



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 28, 2020 at 2:00 p.m.
Senate Room, Robertson Hall
AGENDA**

Closed Session:

- 1. Welcome & Approval of Agenda (closed)**
- 2. Minutes:**
 - a) January 31, 2020 (closed session)
- 3. 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
- 4. Procedure on Candidates Presented Late for Graduation (Clerk)**
- 5. Honorary Degrees Committee Report**
- 6. Report on the Empowering Motion (Clerk)**
- 7. Other Confidential Business**

Open Session:

- 1. Welcome & Approval of Agenda (open)**
- 2. Minutes:**
 - a) January 31, 2020 (open session)
- 3. Matters Arising**

4. Chair's Remarks

5. Question Period

6. Administration (Clerk)

- a. Membership renewal – Senate Committees

7. Reports:

- a. SCCASP (H. Nemiroff)
- b. SQAPC (D. Deugo)
- c. SAGC (B. Kuzmarov)
- d. Medals & Prizes Committee (B. Kuzmarov)

8. SMA Update

9. SIP – First Draft Preview

10. Reports for Information:

- a. Senate Executive Minutes (January 21, 2020)

11. Other Business

12. Adjournment

Agenda

Item 2



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 31, 2020 at 2:00 pm
Senate Room, Robertson Hall**

MINUTES – OPEN SESSION

Present: S. Ajila, B.A. Bacon (Chair), M. Barbeau, S. Blanchard, A. Bowker, D. Brown, J. Bruno, N. Cappuccino, A. Chandler, J. Cheetham, C. Cruickshank, T. Daniels, J. Deaville, D. Deugo, D. Dragunoiu, K. Evans, P. Farrell, D. Gillberg, R. Goubran, P. Gunupudi, M. Haines, B. Hallgrimsson, O. Hobbs, B. Hughes, K. Hellemans, C. Joslin, L. Kostiuik, Z. Kryworuchka, E. Kwan, B. A. Kuzmarov (Clerk), A. Lannon, J. Liu, C. Macdonald, H. Nemiroff, D. Nussbaum, S. Parathundylil, J. Paulson, M. Piché, B. Popplewell, D. Mendeloff (proxy for A. Plourde), M. Rooney, D. Siddiqi, S. Sivathayalan, P. Smith, J. Tomberlin, A. Tremblay, C. Trudel, J. Voordouw, P. Wilson, J. Wolfart,

Regrets: O. Baysal, T. Boswell, S. Boyle, T. Di Leo Browne, C. Dion, P. Dion, P. Lagasse, P. Rankin, W. Shi, S. Shires, A. Shotwell, E. Sloan, C. Viju, C. Warner, P. Wolff, W. Ye

Absent: A. Ahmad, L. Akagbosu, M. Close, A. Courchene, H. Gupta, F. Hosseinian, J. Kovalio, R. McKay, S. Moran, S. Srinivasan, J. Stoner, K. von Finckenstein

Open Session:

1. Welcome (Chair)

The Chair welcomed Senators to a new year and introduced three new members: Barry Wright (FPA), Julia Sinclair-Palm (FASS) and Amber Lannon (Interim Librarian). The Chair noted the tragic loss of 2 members of the Carleton community, who were among the 176 passengers lost as a result of the crash of a Ukrainian passenger plane in Iran on January 8th. Senators were asked to observe a moment of silence to honour the memory of PhD student Fareed Arasteh and alumnus Mansour Pourjam.

2. Approval of Agenda

It was **MOVED** (A. Bowker, D. Deugo) that Senate approve the Open Session agenda for the meeting of Senate on January 31, 2020, as presented.

The motion **PASSED**.

3. Minutes: November 29, 2019 (open session)

It was **MOVED** (A. Bowker, H. Nemiroff) that Senate approve the minutes of the Open Session on November 29, 2019, as presented.

Two minor corrections were made in the minutes.

The motion **PASSED** with these corrections.

4. Matters Arising

There were none.

