![Carleton University logo]

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 June 21, 2019 at 10:00 a.m.
Senate Room, Robertson Hall

<u>MINUTES – OPEN SESSION</u>

Present: F. Afagh, S. Ajila, L. Akagbosu, B.A. Bacon (Chair), S. Blanchard, A. Bowker, S. Boyle, A. Chandler, M. Close, A. Courchene, J. Deaville, T. Di Leo Browne, C. Dion, D. Dragunoiu, L. Dyke, J. Erochko, K. Evans, P. Farrell, R. Goubran, H. Gupta, B. Hnidi, W. Jones, C. Joslin, B. Kuzmarov (Clerk), C. Macdonald, A. Maheshwari, M. Neufang, J. Paulson, M. Piché, A. Plourde, B. Popplewell, P. Rankin, M. Rooney, L. Schweitzer, W. Shi, S. Shires, A. Shotwell, D. Siddiqi, E. Sloan, J. Smith, P. Smith, J. Tomberlin, K. von Finckenstein, C. Warner, J. Wolfart.

Regrets: J. Coghill, B. Creary, M. Esponda, B. Hallgrimsson, J. Hayes, D. Howe, B. Hughes, E. Kwan, P. Lagasse, S. Moran, H. Nemiroff, D. Nussbaum, S. Srinivasan, C. Trudel, C. Viju, P. Watzlawik-Li,

Absent: A. Ahmad, T. Arnt, J. Cheetham, C. Cruickshank, N. Grasse, P. Gunupudi, A. Harrison, W. Horn, F. Hosseinian, S. Klausen, J. Kovalio, S. Kroff, J. Liu, R. McKay, N. Nanos, B. O'Malley, S. Parathundyil, J. Stoner.

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1. Welcome

The Chair welcomed Senators to the final Senate meeting of the 2018/19 academic year, and began the session by acknowledging that the land on which Carleton sits is the traditional and unceded territory of the Algonquin People. The Chair noted that June 21 is National Indigenous Peoples Day. Because June is also National Pride month, the Rainbow Pride flag has been raised outside of Dunton Tower.

The Chair noted some highlights of Carleton's recent Convocation:
- 4800+ students received their degrees over 9 ceremonies.
- Seven honorary degrees were awarded; recipients included Yazmine Laroche and the Rt. Hon. Paul Martin, and
- The new Chancellor, Yaprak Baltacioğlu, was installed.

The Chair thanked all who attended and/or contributed to this year's Convocation.

The Chair acknowledged and thanked a number of Senators who are concluding their Senate term this month:

- Jeff Smith (Academic colleague)
- Jack Coghill (Alumni Representative)
- Board members:
    - Nik Nanos
    - Beth Creary
- Faculty members:
    - Jeffrey Erochko
    - Mariana Esponda
    - Nathan Grasse
    - John Hayes
    - Wayne Horn
    - Susanne Klausen
    - Anil Maheshwari
    - Petra Watzlawik-Li
- 5 students:
    - Taylor Arnt
    - Aprile Harrison
    - Bashar Hnidi
    - Scott Kroff
    - Brendan O'Malley

The Chair also thanked the ex officio members who will not be returning to Senate next year:

- Lorraine Dyke, who will move to a new role as Deputy Provost (Academic Operations & Planning) on July 1st
- Linda Schweitzer, who has served 2 years as Interim Dean of the Sprott School of Business,
- Fred Afagh, who served as Dean of the Faculty of Engineering and Design for 2.5 years, and
- Matthias Neufang, who is moving on from his position as Dean of the Faculty of Graduate and Post-doctoral Affairs, a post he held for 5 years.

The Chair thanked all outgoing Senators for their service.

The Chair acknowledged that 2018-19 was a busy year for Senate, with full meetings and engaged discussions.

2. Approval of agenda (open)

It was **MOVED** (M. Neufang, F. Afagh) that Senate approve the open agenda for the meeting of Senate on June 21, 2019, as presented.

It was noted that the Library Report under Item 10(b) should be omitted from the agenda as it was not received by the Senate Office.
The motion **PASSED,** with this modification.

3. Approval of minutes – May 31, 2019

It was **MOVED** (L. Schweitzer, J. Erochko) that Senate approve the minutes of the open session of the Senate meeting on May 31, 2019, as presented.

Three small corrections to the attendance record were noted by the Senate Office. A Senator also requested a correction in the wording of an amendment under Item 7(d) on page 6.

The motion **PASSED** with these changes.

4. Matters Arising

There were none.

