



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

Closed Session:

- 1) Welcome**
- 2) Approval of Agenda (Closed)**
- 3) Approval of Minutes**
 - a. February 17 , 2017 (Closed Session)
- 4) Graduation**
 - a. Notification of Receipt of Graduation Lists (Clerk)
 - b. Motion to Graduate all Recommended Students
 - c. Posthumous Recognition
 - d. Cases Requiring Special Consideration (Faculty Board Representatives)
 - e. Special Features of the Graduation Class (Deans)
 - f. Motion to Graduate Recommended Students: Dominican University College
 - g. Procedure on Candidates Presented Late for Graduation (Clerk)
- 5) Committee of Medals and Prizes**
- 6) Other Confidential Business**

Open Session:

- 1) Approval of Agenda (Open)**
- 2) Approval of Minutes:**
 - a. April 28, 2017
- 3) Chairs' Remarks**
- 4) Discussion Period: Financial Overview (Michel Piché)**
- 5) Senate Administration (Clerk):**
 - a. Senate Membership
 - b. Committee Membership
 - c. Empowering Motion
- 6) Committee Reports:**
 - a. SAPC (P. Ricketts)
 - b. SCCASP (H. Nemiroff)
 - c. SAGC
- 7) Reports for Information:**
 - a. Senate Executive: April 18, 2017 and May 11, 2017
 - b. Board of Governors: March 23, 2017
 - c. Academic Colleague (J. Smith)
 - d. SUSC 2017 Report
 - e. Dominican University College: Minor Modifications
- 8) Other Business**
- 9) 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 April 28, 2017 at 2:00 p.m.
Senate Room, 608 Robertson Hall**

MINUTES

Present: S. Ajila, F. Alhattab, S. Blanchard, A. Bowker, L. Callaghan, A. Chandler, W. Clement, J. Coghill, J. Debanné, A. Dodge, C. Duff, K. Evans, W. Felepchuk, S. Field, C. Fong, P. Gentile, R. Goubran, N. Grasse, J. Hayes, R. Hoey, W. Horn, B. Hughes, W. Jones, K. Karim, E. Kwan, E. Lai, D. Long, A. Maheshwari, M. Martinov, C. Miller, J. Miller, M. Neufang, B. Örmeci, M. Pelletier, A. Plourde, P. Ricketts, R. Runte, D. Russell, J. Shepherd, E. Sloan, C. Smelser, S. Sur, N. Tait, P. Watzlawik-Li, P. Wolff.

Regrets: F. Afagh, A. Arya, K. Bashir, A. Bellerive, D. Buss, M. Butler, C. Carruthers, C. Chi, A. Christianson, C. Cruickshank, J. Dalphy, D. Deugo, A. Diptee, M. El-Tanany, M. Esponda, C. Feres, A. Forth, T. Garvey, R. Gorelick, F. Hosseinian, D. Howe, O. Javanpour, A. Loiselle, H. Nemiroff, K. O'Meara, D. Owusu-Akyeeah, C. Parrott, J. Paulson, M. Piché, J. Smith, J. Stoner, M. Sucharov, S. Taylor, P. Thompson, J. Tomberlin, F. Webster, J. Wolfart, C. Wong.

Open Session:

1. Welcome

The Chair welcomed everyone.

2. Approval of Agenda

It was **MOVED** (R. Hoey, K. Evans) that Senate approve the agenda of the meeting of April 28, 2017.

The motion **PASSED UNANIMOUSLY.**

3. Approval of Minutes:

a) March 31, 2017 (OPEN)

It was **MOVED** (W. Jones, M. Neufang) that Senate approve the minutes of the meeting of March 31, 2017.

The motion **PASSED.**

4. Chair's Remarks

The Chair provided Senate with an update on the development of our Strategic Mandate Agreement (SMA) with the government. The Chair outlined some of the main features of the government's new approach to SMAs. The Chair provided a handout (see Appendix) for discussion and asked Senators for their thoughts on the distinctive qualities of Carleton University. She stated that most universities focus on research or teaching. Carleton University has a unique balance between teaching and research. Senators pointed out that Carleton has a unique configuration of Faculties and a broad interdisciplinary approach. Some suggestions were also made on the order of points in the document.

5. Committee on Quality Assurance (CUCQA): Membership Ratification (J. Shepherd)

It was **MOVED** (J. Shepherd, R. Hoey) that Senate ratify the 2017-18 membership of the Carleton University Committee on Quality Assurance.

Senators discussed the lack of gender equity on the committee. It was **MOVED** (P. Gentile, C. Miller) that Senate ask the Chair of the Committee to expand the membership to allow for gender diversity. The **motion PASSED**.

The original motion PASSED.

6. Senate Administration (Clerk):

a) Senate Representatives on the Presidential Search Committee

It was **MOVED** (D. Russell, A. Plourde) that Senate approve the Senate Representatives for the Advisory Committee on the Appointment of the President and Vice-Chancellor.

The motion **PASSED UNANIMOUSLY**.

b) Faculty Representatives to Senate

It was **MOVED** (D. Russell, R. Hoey) that Senate approve the Representatives to Senate, as presented.

The motion **PASSED UNANIMOUSLY**.

c) Spring Convocation 2018

It was **MOVED** (D. Russell, E. Sloan) that Senate approve the change of date for the Spring Convocation 2018 from June 5th to 8th to June 12th to 15th, 2018. This was requested by the Registrar's Office to meet procedural requirements.

The motion **PASSED UNANIMOUSLY**.

d) Senate Meeting Schedule 2017-18

The Clerk provided the list of meetings for the next Academic Year. The meeting schedule will also be posted on the Senate website.

e) Faculty Appointments Contrary to Hiring Policy

The Clerk stated that there has been one faculty appointment made contrary to the hiring policy in the CUASA Collective Agreement.

7. Discussion: Aboriginal Education Council Annual Report (R. Nelson)

The Chair introduced Rodney Nelson, who is the Coordinator of the Aboriginal Enriched Support Program, Chair of Carleton's Aboriginal Education Council, and faculty member of the Centre for Initiatives in Education. The report (which was provided prior to the meeting) summarized his experiences at Carleton, building the outreach program to numerous First-Nations communities across Canada. He thanked A. Plourde, W. Clement, P. Ricketts, and R. Runte for their support for the Centre.

There was discussion of the inclusion indigenous content in the undergraduate curriculum, of our efforts to attract and effectively support first nations students and faculty, and the upcoming graduation ceremony at the Canadian Museum of History. The Chair mentioned related events that are part of our 75th anniversary programming.

8. Credit Waste and the B.A. Degree (J. Shepherd)

J. Shepherd gave a presentation on the issue of "Credit Waste and the B.A. Degree". The Faculty Boards of FASS and FPA support this proposal. J. Shepherd is preparing to bring a motion on this topic to the next Senate meeting.

It was **MOVED** (J. Shepherd, R. Hoey) that Senate suspend the BA Template passed by Senate in 1998.

The motion **PASSED UNANIMOUSLY**.

The Senate discussed issues related to the presentation including mandatory advising and faculty resources, the simplification of rules and regulations and avoiding the use of the word “waste” in this context.

It was **MOVED** (W. Clement, A. Plourde) that Senate request SCCASP to develop a revised BA Template in collaboration with the Deans of FASS and FPA, the University Registrar, and the Vice-Provost for approval by the Faculty Boards of FASS and FPA, SCCASP and Senate.

The motion **PASSED UNANIMOUSLY**.

9. Committee Reports:

a) SCCASP (J. Shepherd)

J. Shepherd presented on H. Nemiroff's behalf. He stated that SCCASP expects to bring a motion responding to the request from Senate regarding course outlines to the June 2 Senate meeting. Minor modifications to programs at the Dominican University College were provided to Senate for information. He reported that students had already been admitted to the B.C.S. Psychology Stream by the time that Senate had agreed to close the program. As a result the program will remain in the 2017-18 Calendar and close in 2018-19.

It was **MOVED** (J. Shepherd, W. Clement) that Senate approve a fourth descriptor for the Post-Baccalaureate Diploma credential, with effect from 2017-2018 as presented.

The motion **PASSED UNANIMOUSLY**.

It was **MOVED** (J. Shepherd, E. Sloan) that Senate approve the admissions regulations for the Post-Baccalaureate Diploma and Certificate in Professional Writing, as presented, effective 2018-19.

The motion **PASSED UNANIMOUSLY**.

It was **MOVED** (J. Shepherd, R. Hoey) that Senate approve the waiving of the double-counting rule for students registered in the Minor in Professional Writing who are also registered in BA programs in English and Applied Linguistic and Discourse Studies, effective 2018-19.

