



*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, 2017 at 2:00 p.m.  
Senate Room, Robertson Hall  
AGENDA

Open Session:

1. Welcome
2. Approval of Agenda
3. Minutes:
  - a) October 27, 2017
4. Matters Arising
5. **Chair's Remarks**
6. Question Period
7. Senate Administration: (Clerk)
  - a. Committee appointments (student to Review Committee)
  - b. Senate appointments (Contract Instructor)
8. Reports:
  - a. SAPC (J. Tomberlin)
  - b. SCCASP (H. Nemiroff)
  - c. Governance Committee (Clerk)
9. Reports for Information:
  - a. Academic College (J. Smith)
10. Other Business
11. 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 27, 2017 at 2:00 p.m.  
Senate Room, Robertson Hall**

**OPEN SESSION**

MINUTES

Members Attending:

Samuel Ajila, Ali Arya, Suzanne Blanchard, Anne Bowker, Liam Callaghan, Chris Carruthers, Jack Coghill, Janine Debanne, Dwight Deugo, Alexa Dodge, Cagla Dogan, Lorraine Dyke, Jeffrey Erochko, Mariana Esponda, Ken Evans, Pat Farrell, Rafik Goubran, Emily Grant, James Green, Pavan Gunupudi, Bjarki Hallgrimsson, Ahmed Hassan, Eric Hitsman, Douglas Howe, Oliver Javanpour, Wayne Jones, M. St. Hilaire (for Chris Joslin), Heng Khoo (proxy for Fred Afagh), Jacob Kovalio, Ernest Kwan, Jie Liu, David Long, Ken Lumsden, James Miller, Howard Niemirow, Matthias Neufang, Doron Nussbaum, Zach Parkkari, Justin Paulson, Michel Piche, Andre Plourde, Donald Russell, Linda Schweitzer, Daniel Siddiqi, Alastair Summerlee, Jerry Tomberlin, Crina Viju, Petra Watlawik-Li, Celia Young, Daniel Zachrisso

1. CALL TO ORDER

The Chair called the meeting to order at 2:01 pm.

2. APPROVAL OF AGENDA

It was MOVED (L. Dyke, M. Neufang) that Senate approve the open agenda for the meeting of Senate on October 27, 2017, as presented.

The motion PASSED.

### 3. APPROVAL OF MINUTES

It was MOVED (D. Deugo, J. Tomberlin) that Senate approve the minutes of the Senate meeting on September 29, 2017, as presented.  
The motion PASSED.

### 4. MATTERS ARISING

- a) Item 4 (Question Period) - L. Dyke responded to A. Shotwell's **question** about the use of **students' work for program assessment** and whether there could be options for non-participation. If a student wishes to withhold work because of intellectual property concerns, the student may submit a request to his/her unit or department. The final decision on whether to grant non-participation will be made by the Dean.
  
- b) Item 5 (SMA) – In response to a request for more information about the first Strategic Mandate Agreement (SMA1) and the process followed in completing that agreement, the following documents were circulated to Senators (as Appendix 2) with the meeting materials:
  - A communication dated August 12, 2014, from Provost Peter Ricketts, regarding the submission of the first Strategic Mandate Agreement
  - The final submission from Carleton, dated March 31, 2014
  - The signed agreement between MTCU and Carleton University, dated April 29, 2014

There were no further questions regarding the materials circulated.

- c) Item 8b (Reports for Information) – At the last meeting of Senate, J. Paulson asked a number of questions about the Report submitted by the Senate Student Academic Integrity Appeals Committee. The Chair of the committee was unable to attend this Senate meeting, but submitted a written response to these questions. The Secretary of

Senate agreed to circulate this response by email to Senators after the meeting.

- d) Item 8d (Reports for Information) - In response to a request for more information about Carleton's relationship with Dominican University College, a copy of the agreement was circulated to Senators with the meeting package as Appendix 3.

