor

Approval Path

- 1. 08/14/23 1:09 pm
Jen Sugar (jensugar):
Approved for REGS ADM Review
- 2. 10/12/23 2:58 pm
Natalie Phelan (nataliephelan):
Approved for PRE SCCASP

History

- 1. Jan 21, 2016 by Sandra Bauer (sandrabauer)
- 2. Feb 2, 2022 by Natalie Phelan (nataliephelan)
- 3. Apr 4, 2023 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program [Industrial Design](#)
[Industrial Design](#)

Effective Date	2024-25
Workflow	majormod minormod
Program Code	TBD-1369
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: Admissions

Degree

Title R-ADM-Program-B.I.D.

Program Requirements

Admissions Information

Admission requirements are based on the Ontario High School System. Prospective students can view the admission requirements through the Admissions website at admissions.carleton.ca. The overall average required for admission is determined each year on a program-by-program basis. Holding the minimum admission requirements only establishes eligibility for consideration; higher averages are required for admission to programs for which the demand for places by qualified applicants exceeds the number of places available. All programs have limited enrolment and admission is not guaranteed. Some programs may also require specific course prerequisites and prerequisite averages and/or supplementary admission portfolios. Consult admissions.carleton.ca for further details.

Note: If a course is listed as recommended, it is not mandatory for admission. Students who do not follow the recommendations will not be disadvantaged in the admission process.

Degree

- Bachelor of Industrial Design (B.I.D.)

Admission Requirements

First Year

The Ontario Secondary School Diploma (OSSD) or equivalent including a minimum of six 4U or M courses. The six 4U or M courses must include Advanced Functions and Physics, Design Technology, and Visual Arts courses are recommended

~~Physics:~~

~~Calculus and Vectors, Design Technology, and Visual Arts are strongly recommended.~~ Candidates must present a portfolio of any kind of work that could demonstrate creativity and aptitude for the study of industrial design. Detailed information about the portfolio requirements can be found at admissions.carleton.ca. Attending an information session at the School is recommended.

Advanced Standing

Applications for admission beyond first year will be assessed on their merits and on space availability in the program. Advanced standing will be granted only for those courses that are determined to be appropriate.

Applicants will also be required to complete a portfolio which will assist in the evaluation of their suitability for the program. Detailed information about the portfolio requirements can be found at admissions.carleton.ca.

Co-op Option

Direct Admission to the First Year of the Co-op Option

Applicants must:

1. meet the required overall admission cut-off average and prerequisite course average. These averages may be higher than the stated minimum requirements;
2. be registered as a full-time student in the Industrial Design program;
3. be eligible for work in Canada (for off-campus work placements).

Meeting the above requirements only establishes eligibility for admission to the program. The prevailing job market may limit enrolment in the co-op option.

Note: continuation requirements for students previously admitted to the co-op option and admission requirements for the co-op option after beginning the program are described in the Co-operative Education Regulations section of this Calendar.

New Resources

No New Resources

Summary

Deleting the recommendation for calculus as per request from the unit

Rationale for change

Requested by School

Transition/Implementation

 Program reviewer
 comments

Key: 1369



DATE: November 16, 2023

TO: Senate

FROM: Dr. David Hornsby, Vice-Provost and Associate Vice-President (Academic), and
Chair, Senate Quality Assurance and Planning Committee

RE: Final Assessment Reports and Executive Summaries

The purpose of this memorandum is to request that Senate approve the Final Assessment Reports and Executive Summaries arising from cyclical program reviews. The request to Senate is based on recommendations from the Senate Quality Assurance and Planning Committee (SQAPC).

The Final Assessment Reports and Executive Summaries are provided pursuant to article 5.4.1. of the provincial Quality Assurance Framework and article 7.2.24 of Carleton's Institutional Quality Assurance Process (IQAP). Article 7.2.24.3 of Carleton's IQAP (passed by Senate in November 2021 and ratified by the Ontario Universities Council on Quality Assurance in April 2022) stipulates that, in approving Final Assessment Reports and Executive Summaries 'the role of SQAPC 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 recommendations to Senate and fulfilling their responsibilities under the IQAP, members of SQAPC were provided with all the appendices listed on page 2 of the Final Assessment Reports and Executive Summaries. 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.