5. Chair's Remarks

The Chair highlighted the following recent events of note to Senators:

- The Chair congratulated Suzanne Blanchard on her reappointed as the Vice-President, Students and Enrolment. The reappointment advisory committee voted unanimously to confirm her reappointment.
- 2019's Giving Tuesday in early December was the most successful fundraising day in Carleton's history. With the 1-to-1 matching, Carleton raised over \$2Million for projects led by members of Carleton's community. The Chair thanked all involved in this initiative.
- Carleton University has ranked second in Canada and 35th in the world in the prestigious UI Green Metrics international ranking system for campus sustainability.
- The Canadian Accessibility Network was launched in December, building on Carleton's strength in accessibility research and practice.
- On January 21 and 22, Carleton's *Initiative for Parliamentary and Diplomatic Engagement* held a two-day Orientation for New Parliamentarians.
- Results of the 2019 *Canadian Graduate and Professional Students Survey* (CGPSS) show that Carleton has higher than average Ontario ratings for student life experience, quality of teaching, support from non-academic staff and opportunities for interdisciplinary work. The Chair congratulated Dean Patrice Smith, the team at FGPA and everyone involved in graduate education for this achievement.

- Carleton made a significant contribution to the 2019 United Way Campaign and raised \$100,000 towards youth mental health and community in Ottawa.
- The *Bell Let's Talk* event on campus featured Juno award winning artist and Carleton alumna Kelly Lee Evans who performed and spoke about her mental health journey.
- The Senate Office has launched a Senate Intranet page as a new and secure document and information sharing platform.
- February 2020 marks the launch of Carleton's new *Raven* magazine, a platform to showcase impactful work of Carleton's faculty, students, and staff.

6. Question Period

Three questions were submitted in advance.

Question from D. Siddiqi

We've been made aware through many venues that Carleton has reorganized new hires into one big pool (where Deans compete for new and replacement hires), rather than replacement hires remaining with the Faculties, as was past policy. Even though the apportionment of faculty lines clearly falls under the jurisdiction of the Provost and the Board, this redistribution of resources will have profound Academic effects. It seems that these academic consequences fall into Senate's purview, so maybe this policy change should be brought to Senate for discussion or referral to SQAPC, which seems to have faculty reorganization in its oversight purview?

For example, it seems that Load Measure is the primary means through which the reallocation of resources is going to be arbitrated. Again the design of Load Measure seems to be an Academic issue, so it seems like its design is something that Senate should be involved in. If Load Measure is going to be used to reallocate resources from one Faculty to another, and Load Measure itself seems designed to be a zero sum game, the Academic body with oversight over that process seems to be Senate, and Senate seems to have an interest in its design. Some examples (which I have culled to keep this question reasonable in size):

1) To what extent does Load Measure incentivize very large classes? For example how does Load Measure know the value difference between a 900-student online course and a 25-student first year seminar? Can Load Measure tell the difference between a second year large methodology lecture and a fourth-year seminar? Does it incentivize the latter?

2) To what extent does Load Measure incentivize a department with a lot of 0% appointments sharing in the burden of supervision and disincentivize those departments that "donate" supervision?

3) To what extent does Load Measure incentivize large classes with assessments that can all be automated via Scantron over small classes with large experiential or writing components which are relatively inefficient uses of instructor time but come with significant pedagogical value?

These seem like exactly the kinds of questions that are normally discussed in the Quality Assurance process (which includes Senate), but this discussion bypassed that process.

Response from Provost J. Tomberlin:

The Provost noted that load measure is just one of many factors involved in making decisions regarding faculty allocations. In accordance with standard practice, allocations involve discussions between the Provost and the Dean(s).

Question from M. Rooney

Could the Clerk update Senate on the status of the following commitments that were made in the last 12 months?:

- *Academic Integrity issues at Carleton: During the June 2019 meeting of Senate, SAIAC provided Senate with a detailed report on the issue of Academic Integrity. At the time, Senators expressed both appreciation for the work of SAIAC as well as concern at the substance of the committee's report. The minutes for this meeting record that the Clerk had "noted these responses would be taken to the appropriate Senate committee(s) for development before returning to Senate for discussion and approval(s)" (p.11). Are there any updates on this front? If not, when can we expect that the issue will next be brought back to Senate?*

- *Senate Representation: During the September 2019 meeting, two separate Senators asked Senate to consider expanding its membership to include 1) more Contract Instructors and 2) an Indigenous graduate student. The minutes from the meeting (not available online at the time of writing this) note that "both of these questions regarding representation will be taken to the Senate Academic Governance Committee for review and discussion" (p.4). Has SAGC provided any updates for Senate on these requests? If not, when can we expect that the issue will be brought back to Senate?*