There were no further questions regarding the agreement. It was noted that the agreement will be up for renegotiation in 2019.

- e) Item 9a (Other Business) – A concern was raised about the frequency with which faculty and staff are required to change their passwords. Senate requested a response from ITS regarding this password change policy. The Manager of Client Services at Information Technology Services provided this response:

*“ITS recognizes the complexity inherent in the password change requirement. The concern that some methods of managing password change can create vulnerabilities is valid.*

*To help address this concern, our security awareness information campaign includes tips for methodology and tools available to securely store and manage passwords. In addition, our Information Security team is researching secure access options that would replace the need for password changes.*

*Related info:*

*Stealing of credential remains a focus of cyber attackers <https://www.helpnetsecurity.com/2017/09/29/credential-theft/>  
Spotlight on IT: <https://carleton.ca/its/2017/cyber-security/>  
ITS Security Tips: <https://carleton.ca/its/security/security-tips/>”*

## 5. CHAIR'S REMARKS

- a) College Strike - Carleton students in joint programs with Algonquin College could be in a vulnerable position this semester if the strike continues. However, Carleton will not interfere with the bargaining

process and the instructors' right to strike. Carleton faculty will not take over the course material normally taught by Algonquin professors. Instead, the Carleton administration is collaborating with faculty here to see if all university portions of the courses could be taught first, while the strike continues. A decision will be made and a memo will be brought back to Senate.

- b) **Carleton University at Queen's Park** - A successful day was spent meeting with Ministry Officials to explore funding opportunities for programs and students.
- c) Rumour Mill - The Chair reported on a new forum for the President and Provost to answer questions from faculty, students and staff. An example of one rumour dispelled at the session was that the football program was supported by the operating budget.
- d) Honorary Degree Issue - The question of whether to rescind the honorary degree of Ang San Suu Kyi will be referred to the Honorary Degree Committee. The committee is also charged with creating a policy and procedures for rescinding honorary degrees.
- e) Provost Remarks: - The Provost noted that instructor's course outlines will now include accommodations for students who have been victims of sexual violence. The Provost thanked the President of CASG for bringing forward this issue.

The Provost also noted that, beginning this year, the deadline for fall term grade submission for course with examinations that are held late in the December exam period will be extended from the current 10 calendar days to 14 calendar days.

## 6. QUESTION PERIOD (Chair)

There were no questions from the floor at this meeting.

## 7. ADMINISTRATION (Clerk of Senate)

### a) Senate and Senate Committee appointments

A number of undergraduate student nominations for positions on Senate Standing Committees were submitted to Senate and reviewed by the Senate Executive Committee. One additional nomination was brought forward to fill a student vacancy on Senate.

It was MOVED (D. Russell, L. Dyke) that Senate approve the new Senate and Senate Committee appointments, as presented.  
The motion PASSED.

## 8. REPORTS

### a) Senate Committee on Curriculum, Admission and Studies Policy

Two motions and one item for information were presented to Senate.

H. Nemiroff and A. Chan spoke to the first motion. The committee proposed that Senate approve an updated and revised academic nomenclature used to describe programs of study. The revisions eliminate inconsistencies and create a more uniform terminology that can be applied to all programs of study.

D. Long asked for clarification regarding *concentrations* vs. *fields* as elements within a graduate program. Fields, for example, are not currently noted on transcripts. A. Chan responded that a concentration requires a minimum of 1.5 credits in a certain area of specialization, and concentrations do appear on transcripts.

It was MOVED (H. Nemiroff, L. Dyke) that Senate approve the Academic Nomenclature as presented.  
The motion PASSED.

The second motion to include a Glossary in the Academic Calendar was briefly discussed by Senate. A. Plourde requested a small

grammatical change in the first sentence of the motion. The motion was amended as requested.

It was MOVED (H. Nemiroff, M. Neufang) that Senate approve the inclusion of a Glossary, as amended, in the Academic Calendar. The motion PASSED.

