



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 February 16, 2018 at 2:00 p.m.
Senate Room, Robertson Hall
AGENDA**

Closed Session:

1. Welcome

2. Approval of Agenda (closed)

3. Minutes:

- a) October 27, 2017 (closed session)

4. Graduation:

- a) Notification of Receipt of Graduation Lists (Clerk)
- b) Motion to Graduate All Recommended Students
- c) Posthumous Recognition (Clerk)
- d) Special Features in the Graduation Classes (Deans)
- e) Motion to Graduate Recommended Students: Dominican University College
- f) Honorary Degree Candidates

5. Procedure on Candidates Presented Late for Graduation (Clerk)

6. Report on the Empowering Motion (Clerk)

7. Other Confidential Business

Open Session:

1. Welcome

2. Approval of Agenda (open)

3. Minutes:

- a) January 27, 2018

4. Matters Arising

- a. Student Awards – Procedures (Advancement)

5. Chair's Remarks

6. Question Period

- a. Questions submitted in advance
- b. Questions from the floor

7. Reports:

- a. SAPC (L. Dyke)
- b. Governance Committee (Clerk)
- c. Honorary Degrees Committee (R. Goubran)
- d. Medals & Prizes Committee (Clerk)

8. Reports for Information:

- a. Nomination Form – Honorary Degrees Committee

9. Other Business

10. Adjournment



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

**Carleton University Senate
Meeting of January 26, 2018 at 2:00 p.m.
Senate Room, Robertson Hall**

MINUTES

Attending: F. Afagh, S. Ajila, A. Barclay, A. Bellerive, S. Blanchard, A Bowker, L. Callaghan, C. Carruthers, A. Chandler, W. Clement, J. Coghill, D. Deugo, T. Di Leo Browne, A. Dodge, C. Dogan, L. Dyke, J. Erochko, M. Esponda, R. Goubran, E. Grant, N. Grasse, J. Green, P. Gunupudi, B. Hallgrimsson, A. Hassan, E. Hitsman, W. Horn, F. Hosseinian, W. Jones, J. Kovalio, E. Kwan, D. Long, K. Lumsden, A. Maheshwari, C. Miller, J. Miller, H. Nemiroff, M. Neufang, D. Nussbaum, Z. Parkkari, J. Paulson, M. Piche, A. Plourde, M. Rooney, D. Russell, A. Shotwell, D. Siddiqi, E. Sloan, P. Smith, A. Summerlee, S. Taylor, J. Tomberlin, J. Wolfart, C. Young.

Guests: Z. Clayden, J. C. Prent, J. Shields [nominees]

Recording Secretary: Kathy McKinley

1. CALL TO ORDER

The Chair called the meeting to order at 2:00 p.m.

2. APPROVAL OF AGENDA

It was **MOVED** (C. Miller, J. Paulson) that Senate approve the agenda for the meeting of Senate on January 26, 2018, as presented.

The motion **PASSED**.

3. APPROVAL OF MINUTES

It was **MOVED** (M. Neufang, C. Miller) that Senate approve the minutes of the Open Session of the Senate meeting on November 24, 2017, as presented. The motion **PASSED**.

4. MATTERS ARISING

There were none.

5. CHAIR'S REMARKS

- a) **Smudging at Senate** – One of the new Senators, who is from the Anishinaabe First Nation, has offered to perform a short smudging before Senate to promote the values of good governance, truth, reconciliation, and comradery. This is an important activity that Senate would like to include, while being mindful of sensitivities to smoke that some Senators may have. The Senate Office will circulate more information prior to the next Senate meeting as decisions around this activity are finalized.
- b) **Sexual Assault Awareness Week** – Many events and activities on campus supported this initiative over the past week. More than 3,000 people engaged in training and other activities centred around awareness and reporting of sexual assault. A summary report is expected and will be published. Some issues with the language in the policy remain, and these will be addressed following a broad consultation with students across campus. The Chair thanked Equity Services for their leadership on this issue.
- c) **Department of University Communications** – The Chair recognized the efforts of the Department of University Communications in reporting on the Federal Budget and on recent activities of the provincial government that are of interest to Carleton. We are anticipating announcements with the provincial government around research and employment opportunities for people with disabilities, which is key strength of our university.

d) Department of University Advancement – The Chair reported that the Carleton University Campaign is proceeding well. He praised members of the Board of Governors for their leadership in supporting the campaign.

e) SIPC Retreat – Next Week the SIPC (Strategic Integrated Planning Committee) retreat will frame issues around the budget and budget development. Consistency of information across platforms will be at the center of discussions, as will supporting students, graduation and retention rates, and communication processes in general.