*I would also like to inquire about arrangements/timelines for the election of Contract Instructor (CI) Senators. I had planned (in the first question) to ask the Clerk to report back on whether the arrangements agreed to in the February 2019 Senate meeting had been made, which would see elections for CI Senators follow the same timeline as those for Student Senators, but in discussing the matter with the Assistant University Secretary recently, I learned that this question raised other issues. **Article 3.3.3 of the AGU** notes that CI Senators must teach "at least 0.5 credits in the academic year (July 1 – June 30) in which the election takes place." How does the Clerk interpret the meaning of that regulation? The Assistant University Secretary's reading of the clause left her to conclude that elections couldn't be held until course allocations for CIs for the next year could be made; to my mind, however, that clause merely says that, to be eligible for nomination, a CI needs to have taught a course during the same academic year as the election. If the former is true, then we need to hold elections in early September, so that CIs have their course allocations and so that elected CIs can join Senate for its first meeting of the year at the end of September; if the latter is true, then we could easily hold elections in the spring of this year.*

*Reviewing the language about CI Senators in the AGU raised other issues that, I think, Senate should be aware of. **Article 4.3.1**, for instance, specifies that, in order "to serve the full [3-year] term, contract instructors must continue to teach at least 0.5 credits at Carleton for each academic year (July 1 – June 30) they serve on Senate." (**Article 4.4.4** says something to similar effect.) Considering that no CI can ever say with confidence that s/he will teach courses*

beyond a 4- or 8-month window at the uppermost, and that whether or not s/he is offered a course to teach is beyond his/her control, I'm wondering if my colleagues in Senate view these stipulations as reasonable, and if the members of Senate would really like to see CI Senators stripped of an elected post on this basis of factors they can't control. I recognize that such changes cannot be accomplished quickly, but will Senate make a recommendation to have the relevant body review and revise the language about CI Senators in the AGU – preferably with meaningful input from CIs themselves – with an eye toward resolving these issues during the 2020-2021 academic year?

Response from Clerk of Senate:

- The questions and suggestions raised in the *Academic Integrity Appeals Committee Report* have been referred to the *Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP)* for consideration and addition to their work plan as appropriate.
- Questions regarding changing Contract Instructor membership representation on Senate will be referred to the *Senate Academic Governance Committee* for review and discussion before coming back to Senate.
- The Clerk noted that section 3.3.3 of the AGU refers to the eligibility of the voters (electoral pool) and section 4.4.4 outlines eligibility requirements of Contract Instructor nominees. Contract Instructor elections for Senate positions must be scheduled after teaching assignments are finalized, which does not generally occur until the summer months. It was noted that optimal election period would likely be in September, to ensure that Contract Instructors are on campus and available to participate. Any changes in the timeline as set out in the AGU can be discussed at SAGC with the other membership changes.

Question from A. Shotwell

Could Senate have an update on the progress of the Parental Leave Policy implementation? I was co-chair with Paul Keen of the committee that was formulating this at the grad faculty board level, and I know it has been in process with Suzanne Blanchard's office at the university level, but wonder about the timing for an actual roll-out for it.

Response from VP, Students & Enrolment:

A communications plan and implementation plan are being developed for this new policy. It should be ready for roll-out in the summer or fall of this year (2020).

7. Administration (Clerk)

a. Senate & Senate Committee membership ratifications

The Clerk presented nominees for positions on the *Senate Academic Integrity Appeals Committee*, *Senate Committee on Student Awards*, and *Senate Honorary Degrees Committee*.

It was **MOVED** (B. Kuzmarov, M. Haines) that Senate ratify the new Senate committee appointments, as presented.

The motion **PASSED**.

b. 2020/21 Membership Renewal Process – Senate and Senate Committees

The Clerk outlined the process and timeline for membership renewal on Senate and Senate Committees, for the term beginning July 1, 2020:

- February 4 – 27, 2020: Nomination period for upcoming faculty and student vacancies on Senate
- First week of March 2020: Elections for Senate positions
- March 5 – 26, 2020: Nomination period for upcoming faculty and student positions on Senate standing committees
- April 24, 2020: Ratification of Senate and Senate committee appointments for the period beginning July 1, 2020.

c. Appointments made Contrary to Policy

One appointment was made in the School for Industrial Design for an Instructor to fill a vacancy caused by a reduced time appointment and sabbatical leave.

8. Reports:

a. Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP)

The Chair of SCCASP presented three items for Senate approval and two items for information.

Items for approval:

- Proposed change lowering GPA to make transfer to B. H. Sc. Honours more accessible, and clarifying admission to the General program.