Finally, it was noted that the 2018-19 academic schedule was circulated for information.

b) Senate Governance Committee (Clerk)

It was MOVED (D. Russell, A. Dodge) that Senate approve the proposed revisions to the Terms of Reference for the Senate Emergency Academic Response Committee.

Discussion:

The Committee has begun work on the following issues:

- The SMA process moving forward
- E-vote procedure and when e-votes should be used in Senate. (Recommendations on this can be expected in January.)
- Review of the TOR for SEARC

The Committee proposed a revised Terms of Reference for the Senate Emergency Academic Response Committee (SEARC) that would allow the SEARC to become a Standing Committee. This would enable SEARC to meet regularly to plan and submit proposals to Senate, but it would not have the full authority of Senate. Only in the case of an emergency, when Senate is not able to meet, would SEARC be given that authority by the Chair of Senate.

Several Senators asked why there are no elected senators on this committee. If it can act with the full authority of Senate, should it not be more representative of Senate? Others remarked that the Senate Executive Committee, which also occasionally has the authority to act

on behalf of Senate, does not contain representation from all faculties and is not representative of Senate in that way.

L. Schweitzer asked a related question about membership. If SEARC becomes a Standing Committee, why would there be limitations on its membership? Why could it not include elected Senators?

The Chair asked the committee to review these questions of membership and to consider the relationship between SEARC and the Senate Executive Committee. In addition, the Chair asked the committee to discuss and clarify the definition of “emergency” and the conditions under which SEARC would meet in this capacity.

The MOTION to approve the proposed revisions to the Terms of Reference for the Senate Emergency Academic Response Committee was WITHDRAWN (J. Paulson, D. Long). The matter will be returned to the Governance Committee for further discussion.

#### 9. UPDATE ON PRESIDENTIAL SEARCH (BOG Chair)

Dr. Chris Carruthers, Chair of the Board of Governors, provided an update on the progress of the Presidential Search Committee.

The first stage of the search has been focused on engaging feedback from the Carleton community regarding key issues for Carleton, and the ideal attributes of the next President. In October, the committee hosted a number of open forums on campus to provide opportunities for input from faculty, staff and students. One-on-one consultations were also scheduled, particularly for alumni and stakeholders off-campus.

The committee also received approximately 115 suggestions via its online survey regarding [the current opportunities and challenges for Carleton University as well as the skills and/or qualities need to address them.](#)

The next step is for the search firm to create an advertisement and position description and, over the coming months, to seek out candidates.



Senators are encouraged to reach out to potential candidates and ask them to apply. The committee is optimistic that it will receive excellent candidates as we have an attractive position, and have engaged a search firm with international experience and scope.

## 10. REPORTS FOR INFORMATION

There were none.

## 11. OTHER BUSINESS

### a. Replacement Medal

The Registrar's Office was contacted by an alumna who lost her convocation medal and has requested a replacement. Although there is no existing procedure or regulation for replacing lost medals, the Registrar's Office recommends Senate approve the replacement.

It was MOVED (D. Russell, A. Dodge) that Senate approve the replacement of a lost University medal for a Carleton alumna. The motion PASSED.

### b. Make-up Assignments

J. Erochko expressed concern about a new academic regulation that requires instructors to provide make-up assignments for students who have missed any formative evaluations. For large classes, the increased labour involved in providing these assignments and grading them would be problematic. H. Nemiroff stated that the new rule was devised to ensure that if students miss a formative element for legitimate reasons, they would have the opportunity to write a deliverable. However, it is not a mandatory requirement. All agreed that the decision of how to manage missed evaluations should be a negotiation between student and professor, to allow for more flexible solutions.

## 12. ADJOURNMENT

It was MOVED (J. Tomberlin, L. Dyke) that the meeting be adjourned at 3:00 pm.

The motion PASSED.