6. QUESTION PERIOD (Chair)

There were no questions submitted in advance or from the floor.

7. MOTION RE: SENATE EMERGENCY ACADEMIC RESPONSE COMMITTEE (J. Paulson)

It was **MOVED** (J. Paulson, J. Wolfart) that Senate revoke all authority of the Senate Emergency Academic Response Committee until such time as Senate clarifies the circumstances under which the President may invoke an emergency.

There was no discussion of the motion. 21 voted in favour, and 25 were opposed. The motion **FAILED**.

One Senator asked for clarification on whether or not a strike on campus would be considered an emergency. The Chair agreed that a strike would be a campus emergency, but not one that would suspend Senate's ability to act. A strike is not a Senate emergency, and would not, in itself, be enough to cause the President to call the SEARC into existence.

The Chair noted that the Senate Academic Governance Committee is still working on the constitution and other issues of SEARC.

8. ADMINISTRATION (Clerk of Senate)

a) Senate and Senate Committee appointments

The Clerk noted that many of the vacant positions for Graduate Students on Senate Standing Committees have been filled since the last Senate meeting. In addition, one retiree and one faculty member have been nominated for vacancies on committees and three undergraduate students have been elected to Senate.

It was **MOVED** (D. Russell, C. Miller) that Senate ratify the new Senate and Senate Committee appointments, as presented.
The motion **PASSED**.

Discussion:

The Clerk was asked to clarify the Senate policy for appointing or approving members to Senate and Senate Standing Committees. The Clerk explained the current student appointments as a continuation of the process that began last fall. A Call for Nominations was circulated via CASG and GSA, and elections were held in cases where there was more than one candidate for a position. The Clerk agreed to provide a rationale explaining the process with any future lists of appointments circulated to Senate.

b) CUASA – There were four (4) appointments contrary to advertising policy in the collective agreement. (This announcement was for information purposes only.)

c) Response to previous question regarding majority votes in Senate: The Clerk clarified when a simple majority is needed to decide a vote, and when a 2/3 majority of those present is required.

- Most motions require a simple majority of those voting. This is the default rule for majority votes on motions.
- Some motions, such as a waiver of notice, or a motion to close or limit debate, require a 2/3 majority of those present to pass.

9. REPORTS

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

The committee prepared an omnibus motion to cover 19 major modifications for existing programs, all of which have been approved by Faculty Boards and have passed through the Quality Assurance process before coming to Senate.

It was **MOVED** (J. Tomberlin, W. Clement) that Senate approve the major modifications as presented with effect from Fall 2018. The motion **PASSED**.

Modifications included in the omnibus motion are listed below for information:

- Major modifications to the Bachelor of Arts in Sociology (Honours, Combined Honours) programs as presented with effect from Fall 2018.
- Major modifications to the Mention Français program in Sociology & Anthropology as presented with effect from Fall 2018.
- Major modification to the Certificate in Public Service Studies as presented with effect from Fall 2018.
- Major modifications to the Bachelor of Arts in Religion program as presented with effect from Fall 2018.
- Introduction of the Interdisciplinary Public Affairs (IPAF) courses as presented with effect from Fall 2018.
- Major modifications to the Bachelor of Information Technology, Information Resource Management program as presented with effect from Fall 2018.
- Introduction of the Bachelor of Journalism, Concentration in Health Science program and independent project course as presented with effect from Fall 2018.
- Major modification to HLTH4909 as presented with effect from Fall 2018.
- Major modifications to the Bachelor of Arts in Film Studies program as presented with effect from Fall 2018.
- Major modification to the minor in Disability Studies as presented with effect from Fall 2018.

- Introduction of the specialization in Digital Humanities to the Master of Arts in Canadian Studies program as presented with effect from Fall 2018.
- Introduction of the specialization in Data Science to the Master of Information Technology program as presented with effect from Fall 2018.
- Introduction of the specialization in Data Science to the Master of Arts in History program as presented with effect from Fall 2018.
- Introduction of the specialization in Data Science to the Master of Arts in Psychology program as presented with effect from Fall 2018.
- Major modification to the Master of Philanthropy and Non-Profit Leadership program as presented with effect from Fall 2018.
- Major modification to the Masters programs in Sustainable Energy as presented with effect from Fall 2018.
- Major modification to the PhD in Canadian Studies program as presented with effect from Fall 2018.
- Major modification to the PhD in Canadian Studies with a specialization in Political Economy program as presented with effect from Fall 2018.
- Major modification to the PhD in Public Policy with a specialization in Political Economy program as presented with effect from Fall 2018.