It was **MOVED** (H. Nemiroff, C. Macdonald) that Senate approve the revisions to regulation TBD 1367 R-ADM-Program_B.H.Sc. for the 2020-21 Undergraduate calendar as presented.

The motion **PASSED**.

- Reducing credit requirement for Co-op in BSc Food Science to increase access:

It was **MOVED** (H. Nemiroff, C. Macdonald) that Senate approve the revisions to regulation TBD 1758 R UG COOP BSc Food Science Co-op Admission Requirements for the 2020-21 Undergraduate calendar, as presented.

The motion **PASSED**.

- Senate Policy on Academic Accommodations during Labour Disputes

It was **MOVED** (H. Nemiroff, A. Bowker) that Senate approve the Senate Policy on Labour Disputes, as presented.

The motion **PASSED**, with one abstention.

Items for Information:

- Minor modifications (89 pages; all faculties)
- Simultaneous and subsequent degrees – to add items missing from list.

There was no discussion.

b. Senate Quality Assurance and Planning Committee - SQAPC

The Chair of the committee (Dwight Deugo) presented one cyclical review, a change in program governance, and 31 major modifications for Senate approval.

Major Modifications:

Omnibus Motion:

It was **MOVED** (D. Deugo, J. Tomberlin) that Senate approve the major modifications as presented below with effect from Fall 2020.

A Senator requested the following modifications to be removed from the omnibus motion and considered separately:

- #12 – PhD History & PhD History with Specialization in Political Economy
- #13 – PhD English
- #30 – MA in Music and Culture

With these modifications removed, Senators voted on the remainder of the modifications in the omnibus motion.

The motion **PASSED**.

Senate then considered the three modifications that were pulled:

#12 – PhD History and PhD History with Specialization in Political Economy

It was **MOVED** (D. Deugo, A. Bowker) that Senate approve the major modifications to the PhD in History and PhD in History with a specialization in Political Economy programs as presented with effect from Fall 2020.

Discussion: A Senator objected to this modification, stating that professional development projects should be “add-ons” and should not replace 1.0 credits of substantial coursework. In response it was noted that there is no objection to this type of change if the substitution is reasonable and does not impact the overall program in a substantive way.

The motion **PASSED**, with 1 opposed and 1 abstaining.

#13 – PhD English

It was **MOVED** (D. Deugo, J. Paulson) that Senate approve the major modification to the PhD in English as presented with effect from Fall 2020.

Discussion: A Senator expressed support for the modification, which restructures the second language requirement instead of removing it.

The motion **PASSED**.

#30 – MA in Music and Culture

It was **MOVED** (D. Deugo, A. Bowker) that Senate approve the major modifications to the MA in Music and Culture program as presented with effect from Fall 2020.

Discussion: A Senator asked why the second language requirement is being removed from this degree. In response, it was noted that it is an MA program, not a PhD program; additionally, the second language requirement is an impediment for recruiting, as other universities do not require it.

The motion **PASSED**, with 1 opposed.

List of Major Modifications from the Omnibus Motion:

- GDip in Health Policy

THAT Senate approve the deletion of the Graduate Diploma in Health Policy as presented with effect from Fall 2020.

- GDip in Public Management

THAT Senate approve the deletion of the Graduate Diploma in Public Management as presented with effect from Fall 2020.

- GDip in Sustainable Development

THAT Senate approve the deletion of the Graduate Diploma in Sustainable Development as presented with effect from Fall 2020.

- Master of Public Policy and Administration

THAT Senate approve the addition of the specialization in Data Science to the Master of Public Policy and Administration program as presented with effect from Fall 2020.

- Master of Science in Chemistry, concentration in Food Science

THAT Senate approve the major modification to the Master of Science in Chemistry, concentration in Food Science program as presented with effect from Fall 2020.

- PHD in Chemistry, concentration in Food Science

THAT Senate approve the major modification to the PHD in Chemistry, concentration in Food Science program as presented with effect from Fall 2020.

- MA in Psychology, concentration in Mental Health and Well-Being

THAT Senate approve the introduction of the concentration in Mental Health and Well-being to the Master of Arts in Psychology program as presented with effect from Fall 2020.

- Minor in Performance in the Public Sphere

THAT Senate approve the introduction of the in Minor in Performance in the Public Sphere as presented with effect from Fall 2020.

- Minor in Quebec Studies

THAT Senate approve the introduction of the in Minor in Quebec Studies as presented with effect from Fall 2020.