## NEXT MEETING:

The next meeting of the Carleton University Senate  
will be held on November 24, 2017  
at 2:00 pm in RO608

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Senate and Senate Committee Membership  
Summary of Nominations and Elections  
November 24, 2017

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Motion: That Senate approve the following new Senate and Senate Committee appointments

Senate

- Morgan Rooney (Contract Instructor representative)
- Timothy Di Leo Browne (Contract Instructor representative)

Senate Review Committee

- Mackenzie Mumby (UG Representative)



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Results of Election for  
Senate Contract Instructor Representatives 2017 – 18  
Two Vacancies

From: Thursday November 16, 2017 1:00 AM  
To: Friday November 17, 2017 11:59 PM

Number of invitees = 703  
Number of valid responses = 82  
Invitee response rate = 11.66%

Results:

| <u>Candidate</u>      | <u>Number of Votes Received</u> |
|-----------------------|---------------------------------|
| Timothy Di Leo Browne | 35                              |
| Abdulghany Mohamed    | 17                              |
| George Harrison       | 24                              |
| Morgan Rooney         | 39                              |
| Murray Sang           | 10                              |
| Patrick Warner        | 23                              |

To the best of my abilities, these results accurately count all votes cast in the 2017 Election for Contract Instructor Representatives on Senate. There has been no evidence of vote manipulation or any other unresolved disruption to the electronic voting system.

November 20, 2017

Donald L. Russell, PhD, FEC, PEng (NS)  
Clerk of Senate, Carleton University  
Associate Dean, Faculty of Engineering and  
Design  
Professor, Department of Mechanical  
and Aerospace Engineering

DATE: November 24, 2017

TO: Senate

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

RE: MSc in Management – **New Program Approval**

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### **SAPC Motion**

**THAT** SAPC recommends to Senate the approval of the proposed MSc program in Management to commence with effect from Fall 2018.

### **Senate Motion**

**THAT** Senate approve the proposed MSc program in Management to commence with effect from Fall 2018.

### **Background**

The M.Sc. in Management offers students the option of a research based program in the Sprott School of Business. This program will develop students' research skills and therefore, enable the School to recruit research ready students into their PHD Program.

### **Attachments**

- 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 Reviewer's Report
- Appendix F: Discussant's Final Recommendation Report
- Appendix G: Recommendation from the Carleton University Committee on Quality Assurance
- Appendix H: Courseleaf Entries

### **Quality Assurance Framework and Carleton's Institutional Quality Assurance Process (IQAP)**

Upon the above motion being passed by Senate, the required documentation will be submitted to the Quality Council for its review and a decision on whether the MSc program in Management will be authorized to commence.

DATE: November 17, 2017

TO: Senate

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

RE: 2018-19 Calendar Curriculum Proposals  
**Graduate & Undergraduate Major Modifications**

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### **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 October 12<sup>th</sup> 2017, members of the Library staff, upon review of the proposals, confirmed no additional resources were required for the 2017-18 major modifications.

### **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 large number of 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 four 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.

|   |
|---|
| <b>THAT</b> Senate approve the major modifications as presented below with effect from Fall 2018. |
|---|

### **Major Modifications**

**1. Master of Arts: European Russian & Eurasian Studies**

CUCQA approval: October 11, 2017

SCCASP approval: October 17, 2017

**SAPC Motion November 2, 2017**

THAT SAPC recommends to SENATE the approval of the major modification to the Master of Arts in European, Russian and Eurasian Studies program as presented with effect from Fall 2018.

**Senate Motion November 24, 2017**

**THAT** Senate approve the major modification to the Master of Arts in European, Russian and Eurasian Studies program as presented with effect from Fall 2018.

**2. Master of Arts: Art History with a Concentration in Art Exhibition and Curatorial Practices**

CUCQA approval: October 11, 2017

SCCASP approval: October 17, 2017

**SAPC Motion November 2, 2017**

THAT SAPC recommends to SENATE the approval of the major modification to the Master of Arts in Art History program as presented with effect from Fall 2018.