Discussion:

The committee was asked if there had been any dissent at lower levels of approval, or if there were any issues arising at these levels that Senate should be aware of. The Chair of SAPC assured Senators that there were no concerns at SAPC, SCCASP or CUCQA.

Several Senators also commended the committee for removing courses that were no longer taught from some of the programs.

9. REPORTS (continued)

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

The Committee presented four motions for approval.

It was **MOVED** (H. Nemiroff, A. Plourde) that Senate approve the revisions to R UG-2.2 for the 2018/19 Calendar as presented.
The motion **PASSED**.

It was **MOVED** (H. Nemiroff, C. Miller) that Senate approve the inclusion of BIT recommended courses in the 2018/19 Calendar as presented.
The motion **PASSED**.

It was **MOVED** (H. Nemiroff, L. Dyke) that Senate approve the Journalism program changes for the 2018/19 Calendar as presented.
The motion **PASSED**.

It was **MOVED** (H. Nemiroff, W. Clement) that Senate approve the additional high school French Admissions requirements for the Specialization in French and Francophone Studies in the BGIInS degree for the 2018/19 Calendar as presented.
The motion **PASSED**.

9. REPORTS (continued)

c) Senate Committee on Student Awards

It was **MOVED** (D. Russell, A. Shotwell) that Senate approve the list of new awards and changes to existing awards, as presented.
The motion **PASSED**.

Discussion:

Senators expressed appreciation for the work that Advancement has done on these awards. Several Senators requested clarification of the process involved in endowing an award, or changing its terms. The Chair agreed to invite Advancement to Senate to provide a presentation on student awards, to clarify the process, and answer specific questions that Senators may have.

10. REPORTS FOR INFORMATION

The following reports were submitted for information.

a) Senate Executive Committee Minutes

1. August 29, 2017
2. October 17, 2017
3. November 14, 2017

b) Senate Committee on Curriculum, Admission and Studies Policy

1. Final Glossary for 2018-19 Calendar
2. Course Program Minor Modifications for 2018-19
(Undergraduate and Graduate)

There was no discussion.

11. OTHER BUSINESS

There was no other business.

12. ADJOURNMENT

The meeting was **ADJOURNED** at 2:33 pm.



Carleton
UNIVERSITY

Canada's Capital University

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Question Period Submissions

Carleton University Senate: Meeting of February 16, 2018

- 1) We have not received an update for some time on the progress of the presidential search. Would it be possible for a representative of the Board of Governors to speak to Senators about this at our next meeting?
- 2) An update on the activities of the Honorary Degrees Committee would be useful. Is it possible to know who they are considering, and whether there have been debates or issues about the candidates?

DATE: February 16, 2018

TO: Senate

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

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

Background

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

Library Reports (as required)

In electronic communications dated October 27th, 2017 members of the Library staff, upon review of the proposals, confirmed no additional resources were required for the 2017-18 major modifications included below.

Documentation

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

Omnibus Motion

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

THAT Senate approve the major modifications as presented below with effect from Fall 2018.

Major Modifications

- 1. Minor in Business for B.Sc. Honours in Applied Physics**
CUCQA approval: January 24, 2018
SCCASP approval: February 6, 2018

SAPC Motion February 1, 2018

THAT SAPC recommends to Senate the approval of the deletion of the Minor in Business for the B.Sc. Honours in Applied Physics program as presented with effect from Fall 2018.

Senate Motion February 16, 2018

THAT Senate approve the deletion of the Minor in Business for the B.Sc. Honours in Applied Physics program as presented with effect from Fall 2018.

2. Minor in Business for B.Sc. Honours, B.Sc. Major in Earth Sciences

CUCQA approval: January 24, 2018

SCCASP approval: February 6, 2018

SAPC Motion February 1, 2018

THAT SAPC recommends to Senate the approval of the deletion of the Minor in Business for the B.Sc. Honours and B.Sc. Major in Earth Sciences programs as presented with effect from Fall 2018.

Senate Motion February 16, 2018

THAT Senate approve the deletion of the Minor in Business for the B.Sc. Honours and B.Sc. Major in Earth Sciences programs as presented with effect from Fall 2018.