The motion **PASSED UNANIMOUSLY**.

b) SAPC (P. Ricketts)

It was **MOVED** (P. Ricketts, W. Clement) that Senate approve the introduction of the Certificate in Professional Writing as presented to commence in the fall 2018.

The motion **PASSED UNANIMOUSLY**.

It was **MOVED** (P. Ricketts, R. Hoey) that Senate approve the introduction of the Post-Baccalaureate Diploma in Professional Writing as presented to commence in the fall 2018.

The motion **PASSED UNANIMOUSLY**.

It was **MOVED** (P. Ricketts, W. Clement) that Senate approve the introduction of the minor in Professional Writing as presented to commence in the fall 2018.

The motion **PASSED UNANIMOUSLY**.

It was **MOVED** (P. Ricketts, M. Neufang) to combine the final three motions.

The motion **PASSED UNANIMOUSLY**.

It was **MOVED** (P. Ricketts, W. Clement) that:

- Senate approve the introduction of the Bachelor and International Studies specialization and stream in French and Francophone Studies as presented to commence in the fall 2018.
- Senate approve the introduction of the Bachelor of Global and International Studies specialization and stream in Global Genders and Sexualities as presented to commence in the fall 2018.
- Senate approve the introduction of the Bachelor of Global and International Studies specialization and stream in Teaching English in Global Contexts as presented to commence in the fall 2018.

The motion **PASSED UNANIMOUSLY**.

c) Governance Committee: Financial Review Committee (D. Russell)

D. Russell reported that Senate asked the Academic Governance Committee to examine the terms of reference of this committee last

fall. The committee has completed its recommendations. Senators noted that the committee has 11 members (not 10 as indicated in the proposal). D. Russell stated that this committee has a broader mandate and can seek faculty and staff expertise relevant to the issue at hand.

It was **MOVED** (D. Russell, P. Wolff) that Senate approve the presented revisions to the Terms of Reference for the Senate Financial Review Committee and rename it as the Senate Review Committee.

Senators discussed the issue of proportional graduate and undergraduate representation on this committee and others. The issue of faculty representation by proportion was also raised.

MOTION (F. Alhattab, C. Miller) that Senate amend this motion to exclude the committee composition and ask the Academic Governance Committee to review the issue of student committee membership.

The motion to amend **FAILED**.

The original motion **PASSED**.

10. Reports for Information:

- a) Senate Executive: March 21 and April 3, 2017 (Clerk)
- b) Academic Colleague (J. Smith)

Both reports were provided prior to the meeting. There were no questions.

11. Other Business and Adjournment

W. Felepchuck asked what the impact on the university would be if the Canadian Association of University Teachers (CAUT) censures Carleton University. P. Ricketts stated that his office has on-going correspondence with CAUT dealing with this issue. He hopes the censure will not occur.

The meeting adjourned at about 4: 10 p.m.

APPENDIX

Carleton University Strategic Mandate Agreement

Among the system-wide metrics are likely:

- proportion of fourth-year students with two HIPs or average number of HIPs per student
- retention from year one to two
- proportion of operating expenditures on student services
- composite score on NSSE questions related to students' perceived gains in higher order learning outcomes
- proportion of programs with explicit curriculum maps and articulation of learning outcomes
- graduation rate
- number and proportion of students in these categories: indigenous students, first generation students, students with disabilities, francophone students, women in STEM
- number of transfer applicants and registrants
- share of OSAP recipients relative to total number of eligible students
- Tri-council funding for research
- number of papers per full-time faculty
- number of citations (total and per paper)
- graduate employment rates
- number of graduates employed full-time in a related job

We are asked to consider the distinctive qualities of Carleton University and what makes Carleton different from other universities.

This is a preliminary list:

1. **Non-affiliated.** Carleton University is one of the few institutions in Canada not sponsored by a religious body. Proudly open to students, staff, and faculty of all religions and cultures, Carleton is consequently diverse in population, points of view and culture. That openness was evident in the first class of journalist graduates who were women in a time when there

were no women journalists and when women were stepping forward to fill needed positions in many fields. This diversity in the composition of the academic community has led to a unique structure with Faculties composed of non-traditional groupings of academic fields. In turn, this has resulted in a trail-blazing history of interdisciplinarity in research. Research teams work creatively across disciplines and Faculties contributing creative solutions to issues of signal importance. Today, this quality is evident in many programs such as health science policy, sustainable energy policy, global studies, political management (combining management, ethics, history of governance, politics and communication skills).

2. **Focused.** Focused on sustainable communities and working mainly in interdisciplinary fields like the environment, health, globalization and smart systems, Carleton University has developed many courses of study that do not exist at other universities in Canada. They reflect the unique interdisciplinary focus but also serve as a visible demonstration of a deliberately unique university, pursuing unique programming. Included in these unique programs are Human/Computer Interaction, Non-Profit Leadership and Philanthropy, African Studies, Indigenous Policy and Administration and Big Data Policy and Analytics, for example.
3. **Lean and attentive to the community.** Founded by the community in the aftermath of the war, Carleton operated on a shoestring with support from the community and with a view to serving the needs of the population. Carleton is still today a very lean operation that enjoys strong support from the community and seeks to meet the changing needs of the population. This naturally means continued emphasis on high tech, government and governance, international affairs. It means that the University is both largely free of debt and administered by a great team that is tall in talent and short in numbers.
4. **A balanced university.** Carleton strives for excellence and innovation in teaching and learning, pursues excellence in research as well, as works to ensure the success and satisfaction of students by meeting their needs through student services. Today many universities consider themselves research institutions or ones primarily dedicated to teaching. Carleton is truly balanced - both by intention and design.

5. **Innovative.** Carleton is not afraid to create new ideas and programs or to embrace new pedagogical techniques and the latest technologies. In our strategic plan, we describe ourselves as resilient, able to take risks and overcome failure. We do so each day as we find ways to reduce our carbon footprint, eliminate paper and design better classroom experiences.

6. **Collaborative.** At Carleton University, we have always worked with other institutions, governments, international agencies, not-for-profit organizations, museums and cultural institutions. Our scientists are part of SNOLAB and CERN. All our Arts departments have co-ops in the region and our students and faculty members write the texts for major exhibits in museums, even winning the award for the best-curated exhibit at the Guggenheim in New York. Our engineers and industrial designers are much sought after around the world but their contributions to the local economy contribute to the fact that the highest numbers of patents per capita outside the Silicon Valley is in Ottawa. We work with community colleges and our neighbor, the University of Ottawa, with which we share many joint graduate institutes.

7. **International/Global.** Carleton has always been known as an international institution due to the presence of the many embassies in Ottawa, to the fact that, from the very beginning, our students had experience abroad, to the origins of our faculty and students, to the role of an institution in the nation's capital, bringing the world to Carleton and Carleton to the world.

8. **Caring.** Very few universities would select this word as a descriptor. Yet, when you ask the community, students, faculty, staff, alumni, and visitors, all will declare that the University community is most caring and nurturing. This leads to excellence in student service and support. The Paul Menton Centre for Students with Disabilities offers one example of the way the University goes beyond being accessible to being welcoming. The success of our students who use the support offered demonstrates its effectiveness. Volunteer participation by the entire Carleton community exemplifies this strength of care that leads to personal and professional engagement. Carleton students lead the country in raising funds for cancer research every year. When the alternative Spring Break was announced, so many students signed up to participate in mentoring in

schools, building schools, cleaning the environment and serving the community that the program had to be expanded. Experiential learning and engagement have always been a part of the Carleton fabric.

DATE: May 19, 2017

TO: Senate

FROM: Dr. Peter Ricketts, Provost and Vice-President (Academic) and Chair, Senate Academic Program Committee

RE: **Dual Master's Degree Policy**

Please find attached a copy of the Dual Master's Degree Policy

Background

The Dual Master's Degree policy is being introduced to allow for a bilateral Master's level co-enrolment between two university institutions in different countries that enables a student to simultaneously complete a Master's program at both institutions. The Dual Master's Degree Agreement will define an academic pathway for a student to complete the program requirements and fulfil the learning outcomes of both Master's programs.

SAPC Motion

THAT SAPC recommend to Senate the approval of the Dual Master's Degree Policy contingent on approval by Graduate Faculty Board.

Contingency Met: May 24, 2017

Recommendation

THAT Senate approve the Dual Master's Degree Policy.

DATE: May 19, 2017

TO: Senate

FROM: Dr. Peter Ricketts, Provost and Vice-President (Academic) and Chair, Senate Academic Program Committee

RE: **Revised Cotutelle Policy and Agreement**

Please find attached the revised Cotutelle Policy and Agreement

Background

The original Cotutelle Policy was dated December 15, 2010 and has been reviewed and revised based on the mandatory revision date. Attached is a clean copy of both documents as well as one with track changes to easily identify the changes made.