Any major modifications described in the Implementation Plans, contained within the Final Assessment Reports, are subject to approval by the Senate Committee on Curriculum, Admission, and Studies Policy, the Senate Quality Assurance and Planning Committee (SQAPC) and Senate as outlined in articles 7.4.1 and 5.1 of Carleton's IQAP.

Once approved by Senate, the Final Assessment Reports, Executive Summaries and Implementation Plans will be forwarded to the Ontario Universities' Council on Quality Assurance and reported to Carleton's Board of Governors for information. The Executive Summaries and Implementation Plans 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.

Omnibus Motion

In order to expedite business with the multiple Final Assessment Reports and Executive Summaries 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 6 Final Assessment Reports and Executive Summaries 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 Final Assessment Reports and Executive Summaries that Senators agree can be covered by the omnibus motion.

THAT Senate approve the Final Assessment Reports and Executive Summaries arising from the Cyclical Reviews of the programs.

Final Assessment Reports and Executive Summaries

1. Undergraduate Programs in Criminology and Criminal Justice

SQAPC approval: September 14, 2023

SQAPC Motion:

THAT SQAPC 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 and Criminal Justice.

Senate Motion November 24, 2023:

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

2. Undergraduate and Graduate Programs in Art History

SQAPC approval: September 28, 2023

SQAPC Motion:

THAT SQAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the undergraduate programs in Art History and History and Theory of Architecture and the Graduate programs in Art and Architectural History.

Senate Motion November 24, 2023:

THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in Art History and History and Theory of Architecture and the Graduate programs in Art and Architectural History.

3. Undergraduate and Graduate Programs in Sociology

SQAPC approval: October 26, 2023

SQAPC Motion:

THAT SQAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the undergraduate and graduate programs in Sociology.

Senate Motion November 24, 2023:

THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate and graduate programs in Sociology.

4. Graduate Programs in the School of Public Policy and Administration

SQAPC approval: October 26, 2023

SQAPC Motion:

THAT SQAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the graduate programs in the School of Public Policy and Administration.

Senate Motion November 24, 2023:

THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the graduate programs in the School of Public Policy and Administration.

5. Undergraduate Programs in Humanities

SQAPC approval: November 9, 2023

SQAPC Motion:

THAT SQAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the undergraduate programs in Humanities.

Senate Motion November 24, 2023:

THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in Humanities.

6. Undergraduate and Graduate Programs in Religion

SQAPC approval: November 9, 2023

SQAPC Motion:

THAT SQAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the undergraduate and graduate programs in Religion.

Senate Motion November 24, 2023:

THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate and graduate programs in Religion.

MEMORANDUM

From: Senate Academic Governance Committee
To: Senate
Date: November 24, 2023
Subject: Senate committee ratifications

MOTION: That Senate ratify the nominees for Senate committees, as presented, for service beginning immediately upon approval.

- 1) Senate Quality Assurance and Planning Committee
 - Irene Lu (Faculty member – Sprott)

- 2) Senate Library Committee
 - Hilary Becker (Faculty member – Sprott)
 - James Brunet (Faculty member – FED)
 - Rohan Sikka (Graduate Student)

- 3) Senate Review Committee
 - Onita Basu (Faculty member from FGPA)

MEMORANDUM

From: Senate Academic Governance Committee (SAGC)
To: Senate
Date: November 24, 2023
Subject: Terms of Reference update – Senate Committee on Curriculum
Admissions and Studies Policy (SCCASP)

The Senate Academic Governance Committee is continuing to review and update the terms of reference of all Senate Standing Committees. The Terms of Reference for the *Senate Committee on Curriculum Admissions and Studies Policy (SCCASP)* were updated in 2022. SAGC is bringing an additional change for Senate approval, to reduce the number of FGPA representatives on the committee from two to one. This change reflects current practice of the committee and has been requested by the Chair of SCCASP.

MOTION: That Senate approve the changes to the Terms of Reference for the *Senate Committee on Curriculum Admissions and Studies Policy*, as presented.

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

Terms of Reference

Type of Committee: Standing Committee

Purpose: To review and make recommendations to Senate, and approve as required, policies, regulations, and requirements pertaining to curriculum, admissions, and studies.