5. Chair's Remarks

The Chair discussed strategic planning, and included a presentation to accompany his remarks (see attached pdf). He began with a review of the past strategic plan (*Collaboration, Leadership and Resilience* 2013-18), specifically noting the successful achievement of the 10 goals of the plan. (See pdf for details.) The Chair then introduced four co-chairs who will be leading the process for developing a new SIP: Betina Appel Kuzmarov (Clerk of Senate), Cindy Taylor (Assistant Vice-President – Human Resources), Lorraine Dyke (Deputy Provost, Academic Operations & Planning), and Patrice Smith (Dean, Faculty of Graduate and Postdoctoral Affairs). Lorraine Dyke, one of the co-chairs, outlined the timeline of the process, which will include the following steps:

- Creation of a Task Force of 12 – 15 people, broadly representative of campus, through an open Call for Nominations over the summer. The Task Force will include and be led by the four co-chairs.
- Inclusion of a Speaker Series, beginning this fall, to focus on trends and issues in Higher Education.
- Launch of the process in September; website opened for input.
- Broad consultations across campus and engagement with internal and external stakeholders throughout the Fall.

- Strategic directions identified in December; draft plan created in January and then opened to the public for comments.
- Further consultations in March and April
- Finalized SIP created in April and brought to Senate and Board of Governors for approval in May.

The Co-Chairs are looking for the following input from Senators:
- Comments on the process and timeline
- Recommended themes for the consultation sessions.
- Recommendations for Speakers

Suggestions and feedback from Senators:
- Themes for consultations should include research directions and teaching directions.
- The lack of permanent teaching positions for Contract Instructors should be addressed in this process.
- Consultations should involve unions on campus, and should include staff, contract instructors, and Indigenous voices.
- The process should highlight what we do well and align with our reputation.

A Senator asked how the SIP relates to the newest iteration of the Strategic Mandate Agreement (SMA). The Chair responded that the exact SMA timeline is not yet known, but that all consultations for the Strategic Integrated Plan will inform the SMA. The Chair reminded Senators that while the SIP is an internal Carleton process, the SMA is a process of negotiations with the government.

In closing, the Chair thanked Senators for their feedback and the four co-Chairs for their leadership.

6. Question Period

Questions submitted with regards to the Carnegie Classification were discussed under agenda item #9a.

7. Administration
a. Senate membership ratification (2019/20)

It was **MOVED** (B. Kuzmarov, P. Smith) that Senate ratify the appointment of Farrah Housseinian as elected member of Senate from the Faculty of Science, with effect from July 1, 2019, for a term of 3 years.
The motion **PASSED**.

b. Senate Survey Results

To bring Carleton's Senate in line with best practices in the sector, the Secretariat Office has initiated an annual Senate Survey, to gather feedback from Senators and look for areas of improvement in our processes.

Our first Senate Survey was distributed electronically to Senators on May 23rd and was available for responses until May 30th. There were 8 multiple choice questions plus opportunities for general comments and suggestions. The response rate was 47%, and included many comments in addition to the responses to individual questions.

The Clerk thanked Senators for the feedback, which will inform Senate planning for next year. A high-level review of the results indicates that Senators are engaged, informed, and prepared for meetings, but many feel that documentation and document delivery could be streamlined. Some Senators also thought that the Senate Orientation could be improved. The Clerk indicated that improvements to these areas will be made for 2019-20 and an Orientation for committee chairs is also being considered for next year.

A more complete written report of the results of the survey will be shared with Senators in the Fall of 2019.

8. Reports
a. **Student Awards Committee**

The Clerk of Senate reported on this item, as the Chair of the committee was unable to attend the Senate meeting.

The Senate Committee on Student Awards is tasked with considering and recommending to Senate the acceptance of preferred undergraduate scholarships, awards, loan funds and bursary funds.

A memo outlining changes to existing undergraduate awards and the proposed terms of reference for 39 new awards was circulated to Senators. This memo is a companion document to the committee report, which had been circulated to Senators in May.

Of the 39 new awards proposed, 2 are entrance scholarships, 6 are in-course scholarships, 11 are departmental scholarships, 17 are new bursaries, and 3 are Athletics awards. The memo also proposes changes to the terms of reference for four departmental scholarship and one general scholarship.

It was **MOVED** (B. Kuzmarov, S. Shires) that Senate approve the terms of reference for 39 new undergraduate awards and changes to five existing undergraduate awards, as presented.
The motion **PASSED**.

b. Senate Honorary Degrees Committee

Committee Chair Rafik Goubran presented two proposed changes to the Honorary Degrees Committee policy. The first change would extend the period of time that approved candidates could remain on the active list, from 3 years to 5 years, in order to allow enough time to schedule a receipt of the degree at a Convocation ceremony. The second change relates to the notification process. Currently, once Senate approves the nominee, the nominator is informed of the decision. However, this can often compromise the confidentiality of the process, as the nominee only receives the honorary degree once it has been scheduled by the President's Office, which can occur months or even years after the approval at Senate. As a result, the committee is proposing that the nominator of an approved candidate should only be notified once the President's office has confirmed a scheduled time for the awarding of the honorary degree, and not before.