- Post-Baccalaureate Diploma in Women’s and Gender Studies

THAT Senate approve the deletion of the Post Baccalaureate Diploma in Women’s and Gender Studies as presented with effect from Fall 2020.

- Collaborative MA Specialization in Latin American and Caribbean Studies

THAT Senate approve the introduction of the collaborative specialization in Latin American and Caribbean Studies as presented with effect from Fall 2020.

- M.Sc. Physics, Medical Physics Stream with Specialization in Data Science

THAT Senate approve the addition of the specialization in Data Science to the Master of Science in Physics (Medical Physics) as presented with effect from Fall 2020.

- M.Sc. Physics, Particle Physics Stream with Specialization in Data Science

THAT Senate approve the addition of the specialization in Data Science to the Master of Science in Physics (Particle Physics) as presented with effect from Fall 2020.

- Applied Linguistic and Discourse Studies (ALDS 4307: Practicum in Teaching English as a Foreign Language)

THAT Senate approve the deletion of ALDS 4307 as presented with effect from Fall 2020.

- Archeology Fieldwork Course

THAT Senate approve ARCY 3000, 3301, 4000 & 4100 as presented with effect from Fall 2020.

- Minor in Criminology and Criminal Justice

THAT Senate approve the introduction of the minor in Criminology and Criminal Justice as presented with effect from Fall 2020.

- SAO Study Abroad

THAT Senate approve the deletion of the Study Abroad Option with Sheffield Hallam University as presented with effect from Fall 2020.

- MA Political Economy concentration in Work and Labour

THAT Senate approve the introduction of the concentration in Work and Labour to the Master of Arts in Political Economy as presented with effect from Fall 2020.

- PhD International Affairs

THAT Senate approve the major modification to the PHD in International Affairs as presented with effect from Fall 2020.

- MEng Sustainable Energy, Co-op

THAT Senate approve the major modification to the Master of Engineering in Sustainable Energy as presented with effect from Fall 2020.

- PAPM 4908

THAT Senate approve the major modification to PAPM 4908 as presented with effect from Fall 2020.

- PAPM 4099

THAT Senate approve the introduction of PAPM 4099 as presented with effect from Fall 2020.

- MPAD 3999

THAT Senate approve the introduction of MPAD 3999 as presented with effect from Fall 2020.

- BA programs in English

THAT Senate approve the major modifications to the BA programs in English as presented with effect from Fall 2020.

- BA Honours and Combined Honours in French

THAT Senate approve the major modifications to the BA Honours and BA Combined Honours programs in French and the addition of FREN 4060 as presented with effect from Fall 2020.

- PSYC 3905

THAT Senate approve the introduction of PSYC 3905 as presented with effect from Fall 2020.

- MA Migration and Diaspora Studies- Co-op

THAT Senate approve the introduction of co-op to the MA in Migration and Diaspora Studies program as presented with effect from Fall 2020.

- PHD History with a concentration in Public History

THAT Senate approve the introduction of the concentration in Public History to the PHD in History program as presented with effect from Fall 2020.

8(b) Senate Quality Assurance and Planning Committee - SQAPC cont'd

Governance Change:

This is a motion to move the administrative home of the Collaborative MA Specialization in Digital Humanities from its temporary home in the Department of English to its permanent home in the College of the Humanities.

It was **MOVED** (D. Deugo, D. Siddiqi) that Senate approve the change in governance to the Digital Humanities program as presented to take effect upon approval.

The motion **PASSED**.

Cyclical Review:

It was **MOVED** (D. Deugo, P. Smith) that Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the PhD program in Economics.

Discussion: A Senator asked for clarification of the timeline of the action plan, which lists dates in 2019 for implementation. In response it was noted that this is a joint program with the University of Ottawa, and final approval was delayed due to changes in the IQAPs of both Carleton and the University of Ottawa. A new joint procedural document is being developed to streamline the process moving forward.

The motion **PASSED**.