3. Architecture: Admission Requirements

CUCQA approval: January 24, 2018

SCCASP approval: February 6, 2018

SAPC Motion February 1, 2018

THAT SAPC recommends to Senate the approval of the major modifications to the Graduate programs in Architecture as presented with effect from Fall 2018.

Senate Motion February 16, 2018

THAT Senate approve the major modifications to the Graduate programs in Architecture as presented with effect from Fall 2018.

4. SERG 5004

CUCQA approval: December 13, 2017

SCCASP approval: December 19, 2017

SAPC Motion February 1, 2018

THAT SAPC recommends to Senate the approval of the introduction of SERG 5004 as presented with effect from Fall 2018.

Senate Motion February 16, 2018

THAT Senate approve the introduction of SERG 5004 as presented with effect from Fall 2018.

DATE: February 16, 2018

TO: Senate

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

RE: Dominican University College - Major 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 at Dominican University College.

Major 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) transmission to Carleton University Committee on Quality Assurance (CUCQA). Once CUCQA has agreed to the recommendations they are forwarded to the Senate Academic Program Committee and Senate, for ratification of the outcome of the quality assurance process.

Major Modification

Master of Arts in Philosophy, Dominican University College

CUCQA Motion January 24, 2018

THAT CUCQA recommends to SAPC the approval of the major modifications to the MA in Philosophy program at the Dominican College University as presented with effect from Fall 2018.

SAPC Motion February 1, 2018

THAT SAPC recommends to Senate the ratification of the outcome of the quality assurance process for the major modifications to the MA in Philosophy program at the Dominican University College as presented with effect from Fall 2018.

Senate Motion February 16, 2018

THAT Senate ratify the outcome of the quality assurance process for the major modifications to the MA in Philosophy program at the Dominican University College as presented with effect from Fall 2018.
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MEMORANDUM

From the Senate Academic Governance Committee

To: Senate
From: Don Russell, Chair, Senate Academic Governance Committee
Date: February 16, 2018
Subject: Amendments to Academic Governance of the University (AGU) and By-Laws

For Senate approval:

1.

Motion: That Senate approve the following modification to Article 5.2.2 and the addition of a new Article 5.2.7 in the Academic Governance of the University document, and the corresponding sections in the Senate By-Laws to allow Senate to meet on short notice.

5.2.2 Unless otherwise determined by Senate Executive, Senate meets once a month during the period from September to June. A special meeting of Senate shall be convened upon request, to the Clerk, of at least ten members of Senate. **Senate Executive may call a meeting with short notice when an issue arises that requires a timely response.**

5.2.7 The Notice of Motion period for a short notice meeting of Senate is 48 hours and the meeting will be limited to considering the specific issues identified by Senate Executive. No regular business of Senate will be considered at a short notice meeting. Any decisions taken at a short notice Senate meeting will be reviewed at the next scheduled Senate meeting. If Senate is not scheduled to meet within a month of the short notice meeting, an additional meeting of Senate with at least 10 days notice will be called within the month following the short notice meeting. All other rules of Senate, including quorum, will apply to a short notice meeting of Senate.

2.

Motion: That Senate discontinue the *Senate Emergency Academic Response Committee* as no issues within the mandate of Senate could be identified requiring a response in less than 48 hours.

3. Update to designations of ex officio members of Senate

Motion: That Senate approve the following three changes to Article 3.2 of the Academic Governance of the University document and the corresponding sections in the Senate By-Laws to update the designations of the *ex-officio* members of Senate.

Change

The Associate Vice-President (Academic)
to
Vice-Provost and Associate Vice-President (Academic)

Change

The Associate Provost (Quality Assurance) and Dean of Graduate and Postdoctoral Affairs
to
Dean of Graduate and Postdoctoral Affairs

Change

The Associate Vice-President (Students and Enrolment) and University Registrar
to
The Vice-President (Students and Enrolment) and University Registrar

For Senate Information:

The following editorial changes will be made:

Section 5.3.1

- Change **Library Archives** to **Carleton University Corporate Archives**.

Section 9.5

- Change **Senate Financial Review Committee** to **Senate Review Committee**,
- Change **Senate Academic Government Committee** to **Senate Academic Governance Committee**,
- Remove **Tenure Appeal Committee** (which is no longer a standing committee of Senate)



MEMORANDUM

From the Senate Honorary Degrees Committee

To: Senate
From: Rafik Goubran, Chair, Senate Honorary Degrees Committee
Date: February 16, 2018
Subject: **Adoption of Honorary Degree Policy**

Motion: That Senate approve the attached Honorary Degree Policy.