It was **MOVED** (R. Goubran, F. Afagh) that Senate approve the changes to the Honorary Degree Policy, as presented.
The motion **PASSED**.

c. Senate Committee on Curriculum, Admissions and Studies Policy

Dwight Deugo spoke to this report as the Chair of SCCASP, Howard Nemiroff, was unable to attend the Senate meeting.
There was 1 item for information and 2 items for approval.

Items for approval:
SCCASP is proposing the addition of a math (calculus) requirement to the B.Com and BIB programs, to bring them in line with other programs.

It was **MOVED** (B. Kuzmarov, M. Neufang) that Senate approve the regulation changes to the BCom. Program for the 2020/21 calendar, as presented.

It was **MOVED** (B. Kuzmarov, M. Neufang) that Senate approve the regulation changes to the BIB Program for the 2020/21 calendar, as presented.

Discussion:
A Senator noted that the normal 10-day notice of motion period was not followed for this memo as Senators only received the materials 3 days before the meeting. The Clerk noted the procedural issue, and through discussion it was determined that the conditions were met for a waiver of notice of motion.

It was **MOVED** (K. Evans, K. von Finckenstein) that Senate waive the notice of motion requirement for the motion presented by the Senate Committee on Curriculum, Admission and Studies Policy to approve regulation changes to the BCom and BIB programs as presented.
The motion **PASSED** with a 2/3 approval, with 1 opposed and 1 abstention.

The original motions (above) **PASSED**.

Item for Information:
SCCASP has been considering comments from Senators regarding the Amnesty Policy, and will be discussing the policy at the SCCASP retreat in August. The revised policy will be brought to Senate for discussion and approval in September.

d. Senate Academic Program Committee:

Cyclical Reviews:

It was **MOVED** (J. Tomberlin, L. Schweitzer) that Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate and graduate programs in the Sprott School of Business.
The motion **PASSED**.

It was **MOVED** (J. Tomberlin, C. Macdonald) that Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in Biology.
The motion **PASSED**.

It was **MOVED** (J. Tomberlin, A. Plourde) that Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the graduate programs in Sustainable Energy.
The motion **PASSED**.

IQAP (Institutional Quality Assurance Process)

Vice-Provost Lorraine Dyke presented an overview of the revised IQAP that was circulated to Senators with the meeting package. She reminded Senators that each Ontario university is required to produce its own IQAP that must meet provincial protocols. The IQAP is ratified by the Quality Council, which is the final authority on our IQAP and the approval of new programs.

Carleton's IQAP initially was approved by Senate in 2010, was ratified by the Quality Council in 2011, and was expanded in 2012 to include the Dominican University College. Improvements were made in 2013 that were approved by Senate in 2015. Carleton's IQAP was last audited in 2014.

A timeline of consultations leading to the current proposed revisions was outlined. After approval at Senate, the new IQAP will be approved by the Quality Council in August with the goal of implementation in September.

Key objectives of the new IQAP:
- reduce burden on academic units,
- shorten process,
- eliminate unnecessary committee burdens,
- incorporate best practices, and
- clarify roles and responsibilities.

Major changes included replacing CUCQA and SAPC with SQAPC (Senate Quality Assurance and Program Committee), eliminating the peer review process, and streamlining stages, reporting and major modification tracks. Details are available in the revised IQAP.

SQAPC membership recommendations:
- Add Associate Dean of Programs in FGPA (Grad studies stands in place of the line faculty board for graduate studies.)
- Members of the committee should have experience in administration of graduate and/or undergraduate programs and should have established and continuing research records.
- Correction: Calendar Manager should be Calendar Editor.

Other changes in the IQAP:
- Appendices containing lists of programs in scope were replaced by criteria that define in-scope programs.
- Definitions were removed, since these definitions are already contained in the Calendar Glossary.
- Unnecessary repetition was eliminated.

Other process changes outside the actual text of the IQAP include the following:

- New templates were created for the cyclical review process (with page limits).
- Separate resource guides were developed.
- Tighter timelines and clearer deadlines were established for cyclical reviews.
- Site visits can be pre-booked prior to completion of self-study.
- For multi-faculty programs, one Dean finalizes feedback.
- Accreditation has been aligned with the cyclical review process in Sprott and Engineering (other programs to be confirmed).
- Library reports were eliminated where not needed.