Responsibilities:

1. To review and make policy recommendations on admission requirements to all undergraduate degree programs (including certificates) and program elements (for example, minors, concentration).
2. To review and make policy recommendations at the undergraduate level on advanced standing and transfer of credit.
3. To review and make policy recommendations on minimum undergraduate program requirements, including the minimum number of courses, residence requirements, and the minimum level of achievement expressed as a grade point average. Where appropriate, the committee will also recommend on the minimum requirements, as defined above, for various specifications including majors, combined majors, honours and combined honours programs.
4. To review and make policy recommendations on general academic regulations that are *either* specific to undergraduate or graduate programs, or common to both, including but not limited to academic evaluation, the grading system, examination administration, and challenge for credit.
5. To review and comment on all faculty, school, departmental and other regulations, at both the undergraduate and graduate levels, which may affect university requirements and/or which may be of concern to more than one Faculty.
6. To review and make recommendations on the organization and presentation of the material in the undergraduate and graduate calendars.
7. To review developments external to the University that impact policy at both the undergraduate and graduate levels, and to provide Senate with information on the implications.
8. To review and make recommendations on policies and procedures at both the undergraduate and graduate levels under which students may appeal matters relating to their academic standing.
9. To approve annually the undergraduate and graduate academic schedules within the Guidelines for Determining the Academic Year as set and amended from time to time by Senate.
10. To review and approve undergraduate and graduate minor program modifications as these are defined by the Carleton University Institutional Quality Assurance Process and to submit these modifications to Senate for information.

Membership:

1. An elected faculty member of Senate or a faculty member eligible to be elected to Senate to serve as Chair
2. Vice Provost and Associate Vice-President (Academic)
3. Vice-President (Students and Enrolment)/University Registrar (secretary)
4. Clerk of Senate (ex officio)
5. ~~Two~~One faculty members nominated by the Dean of the Faculty of Graduate and Postdoctoral Affairs
6. One undergraduate student
7. One graduate student
8. One faculty representative from each of the University's five line-Faculties (normally these are faculty representatives who are responsible for policies, regulations, and requirements pertaining to curriculum, admissions, and studies)

Resources

- Director of Admissions Services
- Associate Vice-President (Enrolment Management)
- Associate University Registrar (secretary)
- Director Graduate Services
- Graduate Program Officer
- Calendar Editor
- Manager, Office of the Vice-Provost
- Representative from the Office of Institutional Research and Planning (OIRP)
- Assistant Registrar, Academic Evaluation and Curriculum Management
- Manager, Student System Support

Quorum and Voting:

Quorum and voting are by simple majority.

Reporting:

The Committee reports to Senate.

Review:

These terms of reference will be reviewed every 7 years or as needed.

Document Origin Date: 28 September 2012

Reviewed/Revised: 25 September 2015; 25 March 2022



**Senate Executive Committee
October 6, 2023
TB503C + Videoconference**

MINUTES

Attending D. Hornsby, R. Gorelick, J. Malloy, L. P. Rankin E. Sloan, J. Tomberlin (Chair), P. Wolff

Regrets: S. Seneviratne

Recording Secretary: K. McKinley

1. Welcome & Approval of the Agenda

The meeting was called to order at 1:03 p.m. An agenda plus meeting package was circulated in advance to committee members.

The agenda was approved by consensus.

2. Approval of Senate Executive Minutes: September 11, 2023

It was **MOVED** (E. Sloan, P. Wolff) that the Senate Executive Committee approve the minutes of the Senate Executive Committee meeting of September 11, 2023, as presented.

The motion **PASSED**.

3. Review of Senate Minutes – September 22, 2023

The Recording Secretary noted an addition to the Report from the COU Academic Colleague. No other changes were suggested.

4. Senate Agenda – October 20, 2023

The Chair of SQAPC (D. Hornsby) noted that SQAPC will not be bringing a report to Senate and as a result item 7(b) Reports – SQAPC should be struck from the agenda. No other changes to the agenda were suggested.

It was **MOVED** (J. Malloy, P. Wolff) that the Senate Executive Committee approve the agenda for the Senate meeting of October 20, 2023 as amended.

The motion **PASSED**.