SAPC Motion

THAT SAPC recommend to Senate the approval of the revised Cotutelle Policy contingent on approval by Graduate Faculty Board.

Contingency Met: May 24, 2017

Recommendation

THAT Senate approve the revised Cotutelle Policy

Motion: That SCCASP recommend to Senate the proposed changes to General Regulation 2.2 The Course Outline with effect from 2018-2019.

2.2 Course Prospectus

The instructor is required to provide a formal statement called the Course Prospectus. The course prospectus must be made available to all Carleton students on or before the required date found in the schedule for The Academic Year.

The course prospectus will specify

1. Complete Calendar Description
2. Proposed list of topics to be covered
3. Required Materials (texts, lab equipment, etc.)
4. All the elements that will contribute to the final grade, the overall approximate grade breakdown for the course, and due date estimates for major course elements (i.e., midterms and other major submissions (oral or written)).
5. All required time commitments occurring outside of the formally scheduled lectures, tutorials, labs and discussion groups. Changes may be required but must be announced at least two week prior to the newly scheduled date.

The course prospectus may also specify the requirements for those auditing a course, including attendance, to successfully complete the audit

MEMORANDUM

From the Senate Committee on
Curriculum, Admission and Studies Policy

To: Senate
From: Howard Nemiroff, Chair of SCCASP
Date: June 2, 2017
Subject: **Unusable Credits and the BA Degree, Dual Masters Degree Policy,
Course Prospectus**

Senate approval:**1. Unusable Credits and the BA Degree**

At the April 28th meeting of Senate, the Vice-Provost made a presentation on Unusable Credits and the BA degree, reporting that the Faculty Boards of the Faculty of Arts and Social Sciences and the Faculty of Public Affairs had voted in favour of the recommendations contained in the SCCASP Background Document, 'Unusable Credits and the BA Degree.' This document had previously been circulated to members of Senate.

As a consequence of Faculty Boards' approval, SCCASP unanimously passed the following motions at its meeting of May 16th:

THAT SCCASP recommend to Senate the elimination of Credits Not in the Major for all combined BA honours programs with effect from 2017-2018.

THAT SCCASP approve the calendar changes required as a consequence of the elimination of Credits Not in the Major for those combined BA honours programs affected with effect from 2017-2018.

THAT SCCASP recommend to Senate the reduction in the number of Credits Not in the Major required for all BA General programs from seven to six with effect from 2017-2018.

THAT SCCASP approve the calendar changes required as a consequence of the reduction in the number of Credits Not in the Major required for those BA General programs affected from seven to six with effect from 2017-2018.

THAT SCCASP recommend to Senate the endorsement in principle of the following recommendations:

THAT mandatory advising be put in place for students changing majors in the BA degree more than once

THAT students may only change major in the BA degree if they have taken a minimum of one course in the major into which they are transferring

THAT 'early warning advising' be instituted for students whose CGPAs early in their honours program suggest that subsequent transfer to the related general program is a possibility because of their Academic Performance Evaluations

THAT all BA program descriptions in the Undergraduate Calendar have embedded explicitly within them all the University and Degree Rules and Regulations pertaining to that program

THAT mandatory advising be put in place for students in all BA programs who do not fulfill the BA Degree Breadth Requirements as part of the first ten credits completed.

As a consequence, the following motions are being put forward for Senate to consider at its meeting of June 2nd:

THAT Senate approve the elimination of Credits Not in the Major for all combined BA honours programs with effect from 2017-2018.

THAT Senate approve the reduction in the number of Credits Not in the Major required for all BA General programs from seven to six with effect from 2017-2018.

THAT Senate endorse in principle the following recommendations:

THAT mandatory advising be put in place for students changing majors in the BA degree more than once

THAT students may only change major in the BA degree if they have taken a minimum of one course in the major into which they are transferring

THAT 'early warning advising' be instituted for students whose CGPAs early in their honours program suggest that subsequent transfer to the related general program is a possibility because of their Academic Performance Evaluations

THAT all BA program descriptions in the Undergraduate Calendar have embedded explicitly within them all the University and Degree Rules and Regulations pertaining to that program

THAT mandatory advising be put in place for students in all BA programs who do not fulfill the BA Degree Breadth Requirements as part of the first ten credits completed.

Senate is being asked to endorse in principle of the above five recommendations for two reasons. The first reason is that advising protocols are being reviewed more widely in connection to other initiatives involving the University's Academic Rules and Regulations. The consequence of the Senate

motions will be that, in developing these advising protocols, care will have to be taken to ensure that these protocols achieve what is required to reduce the phenomenon of 'Unusable Credits' in the BA degree. The rationale for each of these five recommendations is contained in the SCCASP Background Document, 'Unusable Credits and the BA Degree,' which has again been circulated to Senators. The second reason is that consideration remains to be given as to how some of these recommendations are to be implemented. It is assumed that future recommendations in relation to the above five recommendations will have to be considered by FASS and FPA Faculty Boards, SCCASP and Senate.

The calendar copy as it will appear in the 2017-2018 calendar as a consequence of the elimination of Credits Not in the Major for all combined BA honours programs and the reduction in the number of Credits Not in the Major required for all BA General Programs from seven to six is circulated for the information of Senators.

2. Dual Masters Degree Policy (doc: attached in the SAPC report – June 2, 2017)

SCCASP passed the following motion at its meeting of May 16:

That SCCASP recommend to Senate the approval of the new General Regulation 7.13 in the Graduate Calendar, with effect from 2017-18, covering the new Dual Master's Degree Policy.

As a consequence, the following motion is being put forward for Senate to consider at its meeting of June 2nd:

That Senate approve the new General Regulation 7.13 in the Graduate Calendar, with effect from 2017-18, covering the new Dual Master's Degree Policy.

3. Course Prospectus (doc: Course Prospectus Senate June 2, 2017.pdf)

SCCASP passed the following motion at its meeting of May 16:

That SCCASP recommends to Senate approval in principle of the proposed changes to General Regulation 2.2, The Course Outline, with effect from 2018-19.

As a consequence, the following motion is being put forward for Senate to consider at its meeting of June 2nd:

That Senate approve the proposed changes to General Regulation 2.2, The Course Outline, with effect from 2018-2019, as presented.

Senate Academic Governance Committee

BACKGROUND: The Senate Academic Governance Committee is currently reviewing the entire Academic Governance document to clarify ambiguities and inconsistencies. As part of this review, the committee is researching models of Senate governance including the selection of a Chair of Senate. In view of the Chair becoming vacant with the departures of President Runte and Provost Ricketts and in an effort to maintain continuity we recommend that Senate approve the following motion.

MOTION: that beginning August 1st, 2017, the Clerk of Senate serve as Chair Pro Tempore of Senate until the Senate Academic Governance Committee returns to Senate with its recommendations, no later than June 2018, which should provide time for the committee to complete its work.



**Senate Executive Committee
April 18, 2017
11:00 a.m. in 503S Tory Building**

MINUTES

Present: J. Debanné, D. Deugo, B. Hughes, J. Shepherd, P. Ricketts, R. Runte (Chair), D. Russell

Regrets: W. Felepchuk, L. Morton

The Chair called the meeting to order at 11:15 a.m.

1. Approval of the Agenda

It was **MOVED** (D. Russell, J. Shepherd) that the agenda be approved.
The motion **PASSED UNANIMOUSLY**.

2. Approval of the Minutes: March 21, 2017 and April 3, 2017

It was **MOVED** (J. Shepherd, J. Debanné) that the minutes of the meetings of March 21 and April 3, 2017 be approved as presented.
The motion **PASSED**.

3. Approval of Senate Agenda: April 28, 2017

The committee discussed the draft agenda and made the following changes:

- the questions submitted by R. Gorelick will be addressed in the Chairs' Remarks
- Senate Administration will present the election results for Senate representatives on the Presidential Search Committee
- The Senate Academic Governance will report on the proposed revisions to the terms of reference for the Financial Review Committee
- Add the item: Quality Assurance Membership Ratification (J. Shepherd)
- Discussion: Aboriginal Education Council Annual Report (R. Nelson)
- Replace item 7 with: Credit Waste and the B.A. Degree (J. Shepherd)

It was **MOVED** (P. Ricketts, D. Deugo) that the agenda of the Senate meeting of April 28, 2017 be approved as discussed.
The motion **PASSED UNANIMOUSLY**.