**Senate Motion November 24, 2017**

**THAT** Senate approve the major modifications to the Master of Arts in Art History program as presented with effect from Fall 2018.

**3. PhD Public Policy**

CUCQA approval: November 8, 2017

SCCASP approval: November 7, 2017

**SAPC Motion November 16, 2017**

THAT SAPC recommends to SENATE the approval of the major modification to the PhD in Public Policy program as presented with effect from Fall 2018.

**Senate Motion November 24, 2017**

**THAT** Senate approve the major modifications to the PhD program in Public Policy program as presented with effect from Fall 2018.

**4. Master of Cognitive Science**

CUCQA approval: November 8, 2017

SCCASP approval: November 7, 2017

**SAPC Motion November 16, 2017**

THAT SAPC recommends to SENATE the approval of the major modification to the Master of Cognitive Science program as presented with effect from Fall 2018.

**Senate Motion November 24, 2017**

**THAT** Senate approve the major modifications to the Master of Cognitive Science program as presented with effect from Fall 2018.

DATE: November 17, 2017

TO: Senate

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

RE: Final Assessment Reports and Executive Summaries

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**Background**

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 26<sup>th</sup>, 2015 and ratified by the Ontario Universities Council on Quality Assurance on September 25<sup>th</sup>, 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.

**Omnibus Motion**

In order to expedite business with the three 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 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 that Senators agree can be covered by the omnibus motion.



**THAT** Senate approve the Final Assessment Reports and Executive Summaries arising from the Cyclical Program Reviews as presented below.

### **Final Assessment Report and Executive Summary**

#### **1. Undergraduate and Graduate programs in Art History**

##### **SAPC Motion November 2, 2017:**

**THAT** SAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the Bachelor of Arts in Art History, Bachelor of Arts in Theory of Architecture and the Master of Arts in Art History.

##### **Senate Motion November 24, 2017**

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

#### **2. Undergraduate program in Food Science & Nutrition**

##### **SAPC Motion November 2, 2017:**

**THAT** SAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the Bachelor of Science (Honours) in Food Science and Nutrition.

##### **Senate Motion November 24, 2017**

**THAT** Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate program in Food Science & Nutrition.

#### **3. Undergraduate and Graduate programs in Music**

##### **SAPC Motion November 2, 2017:**

**THAT** SAPC recommends to Senate the approval of the Final Assessment Report and Executive Summary arising from the cyclical review of the undergraduate and graduate programs in Music.

##### **Senate Motion November 24, 2017**

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



## MEMORANDUM

From the Senate Committee on  
Curriculum, Admission and Studies Policy

**To:** Senate  
**From:** Howard Nemiroff, Chair of SCCASP  
**Date:** November 24, 2017  
**Subject:** **18-19 Calendar Regulations and Academic Year Changes**

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### Senate approval:

1. 3.5 Minimum Credits to be included under Concentration and Specialization, R-UG 4.6

**Motion: That SCCASP recommend to** Senate the approval of the Calendar location stating the 3.5 minimum credits in a concentration and specialization in R-UG.4.6 as presented.

- **Attachment:** *R-UG-4.6 Program Structure (3.5 minimum credits in Concentration)*

2. CAEL Scoring changes in UG and GR Calendars

**Motion: That SCCASP recommend to** Senate the approval of CAEL scoring changes as presented.

**\* Conditional upon SCCASP approval of changes made to the Graduate Calendar at the November 21, 2017 SCCASP meeting.**

- **Attachment:** *TBD-1338 R-ADM Section 4 (ESLR);\* TBD-1793 GR 3.6 Proficiency in English*

### Senate Information:

1. **Recommended Courses**

- Different degree programs list courses that are recommended along with those that are mandatory prerequisites in the Admissions section of the Calendar. Students should be informed that they will not be disadvantaged during admission process if they elect to not take these courses.
- **Attachment:** *R-ADM-Program-Header (Recommended courses)*

*MEMORANDUM*  
from the Clerk of Senate



**TO:** Senate  
**FROM:** D. Russell, Chair, Senate Governance Committee  
**DATE:** November 20, 2017  
**SUBJECT:** **Senate Emergency Academic Response Committee**

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The Governance Committee discussed the feedback from Senate at length and reviewed the 2008 changes to Senate Executive. Senate Executive at the time was constructed to be representative of Senate but in order to achieve that more than 25% of Senate was on Senate Executive and Senate Executive membership exceeded the quorum required to hold a Senate meeting.