5. Other Business – There was none.

7. Adjournment – The meeting was adjourned (E. Sloan, J. Malloy) at 1:23 p.m.

RE: Report of the Academic Colleague from the Council of Ontario Universities meetings for October 2023

Dear Members of Senate,

On October 16 and 17, the Academic Colleagues met to discuss the top concerns facing Ontario Universities; on October 17th we also had a full council meeting with all the Executive Heads. On the evening of October 16th, the colleagues heard from Jen McMillen, Vice-Provost Students, Toronto Metropolitan University on Mitigating Anti-LGBTQ2S+ Movements and Navigating Diversity to Make Campuses Safer for All Students. Drawing on her career in student affairs, human rights and policy development, spanning a number of Ontario postsecondary institutions. Ms McMillen shared observations and reflections on strategies for mitigating anti-LGBTQ2S+ movements and navigating diversity with a view to making university campuses safer for all students.

Following the presentation, the discussion centred around the following points:

- the need for institutions to develop academically and administratively healthy policies that do not create additional challenges or barriers for students who identify as a member of an equity-deserving group;
- the significant systemic barriers at universities to enable students to define their own identities, for example, the process to change a name in a student's record or degree;
- the need for ongoing dialogue on what free speech means, the very high bar for what is considered hate speech currently, and the view that the definition of hate must be determined at a societal level before it can filter down to the justice system and university campuses;
- the return of safety concerns for the queer community over the recent years, which many view as attributable to the emergence of alt-right /anti-woke Republican political views, which emboldened individuals who previously censored themselves to no longer feel they need to do so;
- the importance of ensuring medical professionals on campus are trained to provide care for trans/genderqueer/non-binary students and healthcare benefits for students to offer gender-affirming care;
- the challenge of supporting both the queer community and other equity-deserving groups who may be unfamiliar with queer issues (e.g. international students from countries where being openly queer is unsafe/unusual); small cues can be helpful to this end, such as pride stickers, introducing yourself with your pronouns, etc.

On October 17th, colleagues planned their presentation to full council on the topic of mitigating Anti-LGBTQ2S+ Movements and Promoting Safe Spaces on Campus. A broad discussion ensued, covering a range of themes including relevant regulations; the role of community standards; EDI training; faculty, staff, and students real and perceived safety. It was agreed the presentation would centre on the

following themes, with Alyson King, Ontario Tech (Open Communications & Safety & Safer Space), Jenn McArthur, TMU (Policies & Regulatory Environment), Karleen Pendleton Jimenéz, Trent (Curriculum & Experience in Protests), and Catherine Amara, Toronto, to deliver remarks at the Council meeting that afternoon. The following points were highlighted:

- Some of our campus community is not feeling safe and people who don't feel safe leave (i.e., this is a retention issue);
- the principle that campuses with diverse students, faculty and staff enhance the success of universities;
- the limitations of legal definitions of hate speech and the importance of addressing harm before it reaches the threshold of hate speech; the role that community standards can play to support this objective; other related regulations (Ontario Human Rights Code; Bill 168);
- the observation that those participating in anti-queer protests and movements do not appear to be driven by hate, but rather by what they view as the best interests of their children;
- the view that the anti-queer movement represents a battle of curriculum that is not likely to stop at the public-school level;
- the need to make space for dissenting views in the classroom and provide support for faculty to manage those conversations, and to embed such conversations throughout all academic programs.

Colleagues shared updates on topics and issues that were front-of-mind at their respective institutions, including increasing fiscal pressures due to budgetary constraints, high turnover in senior administrative positions at multiple universities, ongoing labour relations challenges and several unions undergoing collective bargaining, rising geopolitical tensions and the implications for safe campuses and student mental health, and engaging with issues surrounding non-tenured high-risk positions (e.g. EDI Sr. Administrators) as well as non-traditional tenured positions.

At the full council meeting we also discussed the position of universities in making public statements, particularly as they relate to ongoing geopolitical events. We aim to discuss this further at our December meeting. Furthermore, as I write this, the Blue Ribbon Report has just been released. We expect to have much conversation on the response to the report recommendations in future meetings.

Yours,



Kim Hellemans, PhD
Assistant Professor, Department of Neuroscience
Associate Dean (Student Recruitment, Wellness & Success), Faculty of Science
Carleton University