Senate Honorary Degree Policy

The conferring of honorary degrees provides the University with an opportunity to convey to the world our values and principles by recognizing the contributions and accomplishments of exceptional individuals. The honorary doctorates conferred at each Convocation also provide our graduating students with exemplary role models and meaningful messages that will carry them into their futures.

Degrees Awarded

Carleton University confers the following honorary degrees:

- LL.D. – Doctor of Laws – Awarded for exceptional service to the University or to the community as a whole, or for outstanding scholarly achievement in a profession not covered by other honorary degrees
- D.Litt. – Doctor of Literature – Awarded for outstanding achievement in the Humanities
- D. Eng. – Doctor of Engineering – Awarded for outstanding achievement in the field of Engineering
- D. Mus. – Doctor of Music – Awarded for outstanding achievement in Music
- D. Sc. – Doctor of Science – Awarded for outstanding achievement in the pure and applied sciences
- D. Fine Arts – Doctor of Fine Arts – Awarded for outstanding achievement in the Fine Arts
- D. Arch. – Doctor of Architecture – Awarded for outstanding achievement in Architecture

In exceptional circumstances, and in recognition of long-term service to Carleton University, the committee may recommend the awarding of an honorary Master's degree.

Guidelines for Nominators

The Senate Honorary Degrees Committee encourages members of the Carleton University community and the general public to submit nominations of exceptional and distinguished individuals for an honorary degree.

Nominations must be submitted to the Committee in strict confidence and therefore should not be discussed with the nominee.

Nominations may be submitted to the Senate Office at any time throughout the year, and will be reviewed at the meetings of the Honorary Degree Committee, which normally occur twice per year.

Eligibility and Exclusions:

Citizens and nationals of any country may be nominated. Serving employees of the University, sitting members of the Board of Governors, and sitting members of legislative bodies, such as Parliament, are not eligible for nomination. Also, current adjunct professors and research fellows at Carleton University are normally excluded from consideration.

Carleton University also does not award honorary degrees posthumously, or in absentia. The approved candidate is expected to attend a Convocation and address graduating students.

Criteria for Selection: The Committee will review each nominee in terms of whether they personify the core values of the relevant Faculty and/or the University, and exemplify the personal and professional characteristics to which we wish our students to aspire. An honorary degree recipient is someone who:

- is a scholar of notable significance, pioneering or revolutionizing a field,
- has made a significant contribution to the University,
- has made a significant contribution to the community, nation, or the world, and/or
- brings honour to Canada on the world stage.

Procedure:

Nominators should begin by completing all sections of [the online form](#) for nomination. Incomplete nomination forms will not be forwarded to the committee. Note that additional information and documentation to support the nomination may be attached to and included with the nomination form.

Each nomination should be accompanied by two letters of support from individuals who are familiar with the candidate's achievements and knowledgeable in the candidate's area of expertise. The letters should state the relationship of the writer to the candidate, and should complement, rather than reproduce, the information provided on the nomination form, by providing a broader context to the candidate's accomplishments and their impact. The individuals supplying these letters must be informed of the need to maintain strict confidentiality; they should not contact the candidate to inform him/her of the nomination. The form and letters should be submitted to the Senate Office at the address below. The Committee may contact the nominator if further information is required.

The Honorary Degrees Committee will consider all nominations in strictest confidence. Candidates recommended by the Committee will then be presented to a closed session of Senate for approval. Nominators will be informed of the decision of Senate, but must maintain confidentiality and should not contact the candidate. If a nominee is approved by Senate, the President will choose when to contact the candidate with an offer to receive the honorary degree. The President also decides, in consultation with the candidate, at which Convocation ceremony the degree will be awarded, and when the honorary degree will be publicized.

Approved nominees are held on an active list for a period of three years to allow time for the candidate to attend a convocation ceremony to receive the degree.

Revocation of Honorary Degrees

In rare and exceptional circumstances, where the behaviour of an individual has caused significant public concern, the Honorary Degrees Committee has the right to review and recommend to Senate the rescinding of an Honorary Degree.