4. Discussion Topics

The Clerk has a list of topics for future meetings.

5. Other Business

a. Posthumous Degree

The committee received one request from the Faculty of Graduate and Postdoctoral Studies, with support and approval from the Department and Faculty Boards. The committee determined that the case met the requirements for a posthumous degree.

It was **MOVED** (P. Ricketts, J. Shepherd) that Senate Executive approve the request for a Posthumous Doctoral Degree in Political Science.

The motion **PASSED UNANIMOUSLY**.

b. Senate Meeting Schedule 2017-18

It was **MOVED** (B. Hughes, D. Deugo) that Senate Executive approve the Senate Meeting Schedule for 2017-2018.

The motion **PASSED UNANIMOUSLY**.

c. Spring Convocation 2018

The committee discussed the need for the change in this date. The committee recommends that future spring convocations should begin on the second Tuesday of June with the Senate meeting being held on the Friday 10 days prior to the start of convocation.

It was **MOVED** (D. Russell, J. Shepherd) that Senate Executive recommend to Senate that Spring Convocation 2018 be moved from June 5th-8th to June 12th-15th.

The motion **PASSED UNANIMOUSLY**.

d. Presidential Search Committee Process (D. Russell)

D. Russell reported that a call for nominations was sent out last week. He stated that nominations are being accepted until Friday. The elections will be held next week, with results presented at the Senate meeting.

The meeting adjourned at approximately 11:50 a.m.



Senate Executive Committee

May 11, 2017

Email Motion

MINUTES

Participants: D. Deugo, B. Hughes, P. Ricketts, R. Runte, D. Russell, J. Shepherd

The Executive Committee was emailed a motion by the Clerk:

That Senate Executive approve the early graduation of a student in the Bachelor of Architectural Studies degree for reasons of employment.

The motion **PASSED**.

**Minutes of the 601st Meeting of the
Board of Governors**

**Thursday, March 23rd, 2017 at 4:00 p.m.
Room 2440R Richcraft Hall, Carleton University**

PRESENT:	Dr. F. Afagh	Mr. D. Fortin	Ms. J. Ostrajanskiy
	Mr. F. Alhattab	Ms. C. Gold (phone)	Dr. R. O'Reilly Runte
	Ms. D. Alves	Mr. O. Javanpour	Ms. C. Switzer
	Ms. D. Armstrong (phone)	Mr. P. Dinsdale	Mr. A. Tattersfield
	Mr. M. Bueckert	Dr. I. Lee	Ms. R. Thompson
	Dr. C. Carruthers (Chair)	Mr. N. Nanos	Mr. A. Ullett
	Ms. G. Courtland	Mr. J. Nordenstrom	Mr. B. Wener
	Ms. L. A. Daly	Dr. B. Örmeci	Mr. M. Wernick (Vice Chair)
	Mr. K. Evans (phone)		
REGRETS:	Mr. D. Craig	Dr. P. Merchant	Dr. E. Sloan
	Mr. J. Durrell	Mr. G. Owens	Ms. L. Watson
STAFF:	Ms. S. Blanchard	Mr. E. Kane	Mr. T. Sullivan
	Ms. J. Conley	Mr. S. Levitt	Dr. J. Tomberlin
	Mr. D. Cumming	Mr. M. Piché	Mr. B. Winer
	Ms. A. Goth	Dr. P. Rankin	
	Dr. R. Goubran	Ms. B. Springer	

OPEN SESSION

1. CALL TO ORDER AND CHAIR'S REMARKS

The Chair called the meeting to order at 4:00 p.m. and welcomed all attendees, guests and observers. The Open Session was live-streamed to Southern Hall 617 and was audio recorded for the purpose of accuracy of the minutes.

2. DECLARATION OF CONFLICT OF INTEREST

The Chair asked for any declarations of conflict of interest from the members. No conflict was declared.

3. APPROVAL OF AGENDA

Mr. Tattersfield moved, and it was seconded by Mr. Wener, that the open agenda of the 601st meeting of the Board of Governors be approved, as presented. The motion carried.

4. APPROVAL OF THE CONSENT AGENDA

Ms. Daly moved, and it was seconded by Ms. Alves, that the open consent agenda be approved, as presented. The motion carried.

5. ITEM(S) FOR APPROVAL

5.1 Proposed Ancillary Budget 2017/2018

In accordance with the annual budget development schedule, the Finance Committee has reviewed and approved the 2017/18 Ancillary Budgets. The Ancillary Budgets constitute non-academic operations that are not included in the Operating Budget.

Mr. Ed Kane was introduced to give an overview of the various units, what they do, and some of the highlights. The mandate of the Ancillary Units is to cover their operating costs. The various units contribute to the over-all experience at the university and campus life.

The student fees cover 40% of the operating costs of Athletics under a fee protocol which can only be changed through a referendum. Other areas for income are programs and membership fees, which are above and beyond the base student fees, facility rentals, and sponsorships with the community. Athletics is one of the highest employers of students on campus with approximately 350 student employees. This past year the turf on the field was replaced, lighting in Ravens Nest as well as Ravens Field was increased and upgrades were made to the Athletic Complex. Revenues are fairly static. Any surplus is spent on deferred maintenance. The outstanding debt is not large.

The Bookstore is a service that has seen a lot of changes over the years as the industry is evolves with less hard-cover books being sold. Students can now rent textbooks and buy e-texts. There have not been substantial increases in sales. The store also sells merchandise. The contract with Follett has been renewed and includes a renovation to the store and textbook price matching. Last year the store became debt-free. The accumulated surplus is modest. There is no deferred maintenance.

Health and Counseling Services student fees are covered by a fee protocol. Revenue comes from various sources including student fees, OHIP and UHIP. There are 15 General Practitioners. The Director of Health and Counseling Services has done a fine job at turning around a once difficult operation putting the service on firm footing. There are

lots of visits to the facility. A small surplus has been accumulated which is being held for deferred maintenance once infrastructure changes are complete in the CTTC building. One additional room was added to the service and a dedicated Sexual Assault Counsellor will provide additional support.

Housing, Residence Life, Conference Services, and Dining are amalgamated under one roof. 3,600 student are housed in Residence during the school year (9 months) and during the summer months the buildings undergo renovations or are used by Conference Services. Dining Services was renovated two years ago and set-price meal plans were adopted. Renovations and modernization planned for summer 2017 including Glengarry Phase 2. \$15 million has been set aside for renovations to the building and they have to be done floor by floor during the summer months. Glengarry houses about 650 students during the school year. Lounges will also be upgraded to include game consoles. Wifi upgrades are also planned. Revenues are static due to a decrease in demographics. Residences have a small surplus but also have outstanding debt as well as an estimated \$24.5 million in deferred maintenance.

Parking Services has six lots and two parking garages. License plate recognition has been installed in two parking lots. They will be doing renovations to P9. Revenues are fairly static with a surplus of \$2.6 million dollars. Higher revenue is expected over the summer due to the increase in tourism in Ottawa. Two additional parking garages are planned for the long-term future.

The University Centre is an ancillary service and is operated on a cost recovery basis. It acts as the centre of student activities, groups and associations. There is deferred maintenance to be completed.

The Print Shop has amalgamated with Campus Card. Satellite operations have been shut down across campus and have been consolidated in Robertson Hall. There are copiers and printers across the campus. The Campus Card which was originally started as a meal plan card is now being used as well for access control. There is no outstanding debt and they have a small surplus. There will be some need for upgrades to machinery.

Carleton has two property rentals which include the National Wildlife and Resource Centre as well as CTTC. NWRC is a government operation that does have connections with programs on campus. The CTTC is about 50% vacant currently and FMP is using it as swing space for staff displaced by renovations. There are some deferred maintenance costs and outstanding debt.

The Ancillary Capital Fund was established a number of years ago and has income from the various ancillary units. There is no outstanding debt and no deferred maintenance.

Overall, the Ancillary units' revenues and expenses are fairly stable. There is a surplus but there is also outstanding debt and deferred maintenance obligations.

Mr. Wener moved, and it was seconded by Mr. Dinsdale, as recommended by the Finance and Executive Committees, to approve the proposed budget for Ancillary Units for 2017/2018, as presented. The motion carried.

5.2 Approval of Board of Governor Members on the University Secretary Search

The University Secretary is filled currently in an Acting capacity by Ms. Goth. When the former University Secretary resigned, Ms. Goth was seconded to the position on a career development assignment for up to a year. It is now time to conduct a search for the University Secretary and strike the search committee. In accordance with the appointment guidelines members of the committee include: the President, Vice-President (Finance and Administration), three members of the Board elected by the Board, a member of staff and the AVP Human Resources.