9. Strategic Integrated Plan Update

Deputy Provost and SIP Task Force Co-Chair Lorraine Dyke presented to Senators a conceptualization of the new Strategic Integrated Plan. She began by outlining the process since the project began in August of 2019. Major highlights and milestones include:

- Formation of an engaged Task Force of 24 members
- A speaker series bringing 13 dynamic guests to campus
- A layered consultation process involving 3 phases and including more than 1300 participants
- Over 200 submissions from students

Eight strategic themes emerged from the consultations, and were shared with Senators in November 2019. Over the next few months, three of these themes were foregrounded:

- Innovation
- Campus-Community Engagement
- Real-World/Social Impact Beyond Disciplinary Boundaries

The Task Force paired these three themes with three top priorities identified in research on student (Generation Z) values (Share, Serve, Impact):

- Innovation (Share Knowledge, Research)
- Campus-Community Engagement (Serve Community, Local and Global)

- Real-World/Social Impact Beyond Disciplinary Boundaries (Impact of Wellness and Sustainability)

The Task Force then looked at the unique geography of Carleton's campus, bounded on three sides by the river, canal and Bronson Street, and they mapped the three themes onto this triangular shape:

- CANAL: Innovation (Share Knowledge, Research)
- COMMUNITY: Campus-Community Engagement (Serve Community, Local and Global) (permeable boundary)
- RIVER: Real-World/Social Impact Beyond Disciplinary Boundaries (Impact of Wellness and Sustainability)

This conceptualization leverages Carleton's unique geography and place within Ottawa to support a focussed strategic vision that is forward-thinking but also rooted in Carleton's values and history.

Co-Chair Lorraine Dyke wrapped up the presentation by outlining the agenda and timeline of the project moving forward. Drafts of the SIP will be brought back to Senate in February and April, and the final document will be completed in May.

Discussion:

- Canal analogy –
 - There was some debate over the correct verb to use. (Share, Seek, Co-create knowledge).
 - One Senator felt it was problematic to use this metaphor for "sharing knowledge" as the Canal was built on human labour which was not necessarily fairly compensated.
- A Senator noted that proximity to water is not unique to Carleton; many universities are similarly situated on or near rivers.
- A Senator asked how the CUISIC Calls to Action feature in the SIP. In response, it was noted that aspects of the Calls are embedded in the themes of the SIP (community, reciprocal knowledge sharing, wellness, sustainability, importance of river/water). It was also noted that multiple plans can evolve in parallel, and that it is not necessary to include the CUISIC Calls in the SIP.
- In response to a question asking for more details on the plan, it was noted that the current presentation is a preliminary conceptualization and more

fulsome explanations will be provided as drafts evolve over the next few months.

The Chair concluded the discussion by noting that this concept is promising because it leverages our Capital Advantage by anchoring our branding on our location in Ottawa - the National Capital - and on our truly unique and beautiful campus.

It was noted that many powerful stories can emerge from this metaphorical model. The Chair thanked Co-Chair Dyke and all members of the Task Force for their work on this project and Senators for their input.

Reports for Information:

a. Senate Executive Committee Minutes (November 19, 2019)

There was no discussion.

10. Other Business

A Senator asked about Carleton's plan regarding the Novel Coronavirus. The Chair responded that Carleton is monitoring the situation, following advice provided by our local health organizations (Ottawa Public health, Ontario Ministry of Health) and in consultation with Universities Canada and the Council of Ontario Universities. Further communications will be released as the situation warrants.

11. Adjournment

The meeting was adjourned at 4:15 pm.

Agenda

Item 7a



MEMORANDUM
From the Senate Committee on
Curriculum, Admission and Studies Policy

To: Senate
From: Howard Nemiroff, Chair of SCCASP
Date: February 28, 2020
Subject: 2020-21 Academic Regulations Changes

For Senate approval

1. B.M.P.D – 0000 level Courses

Motion: That Senate approves the changes to R-UG Bachelor of Media and Production Design for the 2020-21 Undergraduate Calendar as presented

Attachment: *TBD-1997 R-UG-BMPD*

2. Discredits

Motion: That Senate approves the changes to Reg 3.1.12 for the 2020-21 Undergraduate Calendar as presented.

Attachment: *TBD-1863 R UG 3.1.12 Discredits*

3. Academic Performance Evaluation – Discredits

Motion: That Senate approves the changes to Reg 3.2.1 for the 2020-21 Undergraduate Calendar as presented.

Attachment: *TBD-1869 R-UG-3.2.1 Academic Performance Evaluation*

4. Restrictions on Program Elements – Double Counting

Motion: That Senate approves the changes to Reg 3.1.13 for the 2021-22 Undergraduate Calendar as presented.