Nomination Form (link)

Past Recipients: (link)

Contact:

Please send nominations and direct all inquiries to:

Senate Office
Room 607, Robertson Hall
Carleton University
1125 Colonel By Drive
Ottawa, Ontario K1S 5B6
SenateOffice@CUNET.Carleton.ca
613-520-2600 x3386

MEMORANDUM
from the Clerk of Senate



TO: Senate
FROM: D. Russell, Clerk of Senate
DATE: February 9, 2018
SUBJECT: **Revisions to the Senate Medals Policy**

The Senate Committee on Medals and Prizes is recommending changes to the Senate Medals Policy intended to update the University Medals to match our current degree offerings. In addition, because of the significant increase in the number of interdisciplinary degrees which have a dedicated medal, the committee felt that there was no need for a specific medal for Interfaculty Studies.

Motion: THAT Senate approve the modifications to the Medals Policy to eliminate the University Medal for Interfaculty Studies and add four University Medals for the bachelors degrees in Communications and Media Studies, Economics, Global and International Studies, and Journalism and Humanities.



SENATE MEDALS POLICY

1. General Medal Policy
2. The Senate Committee on Medals and Prizes
3. Policy on Undergraduate Medals
- ~~4.~~ Policy on University Medals for Outstanding Graduate Work
- ~~5.~~ Policy on Senate Medals for Outstanding Graduate Work

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(Adopted by Senate, 22 June 1984 and 26 April 1985, with revisions 27 March 1992, 20 February 1997, 29 October 2004, 3 December 2004, 19 October 2006, 16 February 2007, 25 March 2011, 14 September 2011, March 30, 2012, May 27, 2016)

1. General Medal Policy

1.1 The Medals

Carleton University awards the following medals, when merited, at convocation.

Governor General's Medal Gold (Graduate students)

Governor General's Medals Silver (Undergraduate students)

Chancellor's Medal

President's Medal

University Medal – Doctoral

University Medal – Master's

University Medal – Architectural Studies

University Medal – Arts (two)

University Medal – Commerce

University Medal – Communications and Media Studies

University Medal – Computer Science

University Medal – Economics

University Medal – Engineering

University Medal – Global and International Studies

University Medal – Humanities

University Medal – Industrial Design

University Medal – Information Technology

University Medal – International Business

University Medal – Journalism

University Medal – Journalism and Humanities

University Medal – Mathematics

University Medal – Music

University Medal – Public Affairs and Policy Management

University Medal – Science

University Medal – Social Work

Senate Medal for Outstanding Graduate Work - Doctoral

Senate Medal for Outstanding Graduate Work - Master's

Senate Medal for Outstanding Academic Achievement – Undergraduate

1.2 With the exception of the Governor General's Medals, a student will not be awarded more than one medal for the same body of work.

(Adopted by Senate, 22 June 1984 and 26 April 1985, with revisions 27 March 1992, 20 February 1997, 29 October 2004, 3 December 2004, 19 October 2006, 16 February 2007, 25 March 2011, 14 September 2011, March 30, 2012, May 27, 2016)

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2. The Senate Committee on Medals and Prizes

Terms of Reference

1. To recommend to Senate recipients of medals
2. To recommended to Senate new or revised medals regulations

Composition

1. Clerk of Senate, Chair
2. The Dean (or his/her designate) from each of the Faculties of Arts & Social Sciences, Public Affairs, Sprott School of Business, Science, Engineering and Design, and Graduate and Postdoctoral Affairs
3. Chair, Senate Committee on Student Awards
4. University Registrar, Secretary (voting)

(Adopted by Senate, 22 June 1984 and 26 April 1985, with revisions 27 March 1992, 20 February 1997, 29 October 2004, 3 December 2004, 19 October 2006, 16 February 2007, 25 March 2011, 14 September 2011, March 30, 2012, May 27, 2016)

3. Policy on Undergraduate Medals

1. To be eligible for a medal or prize at graduation, a student must have completed a minimum of 10.0 credits towards the degree at Carleton. Students should not be denied consideration of medals on the grounds that they do not meet the residency requirements for (1) students who have studied on a university-sanctioned exchange program; (2) students who have studied at the University of Ottawa on exchange; and (3) students who are required by their program to study at another institution.

2. That Senate Medals for Outstanding Academic Achievement will be awarded to

(i) the top 3% of the graduating class¹ in each degree, subject to the requirement that, in all cases, the Overall GPA must be at least 10.60, and

(ii) to all graduating students with an Overall CGPA of at least 11.00.