It was moved by Dr. Runte and seconded by Mr. Tattersfield as recommended by the Executive Committee to approve Dr. Chris Carruthers, Mr. Bob Wener, and Mr. Ken Evans to serve on the University Secretary Search Committee, as presented. The motion carried.

6. ITEM(S) FOR DISCUSSION

6.1 Internationalization at Carleton

Dr. Pauline Rankin, Associate Vice-President (Research and International) was introduced to the Board. Dr. Rankin has done exceptional work on internationalization at Carleton which includes research, teaching and exchanges as well as working with the International Student Services Office (ISSO). Dr. Jerry Tomberlin, Dean of the Sprott School of Business was also introduced to discuss the School of Business that has a selection of programs offered internationally. Dr. Fred Afagh, Dean of the Faculty of Engineering and Design also outlined programs and services offered in his Faculty.

Internationalization is not run out of a single office or under a single Vice-President, instead it crosses all the portfolios. Internationalization encompasses a global perspective and opportunities across sectors. The Strategic Integrated Plan references internationalization efforts through the portfolios of academic, research and student experience. In January 2017, at a Senior Management Retreat, a fulsome set of objectives were adopted which was done to encourage cross portfolio corporation in an even deeper way. The focus is still student experience in internationalization and strategic partnerships leveraging our location in Ottawa. We want to ensure we have the capacity to engage in opportunities as they arise while providing leadership in global networks,

making sure we are ready for professional opportunities for our staff members and having the ability to respond quickly and nimbly to opportunities as they arise. We also want to ensure we have a culture that supports cross-cultural learning and acts when needed e.g. anti-racism, religious tolerance. We are respecting the experience of our diverse community and are supporting the changing needs of our student, faculty and staff population.

The objectives flow from the recommendations of a benchmarking report that was done in 2015. The process benchmarked the activities on campus through interviews and focus groups with graduate and undergraduate students, document review and then compared Carleton to eight other universities; four national and four international. The purpose was to see our strengths and weaknesses and where we might consider engaging in new initiatives.

The benchmark recommendations fell into four areas:

1. Need for better coordination of our efforts which has led to the strengthening of Carleton International Office
2. Need for collaboration
3. Review of policy and procedures
4. Focusing on internal and external communications to ensure that others know that we are open to opportunities and where to find information and assistance

Overall, we need to ensure that the culture of the university is open and supportive of internationalization by supporting international learning, globalization in the classroom, supporting study abroad initiatives, and opportunities for domestic and international student interaction.

International research has been building partnerships with 60 research-focused MOUs across 25 countries. The greatest number of partnerships are in China, India and Brazil but they are expanding quickly to up to 15 countries. The Visiting Scholar and Researchers program is continuing to grow. Last year we welcomed 150 researchers who were coming for short or longer-term visits to work in labs or classrooms from 33 countries. We have many diplomatic and trade visits to Carleton with 65 visits last year. We have renewed our focus in looking for institutional international partnerships with benefits university-wide.

International student recruitment is now being done directly in 53 countries and we are exploring new areas. There is increased activity in Eastern Europe with new and existing partners.

The Business School has had international partnerships for a long time and the Strategic Plan includes: entrepreneurship, globalization, and global business. We have strong research areas in international business with a unique program in international business where students have to acquire a new language and study abroad for a year to study in that language. The consequence is heavy participation in student exchanges. With the highest number of international students of all Faculties (20%+). The MBA program, which has been offered abroad since 2002, is offered at four sites: Ottawa (122 students in November 2016), Iran (graduated 9 cohorts with 308 graduates, now suspended), Shanghai (started in 2015, 10 cohorts), and Columbia (started in 2014, 4 cohorts). There are differences among the programs. Originally for the program in Iran students were required to come to Ottawa for the summer to take courses. This was suspended as Visas became difficult to get. In China, the students were never required to come to Canada. For the Columbia program, we have a summer program in Ottawa.

In China and Iran the programs were started due to opportunities. The program in Columbia was started strategically because we wanted to engage with Latin America. We also have undergraduate student exchanges and research partnerships with Columbia. The challenges that remains is to achieve interaction among the programs at the four different sites.

The Faculty of Engineering the Design's (FED) graduate student program backbone is made up of Internationalization and international students as is common in most schools in North America. The Faculty has many graduate programs with Masters in Engineering and Masters of Applied Science and PhDs in five different areas. The number of incoming international students and the number of international student applications are both quite high. We have to be aware of the international students' needs and the main need is usually language. To address this, short courses for all students are offered on thesis writing. Many of the MOUs mentioned earlier are from FED and Faculties all over the world. We have faculty that are cross-appointed between Carleton and other universities world-wide.

Canadian students are hesitant to study abroad and there is a campaign underway that is being spearheaded by the Canadian Bureau for International Education (CBIE) with 87 colleges and universities across the country participating in fact finding across their campuses to figure out the barriers. Carleton has been holding focus groups to get views from our students on international study. The idea is that all the colleges and universities will collate the information together and there will be a public distribution of information and findings at the CBIE Meeting in November 2017. Less than 3% of Canadian students

have an international experience during their post-secondary education. Barriers could include language, funding and time. One of the ways we have been helping students with study abroad is through the International Student Bursary Fund and helping to subsidize trips. The award is run through the Awards Office but communicated through a variety of ways.

7. ITEM(S) FOR INFORMATION

7.1 Report from the Chair

a) Ontario Government Compensation Framework

The government wants an executive compensation framework developed for senior executive positions across the public sector. The development of the framework for Carleton is an ongoing process which has a schedule for completion by June 29th. The process will be transparent and public with the proposed framework posted publicly. We are currently seeking advice from consultants to find appropriate comparators.

b) Higher Education Quality Council of Ontario

The council receives funding from the government and puts out comparative metrics for universities. The specific metrics will be discussed at the committee level. Carleton overall stands out well. Governors who would like a copy of the report should email the University Secretary.

7.2 Report from the President

a) Strategic Mandate Agreement (SMA)

Dr. Runte gave a presentation on the SMA. Carleton has been working with the provincial government on the SMA. Bonnie Paterson will be on campus meeting with senior administration in late March. An initial draft of the SMA has been request by March 31st. Funding will remain the same for the next two years. The principle risk is if we go above or below the mid-point of the assigned enrolment corridor. The demographics in Ontario for 18-25-year old's indicate decline especially in northern and eastern Ontario. The GTA is of particular concern for Carleton. The government has also announced the opening of three new universities and they have been assigned 1,000 students each. While operations will likely not start for a few years, they will pull numbers from the GTA making recruitment more competitive. The impact will be financial. We need to increase our recruitment nationally and internationally to increase the number of applications. We have a strong reputation. International student numbers, diploma and certificate programs

are not included in the corridor. Graduate student allocation will be limited and this will be an issue for new graduate programs which have just started recruiting students. This can affect the number of graduate students we can accept thus reducing our research activities, success and reputation. We need to be creative and seek funding from other sources including putting money into the endowment and use it to match money that we raise for students.

The Province is embarking on this project to hold universities accountable for the use of public funds without inserting themselves too much into the process. They are outlining the areas in which they want universities to be accountable and this is quite reasonable. They are also trying to get a sense of the identity of the universities. Each institution will define its own identity through this process.

There will be no new funds for new programs, innovation, etc. Carleton has been very innovative, creating many new academic programs that do not exist anywhere else and increasing our student numbers which then pay for the innovation. The question is with a budget that will not increase, where will money for innovation come from? It is likely that many universities will hold the line for the next two years. This is the time, however, where we have to keep planning new innovation and acting on the plans. We need to work with other institutions, government, organizations, etc. go after targeted funds and take advantage of all opportunities. This will be challenging but will be exciting and worthwhile.

Government measures include areas where Carleton excels and other areas where our results are less than remarkable. Some measures include retention, and employment upon graduation. When students are asked “What you learned in university, do you apply it in your job?” our student tend to say “no”. We need to work on an education campaign for our students on what skills from university are transferable to the workplace such as critical thinking, logic, and research methods. The co-curricular record does this well.

Carleton does very well in measures of student services, student satisfaction, and research. Some of these metrics are unpredictable and we cannot guarantee that surveys will reflect the reality. Changes can and will affect our funding. We need to continue fundraising, and good communications, focus on our strategic management plan, and remain positive.

Partnerships, clusters, regional economic and socially responsible development are key words in the provincial and federal budgets. We are well suited to talk about regional economic development through the Ontario Regional Economic Development Task Force, initiatives in Cornwall,

Orleans, Kanata, the City of Ottawa, and partnerships with Algonquin College, La Cité, University of Ottawa and the work with the ARISE project.