SAGC suggests modifying the membership of the Senate Emergency Academic Response Committee (SEARC) as shown in the attached document. SEARC needs to be small enough to be able to meet in a serious emergency and the suggested revisions are made with that in mind. The Governance Committee felt that, following past practice, SEARC should be tasked to propose to Senate a clarification on what would constitute an emergency significant enough to give it the powers of Senate and to bring to Senate for approval operating procedures for SEARC.

**MOTION:** THAT Senate approve the attached revisions to the Terms of Reference for the Senate Emergency Academic Response Committee.

# **Senate Emergency Academic Response Committee (CURRENT)**

Mandate:

Following authorization by the President to take action in a specific situation, the Senate Emergency Academic Response Committee:

- 1 Is responsible for monitoring impacts on the academic regulations and procedures of the University in the event of an emergency situation;
- 2 Is empowered to modify these regulations as needed to respond to emerging circumstances;
- 3 Will report, as soon as possible, to Senate any actions taken.

Composition

- 1 Associate Vice-President (Academic) (Chair)
- 2 Associate Deans from six faculties
- 3 The student members of SCASP (one undergraduate and one graduate)
- 4 Director of Student Affairs
- 5 Graduate registrar (or delegate)
- 6 Undergraduate registrar (or delegate)

# Senate Emergency Academic Response Committee (PROPOSED)

The Senate Emergency Academic Response Committee:

1. is responsible for monitoring impacts on the academic regulations and procedures of the University in the event of an emergency situation;
2. is responsible for recommending to Senate any modifications to the academic regulations that may be necessary to effectively respond to an emergency; and,
3. is responsible for planning and recommending to Senate any policies that may be needed to enable the University to respond appropriately to emergency situations;

In carrying out the responsibilities, the Committee will base its judgements on the best interests of the students of Carleton University and the integrity of the credentials awarded by Carleton University.

In rare circumstances, when, in the judgement of the President, **it is not possible** for Senate to respond to a specific emergency, the President may authorize this Committee to modify academic regulations as needed to respond to emerging circumstances. In this case, the President shall immediately notify Senate of this action and all actions taken by the Committee will be reported to Senate as soon as possible. Note that the unavailability of sufficient time to meet a deadline does not normally constitute an emergency that would justify granting the authority of Senate to this Committee. When the emergency has passed, the President shall revoke the authorization of the committee to modify academic regulations and inform Senate of this action.

## **Composition: (12 members)**

Associate Vice-President (Academic) (Chair)

Associate Deans from six faculties

One undergraduate student elected from and by Senate

One graduate student elected from and by Senate

One faculty member from Faculty of Arts and Social Sciences, Faculty of Public Affairs or the Sprott School of Business elected from and by Senate

One faculty member from the Faculty of Engineering and Design or the Faculty of Science elected from and by Senate

One faculty member elected from and by Senate

## **Resources:**

Director of Student Affairs

Graduate registrar (or delegate)

Undergraduate registrar (or delegate)

Note that because in an emergency situation it may be difficult to communicate broadly, the specific membership of this committee will be determined on an annual basis.