Attachment: *TBD-1864 R-UG-3.1.13 Restrictions on Program Elements*

5. COOP Regulations BMPD Admission and Continuation Requirements

Motion: That Senate approves the changes to regulation TBD 1817 Bachelor of Media and Production Design Coop Admission and Continuation Requirements

Attachment: *TBD-1817 R-UG-COOP-BMPD Admission and Continuation Requirements*

6. Regulation 11 Academic Standing

Motion: That Senate approves the changes to Regulation 11 for the 2020-21 Graduate Calendar as presented

Attachment: *TBD1801 R-GR-General Regulations 11 Academic Standing*

7. Regulation 13 Time limits for Program Completion

Motion: That Senate approves the changes to Regulation 13 for the 2020-21 Graduate Calendar as presented

Attachment: *TBD1803 R-GR General Regulations 13*

8. BA Template

Motion: That Senate approves the changes to the BA Template as presented

Attachment: *Proposed_BA_Template*

For Information

1. Minor Modifications – SCCASP approved

Attachment: *UG_G_2021_Course_MinorMods_for_SCCASP_Feb4, Feb18*

New Program Proposal

Date Submitted: 01/06/20 2:49 pm

Viewing: **TBD-1997 : R-UG-B.M.P.D.**

Last edit: 01/06/20 2:49 pm

Last modified by: melanieleblanc

Changes proposed by: melanieleblanc

In Workflow

1. JOUR ChairDir UG
2. PA Dean
3. PA FCC
4. PA FBoard
5. PRE SCCASP
6. SCCASP
7. SQAPC
8. Senate
9. PRE CalEditor
10. CalEditor

Approval Path

1. 01/06/20 2:51 pm
Melanie Leblanc
(melanieleblanc):
Approved for JOUR
ChairDir UG
2. 01/08/20 4:59 pm
David Mendeloff
(davidmendeloff):
Approved for PA Dean
3. 01/16/20 11:35 am
David Mendeloff
(davidmendeloff):
Approved for PA FCC
4. 01/28/20 1:46 pm
David Mendeloff
(davidmendeloff):
Approved for PA FBoard
5. 01/30/20 1:47 pm
Sarah Cleary
(sarahcleary): Approved
for PRE SCCASP

Effective Date	2020-21
Workflow	majormod
Program Code	TBD-1997
Level	Undergraduate
Faculty	Faculty of Public Affairs
Academic Unit	School of Journalism and Communication (JOUR)

Degree Bachelor of Media Production and Design

Title R-UG-B.M.P.D.

Program Requirements

Bachelor of Media Production and Design Regulations

In addition to the requirements presented here, students must satisfy the University regulations common to all undergraduate students including the process of Academic Performance Evaluation (consult the *Academic Regulations of the University* section of this Calendar).

0000-Level Courses

Students in the B.M.P.D. program may not count any 0000-level courses for credit toward their degree. Such students may, however, be required to take one or more of these courses to replace missing program prerequisites in which case the courses will be set aside as “no credit for degree” (NCD).

New Resources	No New Resources
Summary	Adding information regarding 0000-level courses to the regulations tab.
Rationale	For admission to the BMPD program students must have completed a grade 12 math - advanced functions, data management or calculus. Some students wishing to transfer into the program from other university programs may therefore have to complete a 0-level math to meet the math requirements if they did not previously have a grade 12 math credit. Completing that 0-level math course should not be counted as one of their credits for the BMPD degree as it is a prerequisite for admission into the program.
Transition/Implementation	Students will be able to view Calendar change and DARS audit team will reflect the change on students audits.

Program reviewer
comments

Date Submitted: 01/29/20 10:34 am

Viewing: **TBD-1863 : R-UG-3.1.12 Discredits**

Last approved: 05/03/19 11:16 am

Last edit: 01/29/20 10:34 am

Last modified by: mikelabreque

Changes proposed by: mikelabreque

In Workflow

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

History

1. May 3, 2019 by Mike Labreque (mikelabreque)

Calendar Pages Using this Program [Academic Regulations for Degree Students](#)

Effective Date	2020-21
Workflow	majormod
Program Code	TBD-1863
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-3.1.12 Discredits

Program Requirements

3.1.12 Discredits

A *discredit* is a course registration that results in a grade of F, FND, ABS, UNS.

The discredit has the same credit weight as the course. This definition includes courses taken on a Letter of Permission or on exchange.

~~A degree student is allowed a maximum of 5.0 credits of discredits after admission to the degree. Students admitted with advanced standing will have the maximum number of discredits adjusted on a pro-rata basis. Students in 5.0 or 6.0 credit certificate or diploma programs are allowed 2.0 credits of discredits. If a student exceeds the maximum number of discredits before graduation they are suspended or debarred from the degree. The student receives a decision of Continue in Alternate or Dismissed from Program if the degree uses this decision in place of Suspension. See also Section 3.2: Academic Progression.~~

New Resources

No New Resources

Summary

Submitted on behalf of ACE Working Group:

Eliminate the use of Discredits as an additional measurement of performance during the Academic Performance Evaluation (APE).