Carleton has economic, social, cultural, high-tech development all linked to our Strategic Integrated Plan of building smarter stronger communities.

It is likely that the SMAs will be finalized the end of April.

Points addressed during question period:

- Funding for additional students and new programs will not be a priority for the province but an area on which we can focus may be research. If, for graduate students, research funding can be sought outside of the government and internationally we can position Carleton higher in research ratings.
- There has been an increase in upper-year transfer students, the numbers are not known currently.
- Modelling using statistics is underway. We are also monitoring what other universities are doing.
- Focusing on graduation rates and giving students every opportunity and supports to graduate are important considerations.

b) Update on Community Activities

The Federal budget was released on March 22nd. There are some opportunities for universities including: innovation and employment, housing, community infrastructure. The granting agencies did not receive additional funding in their budgets however there is a report on research and innovation that will be released in April it is hoped that the government will provide additional funding at that time.

The men's basketball team won gold and the women's basketball team won bronze in the national championships. The Sprott School of Business won gold in the international world competition which is the 4th time they have won.

The Board received a letter concerning the Sexual Violence Policy with some suggestions for amendments. Student Affairs will be responding. There is a regular process for reviewing the policy. All suggestions will be considered.

The university administration received a letter from CAUT regarding the Board's Code of Conduct and Bylaws and advising of a notice of motion of

censure. The President asked for additional information from CAUT which was sent. A response will be provided to CAUT.

c) *University Communications Report*

Three documents were circulated:

- 1) There is a feature story about Dr. Steven Fai and the virtual tour that he created for the Canadian Senate, very relevant to the 150th anniversary.
- 2) A summary of the events going on across campus for the 75th anniversary
- 3) A double-sided summary of the projects the Department of University Communications has been working on including: 5G Wireless, and a CBC program featuring Dr. Tim Cook.

7.3 Committee Chair Updates

7.3.1 *Building Program Committee (C. Carruthers)*

The ARISE Building tender came in below the approved funding. The building is on schedule with set-up for construction beginning. The next meeting of the committee will be May 16th.

7.3.2 *Community Relations and Advancement Committee (L.A. Daly)*

The first “Talk Exchange” event which addresses community engagement in our mandate occurred on March 20th. The event had participation from faculty, staff, students, alumni and donors with 32 registered participants. Note-takers from the Paul Mention Centre were arranged.

The event focused on two questions:

1. What is your ambition for Carleton for the next 75 years?
2. What kind of a Carleton do you want to build for future generations?

Interesting discussions took place. Each table had representation from the various constituencies so that different perspectives were heard. Dr. Carruthers opened the event and welcomed everyone. Mr. Cumming and Ms. Goth were thanked for their assistance with organization. The notes from each table will be summarized in a report which will be presented to CR&A Committee in May and then be presented to the Board in June.

Commonalities among tables included a recommendation to value inclusive and caring environment that Carleton has and continue supporting the large number of student support services.

Dan Rubenstein, from DUC produced a story which is highlighted on the Carleton homepage about the event (a copy was distributed).

7.3.3 Finance Committee (B. Wener)

At the March 8th meeting, the committee received an update on the expected operating result for the year ended April 30, 2017. There will be a surplus and the allocation of the surplus will come to the Board for approval on April 24, 2017. The committee also received an update on the progress of the major capital projects and with respect to the financial budgets everything is within budget.

7.3.4 Governance Committee (K. Evans)

The next meeting is in early May and at that time we will be carrying out the three year mandated review of the appointment guidelines for senior administration and the president's guidelines for senior administrators.

8. OPEN-QUESTION PERIOD

There were no questions.

9. END OF OPEN SESSION AND BRIEF NETWORKING BREAK

It was moved by Ms. Daly and seconded by Mr. Wener that the Board of Governors adjourn the Open Session at approximately 5:40 p.m. The motion carried.



Canada's Capital University

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Friday, May 26, 2017

RE: Report of the Academic Colleague from the Council of Ontario Universities meeting on May 26th, 2017.

Dear members of the Senate,

On May 26th, 2017, the Academic Colleagues from Ontario's Universities met at the Council of Ontario Universities 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:

- COU has polled various streams of the public to gain a better understanding of the priorities in our province moving forward and the role(s) that universities should play in them.
 - They are nearly done collecting and analyzing the data
 - They will use this data to develop and refine a collaborative approach amongst all universities that will allow us to interact with government parties and impact their election platforms in ways that will be impactful and relevant to society and universities
- SMA3
 - Will have metrics tied to funding.
 - Due to this, it is important to think about SMA3 now.
 - Working group at COU to start thinking about metrics
 - Will draft a proposal to MAESD on what outcomes based funding looks like
- SMA2
 - Undergrad space
 - Not clear if there is allocation on growth yet
 - Don't know how flow thru growth will be funded
 - It is likely that there will be new allocation of graduate spaces
 - Not new spaces, but different use of unused grad spaces
 - 2000 unfilled grad spaces right now in the province
 - There are also grad spaces that were promised in 2011 that haven't come in yet
- International strategy
 - MAESD say it won't regulate international tuition
 - There may be steps to increase transparency in this regard
 - E.g. Universities may show full cost at beginning
 - No talk of counting international students in our grad allocation

- Some surveys are ongoing:
 - Graduate outcomes survey
 - Cohort census
 - Administered by the government via a survey vendor
 - Polling employment outcomes
 - Polling program satisfaction
 - Data will available late summer
 - Climate survey of all campuses
 - Survey being developed, in final stages now
 - Pilot to be tested this fall
 - Hope is that it will go out in Feb of 2018
 - There will be opportunity for universities to develop tailored questions for their own institutions on the survey
 - Universities will need to start reporting incidents on campus to government
 - Reporting metrics are being developed
 - Focus on students only, not faculty and staff
- Government has re-branded the highly skilled workforce report and actions with “career kickstart”
 - \$190M campaign
 - Focus is work-integrated learning
 - COU working with MAESD to define this campaign more clearly
 - <https://news.ontario.ca/mof/en/2017/04/ontario-boosting-on-the-job-learning-opportunities-for-students.html>
 - Going to need metrics to measure the efficacy of this
 - Task force will be developed on this

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



Academic Colleague, Carleton University

[Jeffrey C. Smith, Ph.D.](#)

Director, [Carleton Mass Spectrometry Centre](#)

[Associate Professor, Department of Chemistry](#) and [Institute of Biochemistry](#)

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2016 Report to Senate

The Senate Undergraduate Studies Committee

I. Introduction:

The Senate Undergraduate Studies Committee (SUSC) is charged with hearing Undergraduate appeals relating to University-wide regulations. It has representatives from each of five Faculties: Engineering & Design, Arts and Social Sciences, Business, Science, and Public Affairs and Management. The Information Technology program is also represented. We have established quorum as three of five representatives (or their alternates) plus the Chair and, except in exceptional circumstances, quorum requires that the representative from the petitioning student's Faculty be present when a case is decided. Meetings are held the 2nd and 4th Tuesday of the month and are held 12 months of the year. Once precedent is set by the Senate Undergraduate Studies Committee, the Undergraduate Appeals Secretariat will make decisions on petitions following that precedent.

II. Executive Summary

The SUSC primarily hears cases denied by the University Appeals Secretariat (Registrar's Office) and appealed by the student. We also hear cases that the University Appeals Secretariat seeks guidance on and student appeals of cases denied by the Faculty Committees on Admissions and Studies (CASs). It is important to note that this represents a small proportion of all appeal applications. With a total enrollment of about 25,000 undergraduate and special students, the total number of petitions and appeals for 2016 was 2588. The number of cases heard by the Senate Undergraduate Studies Committee was 68 or about 2.5% of that total.

- The total number of petitions increased by 13% or 301 petitions from 2015 to 2016.
- The categories that had the most increase were deferrals, registration-related requests and backdated financial withdrawals.
- The majority of petitions, 71%, deal with registration and withdrawal issues.
- The number of petitions and appeals granted compared to those not granted remains consistent.
- 13% of the petitions are submitted in January, when students are reacting to their fall term results.

III. Statistical Summary

1. Total Number of Petitions

There were a total of 2588 petitions received in 2016, an increase of 13% or 301 petitions over 2015.

Although there is a small increase in almost all categories of petitions, the most significant increases were petitions for deferrals (an increase of 95) and registration-related requests (28 requests to overload and 73 requests for late registration). There were 40 more petitions in 2016 than in 2015 for backdated financial withdrawal.