3. The initial ranking of students shall be on the basis of overall Cumulative Grade Point Average calculated only on the courses taken at Carleton being presented for the degree, this average to be calculated to two decimal places, not rounded.

4a. The Governor General's medalist at the undergraduate level will be selected from the graduates within that academic year, to be awarded at the Spring Convocation ceremonies; and, that the recipient of this medal may be the recipient of another medal.

4b. The Chancellor's and President's Medals will be awarded, when merited, at both the Spring and Fall Convocation ceremonies.

The Chancellor's Medal(s) are awarded to the undergraduate student(s) in an Honours, General, or Major program in the graduating class (see footnote #1) with the highest overall average after the Governor-General's medalist(s). Multiple Chancellor's Medals will be given when there is a tie.

The President's medal is awarded to the undergraduate student in a General

¹ The graduating class for the November convocation is defined as all students who have applied for graduation at the November convocation and who have met the graduation requirements for their degrees. The graduating class for June convocation is defined as all students who have applied for graduation at the **February and June convocations** and **who have met the graduation requirements for their degrees.**

(Adopted by Senate, 22 June 1984 and 26 April 1985, with revisions 27 March 1992, 20 February 1997, 29 October 2004, 3 December 2004, 19 October 2006, 16 February 2007, 25 March 2011, 14 September 2011, March 30, 2012, May 27, 2016)

degree with the highest overall average in the graduating class (see footnote #1) after the Governor-General's medalist (if that medalist is from a General degree program). The Overall CGPA must be to two decimal points and, in case of a tie, the Major CGPA will be considered.

5. Such additional guidelines as the Committee may, from time to time, find appropriate shall be brought to Senate for approval.

(Adopted by Senate, 22 June 1984 and 26 April 1985, with revisions 27 March 1992, 20 February 1997, 29 October 2004, 3 December 2004, 19 October 2006, 16 February 2007, 25 March 2011, 14 September 2011, March 30, 2012, May 27, 2016)

4. Policy on University Medals for Outstanding Graduate Work

Criteria for the University Medals for Outstanding Graduate Work

Ph.D. Level

- (i) Outstanding thesis as judged by the examining committee, the external examiner's report and recommendation, the supervisor's report and the report of the chair of the examining committee.
- (ii) A grade point average of at least 11 in course work.
- (iii) The candidate's publication record.
- (iv) The recommendation of the Dean of Faculty of Graduate and Postdoctoral Affairs.

Master's Level

- (i) Outstanding thesis or research essay work. Pass with distinction where this designation is used.
- (ii) A grade point average of at least 11 in course work.
- (iii) In programs where the degree is completed by course work only, with no research essay, a grade point average of 11.5 or better in courses would be required. This would be equivalent to point (i) and (ii).
- (iv) Where the candidate has written a thesis or a research essay, a statement from the supervisor and external reader will be requested.
- (v) The candidate's publication record.
- (vi) The recommendation of the Dean of Faculty of Graduate and Postdoctoral Affairs and/or the Faculty Dean.

(Adopted by Senate, 22 June 1984 and 26 April 1985, with revisions 27 March 1992, 20 February 1997, 29 October 2004, 3 December 2004, 19 October 2006, 16 February 2007, 25 March 2011, 14 September 2011, March 30, 2012, May 27, 2016)

5. Policy on Senate Medals for Outstanding Graduate Work

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1. At its meeting of 27 March 1992, Senate approved the establishment of Senate Medals to recognize excellence in graduate work.
2. As at the undergraduate level, the status of the Senate Medals for Outstanding Graduate Work is one level immediately below that of the (existing) two University Medals for Outstanding Graduate Work (Doctoral and Master's). The Senate Medals are meant to recognize runners-up for the University Medals.
3. There are two categories of Senate Medals at the graduate level:
 - a. Type A: for students in programs with research requirements, such as a thesis, research essay or project and;
 - b. Type B: for students in course-work only Masters degrees.
4. There are to be two Senate Medals of Type A (one Doctoral, one Master's) for each of the following major disciplinary areas: (i) Arts and Social Sciences, (ii) Engineering, Architecture and Industrial Design (iii) Science and Computer Science, (iv) Public Affairs and (v) Business. When merited the Committee may recommend additional candidates for Senate Medals beyond the specified number.
5. There are two Senate Medals at the Masters level of Type B for the University. The minimum requirement is a CGPA of at least 11.5 and a strong recommendation from the department.
6. As with the two University Medals, all Senate Medals will be available for award at each of the Spring and Fall Convocations (February graduates being counted as part of Spring graduates), and be awarded only when merited in the opinion of the Senate Committee on Medals and Prizes and Senate.
7. Given that the Senate Medals are meant to recognize runners-up for the University Medals, the criteria for the Senate Medals are identical to those for the University Medals (q.v.).
8. The Senate Medals shall be available for award for the first time at Spring Convocation 1992.