Canada's Capital University

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Wednesday, November 8, 2017

**RE: Report of the Academic Colleague from the Council of Ontario Universities meeting on October 19<sup>th</sup>, 2017.**

Dear members of the Senate,

On October 19<sup>th</sup>, 2017, the Academic Colleagues from Ontario's Universities met at the Council of Ontario Universities (COU) office in Toronto, ON to receive updates on a variety of issues facing Ontario's universities and discuss them collectively. The main takeaways from this meeting are summarized in point form for your convenience below:

**Strategic Mandate Agreements (SMAs)**

- There is still no big picture of the outcomes of the SMAs
- Most universities have signed their final SMA
- Graduate allocations is most substantive part of these agreements
  - MAESD is committed to expanding graduate enrollments
    - Even though universities haven't met their targets
  - It will be extremely important for universities to hit the new targets they agree to
    - Hitting these targets may include expanding spaces for international students

The government has stated that it plans to increase STEM enrollments by 25% in next 5 years

- This came after talks between Amazon and the Canadian government
- Amazon placed importance on a well-structured university system to support their new head office
- It is presumed that there will be new funds for this

### Career kick-start strategy

- This is the branding of the highly skilled workforce (HSW) report that came out in the summer of 2016
- COU has a HSW steering committee
  - Working on definition of experiential learning
- Stream 1 of the strategy will include funding based on an allocation rather than competitive
  - All universities will benefit from this
  - There will be a broad set of eligible expenditures
  - The funding level to the sector is expected to be \$12M per year for 2 years
  - COU is petitioning for more funding for longer time than this
- Soon there will be two new streams of action on the kick-start strategy
  - Stream 2 – building partnerships with employers
    - Businesses can put in proposals
  - Stream 3 – for very recent graduates
    - Put forward ideas to support transition to employment

### Internationalization

- MAESD will be introducing a strategy to support internationalization
- Statistics Canada showed a study that 50% of international graduate students stay in Canada

### COU budget submission

- COU is approaching the government for larger budget funds
  - Especially in light of the looming election
- There may be a chance for COU to expand operations and influence

For two hours over the lunch period, the colleagues met with the academic heads to hear reports from various committees. Historically, the majority of the time in these meetings have included a presentation from the academic colleagues to the academic heads with a one-way flow of information. This year, the format was changed to include a short presentation from one academic colleague followed by one on one discussions on questions that were posed to the entire audience. Each academic colleague paired with their own academic head to discuss the questions for 10 minutes and then switched to an academic head from a different institution for an additional 10 minutes. The format was lauded as an effective mechanism to stimulate interesting discussions. The three questions that were discussed included:

- Question 1: How does government mandated change create challenges at Ontario university campuses? What are the primary sources of these challenges?
- Question 2: How do we best respond to internal communication challenges that result from contentious change efforts? What strategies exist? Where does communication break down?
- Question 3: How is mandated change implemented or resisted in universities? Is there a special role for the Academic Colleague to play?

Following the discussions, the academic colleague reconvened to discuss the main takeaways of our individual conversations. Some of the main discussion points included:

- Question 1: Sources of conflict may include:
  - divergent principles (such as skills development as emphasized in experiential learning versus knowledge development);
  - definitions matter and are not always clear;
  - lack of resources (change is not always funded), including time;
  - initiatives may create tensions in bicameral governance (SMA1 process is a good example);
  - at the system level, tensions regarding differentiation versus uniformity may arise;
  - competitions may also arise between departments or faculties on the same campus.
- Question 2: Communications challenges are not always top down; sometimes challenges are bottom up as well. One communications problem is frequent email to faculty. Chairs are relied upon to provide direction and to ensure that messages are being delivered.
- Question 3: It is important to note that faculty are not hired primarily to serve as change agents, but to teach and conduct research. Individuals may have limited opportunities to enact change; there are not necessarily structures in place to enable change efforts. Senior faculty may be in a better position to work for change.

If any questions arise from the content of this report, please do not hesitate to ask.



Academic Colleague, Carleton University

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DATE: November 24, 2017

TO: Senate

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

RE: Dominican University College - Minor Modifications

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**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 2017-18 course changes are being provided to Senate for information.