TABLE I: TOTAL NUMBER OF PETITIONS

Year	2016	2015	2014	2013	2012	2011
Total Petitions	2588	2287	2593	2703	2812	2903
Winter Term Enrollment	24,702	24,037	23,588	23,109	22,389	21,562
Summer Term Enrollment	9,598	9,087	8,676	8,372	8,134	7,843
Fall Term Enrollment	26,102	25,429	25,023	24,593	24,005	23,526

2. Petitions by Category

The majority (almost 71%) of petitions deal with registration and withdrawal issues. Registration issues include requests to overload, late registration and reinstatement after deregistration due to non-payment. Withdrawal issues include requests from both current and previous terms and deal with requests regarding both academic and financial matters.

Petitions from students requesting to defer final exams and assignments and those dealing with missed deferrals, account for another 18% of the total.

The remaining 11% is spread over academic standing (including issues around the academic performance evaluation, appeals of grade and credit for precluded courses), graduation issues (low CGPA, do not meet the breadth requirement, insufficient upper year courses, residency, substitution of Departmental requirements) and transfer of credit (letters of permission or exchange).

TABLE II - PETITIONS BY CATEGORY

	2016	2015	2014	2013	2012	2011	2010
Academic Standing	82	66	105	141	54	24	37
Deferrals	302	207	291	249	308	270	293
Missed Deferrals	161	152	103	131	148	147	171
Late Application for Graduation	17	5	15	13	14	13	8
Graduation Issues	16	22	26	28	21	19	28
Registration Related	1169	1074	1188	1232	1280	1392	1264
Withdrawals	676	614	663	664	734	720	956
Transfer of Credit	80	66	82	118	82	125	119
Missed Deadline to Petition	51	40	77	82	122	106	70
Other	34	41	43	43	49	87	117

ACADEMIC STANDING

The majority of petitions in this category are Appeals of Grade. The Registrar's Office serves an administrative role accepting the requests and forwarding them to the Dean's Offices. A total of 62 were reviewed by the Dean's Offices in 2016, an increase of 9 from the previous year.

DEFERRALS and MISSED DEFERRALS

The total number of deferral requests increased by 5% from 2015 to 2016. Although there was a decrease in the number of petitions relating to deferrals in 2015, the numbers in 2016 are more consistent with those from previous years. A new regulation regarding early departures from exams and petitions accounted for about a third of the increase.

The missed deferral category includes petitions from students who originally deferred final assignments, take-home exams and formally scheduled exams, but found that they were still unable to submit the work or write the deferred exam. In the last number of years, the Registrar's Office has incorporated enhanced outreach and student support into their processes and yet, despite this, there was still a small increase in the number of students who could not complete the work and submitted a petition.

REGISTRATION RELATED

TABLE III: A CLOSER VIEW OF REGISTRATION:

	2016	2015	2014	2013	2012	2011
Overloads	537	509	640	626	622	654
Late Course Registration	567	494	491	516	565	643
WIPE	65	71	56	90	93	95

There was a 6% increase from 2015 to 2016 in the number of requests to overload and a 15% increase in the number of petitions for late registration requests. There was an increase of 73 petitions for late registration and an increase of 71 that were granted.

WIPE refers to petitions where students sought reinstatement after being deregistered due to the non-payment of fees.

WITHDRAWALS

Although the academic withdrawal deadline has been the last day of the term since 2010, the Secretariat still approved 28 requests the day after the deadline and 58 petitions for current term withdrawals in 2016. There was a 10% increase in the number of petitions for backdated financial withdrawal. Part of this increase can be attributed to efforts by the Student Accounts Office to recover some money from older accounts that were previously written off.

3. Granted/Not Granted Ratio

The ratio of petitions granted to not-granted remains constant with 74% of petitions being granted and 26% not granted in 2016. Most petitions are granted in the Appeals Secretariat based on precedents set by the various Appeals committees. Petitions that are not granted by the Secretariat may be appealed by the student to the appropriate committee. The Secretariat also takes unusual or precedent setting cases to the appropriate committees for guidance on how to handle cases. This would include petitions around new regulations.

TABLE IV: GRANTED AND NOT GRANTED PETITIONS

Year	Granted	Not Granted
2016	74%	26%
2015	75%	25%
2014	73%	27%
2013	72%	28%
2012	77%	23%
2011	76%	24%

4. Petitions Cancelled

Not all petitions are actually adjudicated. Some petitions are cancelled. Students may cancel a petition themselves or petitions may be cancelled by the Secretariat if the student fails to submit the required documentation. The Secretariat contacts students within 14 days when an incomplete petition is submitted and follows up again before a petition is cancelled. The data on cancelled petitions is in Table V.

TABLE V: NUMBER OF CANCELLED PETITIONS:

	Number Cancelled	Percentage of Total
2016	120	5%
2015	91	4%
2014	137	5%
2013	150	6%
2012	199	7%
2011	258	9%

5. High and Low Volume Periods

The deadlines for submitting petitions are as follows: Jan. 30, June 30 and Sept. 30. January has the highest volume (13% of the annual total) with 34% of petitions in January dealing with late registration and 33% were requests to overload. This is in reaction to fall term results. Adding registration and overload issues together, that accounts for 67% of the petitions in January.

- Month(s) with Highest Volumes (over 300) – January
- February, March, April, May, September, October (200-300)
- Months with Lowest Volumes (under 200) – June, July, August, November and December

6. Breakdown of Cases by Decision-maker:

Petitions are heard by a variety of different committees. The Senate Undergraduate Studies Committee (SUSC) hears petitions regarding University-wide regulations and appeals of decisions from other committees and the Secretariat. The CAS/JCAS committees hear cases regarding degree specific regulations, with the exception of Engineering. Engineering reviews almost all its' cases due to accreditation requirements. The appeals of grades are handled by the Dean's Office in the respective faculty and requests for financial withdrawal are heard by the Financial Appeals Committee (FAC) or the Financial Registration Appeals Committee (FRAC) where students with a substantial balance owing are seeking continued registration. The following are the statistics from 2016:

- SUSC 2.5%
- Engineering 7.5%
- Secretariat 90%
- CAS/JCAS less than 0.5% (1 case)

TABLE VI: NUMBER BY COMMITTEE

	2016		2015		2014		2013	
SUSC	68	2.5%	120	5%	125	4.8%	124	4.6%
ENG	200	7.5%	217	9.5%	239	9.2%	253	9.3%
Secretariat	2318	90%	1948	85%	2226	85.9%	2322	85.9%

The undergraduate Appeals Secretariat was able to make most of the decisions on behalf of the SUSC based on precedents set by SUSC.

PROCEDURAL REVIEW

The Senate has delegated its authority to make final decisions about student petitions and appeals regarding undergraduate academic regulations to the Senate Undergraduate Studies Committee. Following a decision by SUSC, students may request a Procedural Review of the decisions made by this committee.

The Clerk of Senate has confirmed that there were no procedural reviews submitted in 2016.

DATE: May 19, 2017

TO: Senate

FROM: Dr. John Shepherd, Vice-Provost and Associate Vice-President (Academic)

RE: Dominican University College - Minor Modifications

Background

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

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

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

The Dominican University College 2017-18 course changes are being provided to Senate for information.



COLLÈGE UNIVERSITAIRE DOMINICAIN
DOMINICAN UNIVERSITY COLLEGE

Compte rendu de la Réunion du Conseil des études

André Descôteaux, provincial, et chancelier du Collège universitaire dominicain, Maxime Allard, président du Collège universitaire dominicain, Michel Gourgues, vice-président du C.É., Francis Peddle, vice-président aux études, Peter Foy, vice-président aux finances et à l'administration, Hervé Tremblay, doyen de la faculté de théologie, Eduardo Andújar, doyen de la faculté de philosophie, Daniel Cadrin, directeur de l'IP, Antoine Dabrowski, représentant des étudiants

Le lundi, 1er mai 2017, à 8h30 Salle **221** – 96, avenue Empress, Ottawa

Prière : A. Descôteaux

1. Adoption de l'ordre du jour : approuvée.
2. Procès-verbal de la dernière réunion
3. Informations et discussions concernant les trois sections du Collège qui ne feront pas partie du rapport pour l'année et qui seront présentées à la réunion de 10h30
4. Approbations de cours, de professeurs, de programmes

4.1 Faculté de théologie :

Séminaire DTHI 6219
ENTRE JÉSUS ET PAUL

Les premières formulations de la foi chrétienne (entre 30 et 50), avant l'émergence du Nouveau Testament.