Corrections to the IQAP document circulated to Senate:

- P15: 3.5.7: "…office of the Vice-Provost shall assign the *documents*" (instead of brief)
- P33: 7.2.11.1 "…office of the Vice-Provost shall assign the *documents*" (instead of brief)

It was **MOVED** (L. Dyke, A. Plourde) that a friendly amendment be made to the motion to incorporate these changes. Senators accepted the amendment as friendly.

It was **MOVED** (J. Tomberlin, C. Macdonald) that Senate approve the revised version of Carleton's ICAP, as presented.
The motion **PASSED**.

There was no discussion.

9. Community Engagement Presentations:
   a. Carnegie Classification Pilot Project (cont'd)
   Vice-Provost Lorraine Dyke answered questions submitted by Senator Paulson as a follow-up to last week's presentation on the Carnegie Classification project:

   1) *What does it cost Carleton to receive and maintain this classification?* The fee is approximately $10,000. Staffing costs would be approximately $40,000.

   2) *What would be expected of Carleton to keep the classification?* The classification must be renewed every 5 years for reclassification.

3) a) *Is there a top-down requirement?* No

   b) *Will decision making powers be subsumed by this program?* There will be no impact on decision making powers of Senate or BOG.

4) *Are there mechanisms in place to prevent gaming of the system?* We are only able to submit the names of 15 partners to be surveyed. This will be a subset of our large partnership pool. For example, Sprott alone has over 300 partners. The classification does not drive our engagement work. Rather, our Community Engagement work is driving our desire for the classification.

The Chair noted that Carleton University was founded by and for the community in 1942. Carleton is well positioned to take advantage of and build upon this long history of community engagement. The Carnegie Classification is a way for Carleton to gain recognition for something we already do well.

b. Hub for Good

Ryan Davies, Director of Advancement Strategy and Brand, and representative from the Community Engagement Steering Committee, presented an overview of the proposed "Hub for Good," a new community partnership and engagement portal based on the successful Future Funder model used by Carleton's Department of Advancement for fundraising. The Hub for Good would function as a visible front door to facilitate external partnerships.

Development of this HUB will progress over 3 broad phases.

Phase 1 – (achieved) Establish a live portal for community engagement at Hub for Good. The HUB routes users to existing opportunities for community engagement such as research partnerships, coop opportunities, and philanthropy. This portal was launched with Propell initiative in mid-May.

Phase 2 – over the next 18 months – Develop a timely user-led platform for community engagement similar to the Future Funder platform. Individual groups will be able to put forward ideas for partnerships through the portal. Approval protocols have yet to be developed, as do measures for success and accountability. These will be developed through consultations with the university community, which will begin in September.

Phase 3 – Spring 2020 – External partners will be asked to submit ideas via the portal. Processes will be in place to adjudicate and assign partnerships based on agreed protocols.

Discussion:

A Senator asked if there are existing models for this process. Mr. Davies noted that Simon Fraser has been a model because of its broad community engagement but Carleton is the first university to develop this unique process. A number of charities also have served as resources for this model (as, for example, in volunteer matching).

Another Senator asked for examples of community engagement that could be accessed through this model. Fundraising is one possibility, but the platform has the potential to broaden partnerships beyond one dimension. The portal is a vehicle for connecting people. Research partnerships, coop opportunities, SEO volunteers in community for service learning, etc. are all current possibilities. Areas for research and working with students are already included. More opportunities can be identified through the consultation process.

Others asked about protocols to determine the appropriateness of projects, given the decentralization of process. Will there be safeguards to prevent embarrassments to the university?

Another Senator suggested that the text around accessing research on the current site, which is mostly STEM oriented, could be broader in its representation.

10. Reports for Information:
   a. **Senate Executive Committee Minutes** (March 19, 2019; April 16, 2019; May 21, 2019)

   b. **Senate committee Annual Reports (SAIAC, Student Awards, Library Committee)**

   Senators appreciated the detail and recommendations of the report from the Senate Student Academic Integrity Appeals Committee (SAIAC). A Senator asked if the idea of an Honor Code and Zero Tolerance Policy could be brought to Senate in September for further discussion. Another Senator asked about more specific issues with academic integrity in lab coursework. The Clerk noted that these responses would be brought back to the Chair of SAIAC and the recommendations would be taken to the appropriate Senate committee(s) for development before returning to Senate for discussion and approval(s).

11. Other Business

A Senator asked about flying an Indigenous/Algonquin flag on campus. The Chair noted that a response will be provided at the next Senate meeting.

12. Adjournment

The meeting was adjourned at approximately 12:00 noon.