(Adopted by Senate, 22 June 1984 and 26 April 1985, with revisions 27 March 1992, 20 February 1997, 29 October 2004, 3 December 2004, 19 October 2006, 16 February 2007, 25 March 2011, 14 September 2011, March 30, 2012, May 27, 2016)

9. The candidate recommended to Senate by the Senate Committee on Medals and Prizes for the Governor-General's Medal at the Graduate Level (awarded annually at the Fall Convocation) shall continue to be chosen from among the February, Spring and Fall candidates judged to be University (as against Senate) Medal-level material.

(Adopted by Senate, 22 June 1984 and 26 April 1985, with revisions 27 March 1992, 20 February 1997, 29 October 2004, 3 December 2004, 19 October 2006, 16 February 2007, 25 March 2011, 14 September 2011, March 30, 2012, May 27, 2016)

4. Policy on the University Medal in Interfaculty Studies

- i. To be awarded to a student whose formal pattern of studies is interfaculty.
- ii. At the present time the pertinent assignments for this medal are the B.A. programs in Biology, the B.Sc. I.S.S. with a non-science major, the B.Sc. programs in Psychology or Geography, B.A. or B.Sc. programs combining one discipline with one in another Faculty, and the B.A. program in Directed Interdisciplinary Studies where the approved program of study contains a strong interfaculty component.
- iii. Candidates for this medal must satisfy the same standards as those set by the guidelines approved by Senate in 1984 for the award of medals. It shall be the task of the Committee on Medals and Prizes, as it prepares its recommendations to Senate, to ensure that candidates for this medal compare favorably with candidates for the other University Medals.

HONORARY DEGREE NOMINATION FORM

Nominations may be submitted at any time, but are considered by the committee at meetings in the Fall and Winter terms.

Nominations are submitted to the committee in strict confidence and should therefore not be discussed with the intended nominee.

NOMINEE INFORMATION (Section A)

Note that hand-written submissions will not be accepted.

Nominee's First Name:	Nominee's Last Name:
Mailing Address: (either or both office and home)	
Telephone: (Home)	Telephone: (Office)
Email:	

Association with and/or service to Carleton University If the nominee has an association with and/or has provided significant service to Carleton University, please provide a brief description (100 words maximum)

MOST OUTSTANDING INTELLECTUAL ACHIEVEMENTS: (academic background, degrees held including honorary degrees)(List here and provide sources for your information) *100 words maximum*

MOST OUTSTANDING PROFESSIONAL ACHIEVEMENTS: (positions held, with dates if available; any other honors) (List here, providing sources for your information) *100 words maximum*

ADDITIONAL ACCOMPLISHMENTS: (publications, research, creative work; contributions that highlight or bring distinction to your recommendation of this nominee) (List here, indicating the sources for your information) *100 words maximum*

SHORT CITATION highlighting the nominee's achievements and contributions for use in the awarding of the degree. (20 words maximum)

Examples:

"In recognition of an outstanding contribution in...."

"In recognition of a distinguished career in....."

STATEMENT explaining why Carleton should award this candidate an honorary degree at this time or in the near future. *100 words maximum*

LETTERS OF SUPPORT:

Two letters of support must be submitted from individuals who are familiar with the candidate's achievements. The letters should state the relationship of the writer to the candidate, and should complement the information provided on this form by providing a broader context for the candidate's accomplishments and their impact.

Please ensure that individuals supplying these letters are informed of the need to maintain strict confidentiality.

Letters of support will be provided by (name, title, contact information):

1)

2)

NOMINATOR INFORMATION: (Section B)

NOMINATOR: (please complete the following information)	
First Name:	Last Name:
Title:	
Permanent Mailing Address (either or both office and home)	
Email Address:	Telephone Number:
Signature:	

Please note that incomplete nominations will not be considered.

Nominations should be forwarded in confidence by email (preferred) to: Senate.office@carleton.ca or by mail to:

Secretary to Senate
Room 607, Robertson Hall
Carleton University
1125 Colonel By Drive
Ottawa, Ontario K1S 5B6.