Entre la mort de Jésus en l'an 30 et la première lettre de Paul aux environs de 50, il s'est écoulé près d'une génération qui n'a laissé derrière elle aucun écrit. Ces vingt premières années ont pourtant été décisives pour le christianisme des origines, pour la prise de conscience de son identité et pour son expansion dans la ligne de l'universalisme. Pour avoir accès à son expérience et à ses premières formulations de foi, il faut essayer d'en repérer, disséminés et plus ou moins dissimulés, les échos, évocations ou citations, à même les écrits chrétiens de la seconde génération, en particulier dans le corpus épistolaire paulinien. Le séminaire, en leur appliquant différents critères de détection, se propose d'identifier et d'examiner de plus près une dizaine de textes témoins en essayant d'en repérer les récurrences et les accents majeurs.

Séminaire qui sera donné par Michel Gourgues est approuvé par le Conseil.

Levée de la séance à 9 h 20

ANNEXE I

Niveau	Session	Année
1 ^{er} cycle	Printemps	2017

Niveau	Session	Année
1 ^{er} cycle	Automne	2017
DTHI 1442	Le mystère de Dieu I	3 cr.
DTHI 1520	Théologie morale fondamentale	3 cr.
DTHI 3462	Trois sacrements à redécouvrir (Pénitence, mariage, sacrement et malades)	3 cr.
DTHI 3161	Introduction aux livres Sapientiaux	3 cr.
DTHI 4002	Grec biblique	3 cr.

Niveau	Session	Année
1 ^{er} cycle	Hiver	2018
DTHI 1220	Les écrits pauliniens	3 cr.
DTHI 1320	Les premier siècles Réforme et Contre-Réforme	3 cr.
DTHI 1443	Le mystère de Dieu II	3 cr.
DTHI 1521	Anthropologie théologique	3 cr.

Hervé Tremblay

Doyen
30 mars 2017

ANNEXE I

Level	Term	Year
Undergraduate	Spring	2017
DTHY 4565	Ways of Prayer	1 cr.

Level	Term	Year
Undergraduate	Fall	2017
DTHY 2140	Introduction to Prophetical Books	3 cr.
DTHY 2441	Christology I	3 cr.
DTHY 3260	The Gospel of John	3 cr.
DTHY 3360	Protestant and Catholic Reformation	3 cr.
DTHY 4002	Biblical Greek	3 cr.

Level	Term	Year
Undergraduate	Winter	2018
DTHY 2542	Hope and Charity	3 cr.
DTHY 2442	Christology II	3 cr.
DTHY 3461	Sacraments 1: Baptism and its Confirmation	3 cr.
DTHY 4120	«In the Beginning»: Gen 1-11	3 cr.

Hervé Tremblay

Dean
March 30th 2016

ANNEXE I

Niveau - Level		Session - Term	Année - year
Cycles supérieurs - Graduate		Automne - Fall	2017
DTHI 5560	Éthique et soins I		1 cr.
DTHI 5561	Éthique et soins II		1 cr.
DTHI 5562	Éthique et soins III		1 cr.
DTHI 6362	La réforme protestante		3 cr.
DTHI 6219	Entre Jésus et Paul		3 cr.
DTHY 5401	Engaging the Thought of Bernard Lonergan		3 cr.
DTHY 6362	The Protestant Reformation		3 cr.

Niveau - Level		Session - Term	Année - year
Cycles supérieurs - Graduate		Hiver - Winter	2018
DTHI 5080	Méthodes théologiques		3 cr.
DTHI 5110	La Bible et son histoire I		1 cr.
DTHI 5111	La Bible et son histoire II		1 cr.
DTHI 5112	La Bible et son histoire III		1 cr.
DTHI 6580	Bioéthique et théologie		3 cr.
DTHY 5080	Theological Methods		3 cr.
DTHY 5115	The Plan of God in the Bible		3 cr.
DTHY 6580	Bioethics and Theology		3 cr.

Level	Terms	Year
Graduate	Spring, Fall and Winter	2017-2018
DTHI 5970	Examen compréhensif	6 cr.
DTHY 5970	Comprehensive Exam	6 cr.
DTHI 5980	Soumission de la thèse	0 cr.
DTHY 5980	Thesis Submission	0 cr.
DTHI 5990	Soutenance de la thèse	0 cr.
DTHY 5990	Thesis defence	0 cr.
DPHI 6970	Examen compréhensif	6 cr.
DTHY 6970	Comprehensive Exam	6 cr.
DTHI 6980	Soumission de la thèse	0 cr.
DTHY 6980	Thesis Submission	0 cr.
DTHI 6990	Soutenance de la thèse	0 cr.
DTHY 6990	Thesis defence	0 cr.

Hervé Tremblay

Dean
March 30th 2016

ANNEXE II – NOUVEAUX COURS - THÉOLOGIE

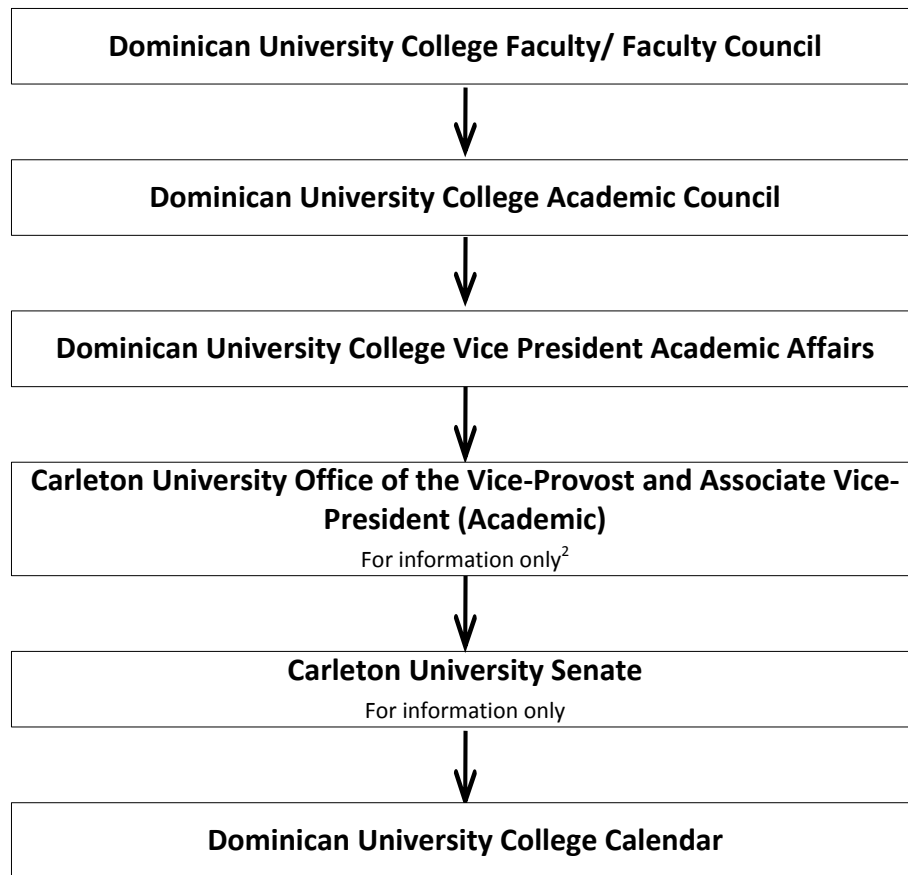
Côte du cours :	DTHI 6219
Section :	A
Crédits :	3
Titre complet	
Entre Jésus et Paul : Les premières formulations de la foi chrétienne (entre 30 et 50), avant l'émergence du Nouveau Testament	
Titre long – base de données (max. : 100 caractères incl. les espaces et la ponctuation)	
Entre Jésus et Paul : Les premières formulations de la foi chrétienne avant l'émergence du N-T	
Titre – relevé de notes (max. : 30 caractères incluant les espaces et la ponctuation)	
Entre Jésus et Paul	
Description du cours	
<p>Entre la mort de Jésus en l'an 30 et la première lettre de Paul aux environs de 50, il s'est écoulé près d'une génération qui n'a laissé derrière elle aucun écrit. Ces premiers vingt ans ont pourtant été décisifs pour le christianisme des origines, pour la prise de conscience de son identité et pour son expansion dans la ligne de l'universalisme. Pour avoir accès à son expérience et à ses premières formulations de foi, il faut essayer d'en repérer, disséminés et plus ou moins dissimulés, les échos, évocations ou citations, à même les écrits chrétiens de la seconde génération, en particulier dans le corpus épistolaire paulinien. Le séminaire, en leur appliquant différents critères de détection, se propose d'identifier et d'examiner de plus près une dizaine de textes témoins en essayant d'en repérer les récurrences et les accents majeurs.</p>	

Hervé Tremblay

Doyen

31 mars 2017

Minor Modifications¹



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

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

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