Rationale for change

- Rule is not transparent or clear. - Discredits do not appear on the audit - Can be Good Standing on CGPA values but decision is negative due to discredits - Often misunderstood that repeating a failed course does not negate the failure - Results in mixed messaging regarding status at the university - Pro-rating with readmission adds to the complexity
- Lack of equity and consistency. - Carleton students carry over discredits from a previous admission - external transfer students given 5.0 new credits of discredits.
- Rule exists to deal with exception circumstances. - Less than .1% per year removed on Discredits alone. Students who continually fail courses will be caught on CGPA eventually. - Rule requires constant management for a small number. - Cohort better managed through outreach and advising.

Transition/Implementation

Recommendation is to not enforce the discredit limit at 202010 APE. DARS team will look at removing subrequirement from APE encoding prior to APE.

Program reviewer
comments

Date Submitted: 01/29/20 10:39 am

Viewing: **TBD-1869 : R-UG-3.2.1 Academic Performance Evaluation**

Last approved: 05/03/19 11:24 am

Last edit: 01/29/20 10:39 am

Last modified by: mikelabreque

Changes proposed by: mikelabreque

In Workflow

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

History

1. May 3, 2019 by Mike Labreque (mikelabreque)

Calendar Pages Using this Program [Academic Regulations for Degree Students](#)

Effective Date	2020-21
Workflow	majormod
Program Code	TBD-1869
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-3.2.1 Academic Performance Evaluation

Program Requirements

3.2.1 Academic Performance Evaluation for Degree Students

The Academic Performance Evaluation as described in this section applies to Degree and Certificate Students. The corresponding process for Special Students is described in Section 6.6 of this Calendar.

Note: in addition to the regulations listed below, a number of programs specify additional requirements that must be fulfilled. Consult specific program pages in this Calendar for additional information regarding: B.A.S., B.Com., B.Hum., B.I.B., B.I.D., B.I.T. B.J., B.J.Hum., B.Math., B.Mus., B.P.A.P.M., B.Sc. Double Hons. Mathematics and Physics, B.S.W.

The Academic Performance Evaluation is the annual assessment of a student's status in their degree. The first evaluation is made, at the end of the winter term, for all students who have completed at least 4.0 credits at Carleton University or on the University of Ottawa Exchange once all final grades are available. Subsequent evaluations occur at the end of the winter term

following the completion of a minimum of 4.0 additional credits. A completed course is any course registration, including repeated courses, that results in a grade or notation other than WDN, IP, CTN, AUD or DNC. The basis of the evaluation is the student's Overall CGPA, Major CGPA and, where appropriate, Core CGPA. For students in combined programs, Major CGPAs are calculated for each major where possible. The evaluation is made by comparing CGPAs to the minima required by the student's degree at the time of the evaluation. The possible outcomes of an Academic Performance Evaluation are: Good Standing, Academic Warning, Suspension, Continue in Alternate, Continue in General, Dismissed from Program, or Debarment .

The status Good Standing signifies that a Performance Evaluation has found that the student fully meets the academic standards prescribed for the student's program and is eligible to continue in that degree.

The status Academic Warning signifies that the student's performance with respect to the academic standards of the degree is deficient. The student may continue in the degree but must clear the Academic Warning by achieving a Good Standing assessment at the next Academic Performance Evaluation.

The status Suspension signifies that the student must leave their degree for at least one year. See also Section 3.2.2 and Section 3.2.4. Suspension occurs if at least one of the following conditions applies:

- the student has an Overall CGPA that is less than 1.00;
- while on Academic Warning, the student has failed to achieve a Good Standing assessment at the next Academic Performance Evaluation;
- the student has exceeded the maximum allowable number of discredits for the program;
- the student was Admitted with Additional Requirements and has failed to satisfy those requirements.

The status Continue in General is applied at an academic performance evaluation (APE) if the student (i) is in an Honours B.A., B.C.S., B.Cog. Sc., B.Co.M.S., B.Econ., B.G.In.S., B.H.Sc., B.Sc., or B.Math. program, (ii) would be suspended at this APE due to a low CGPA, and (iii) meets or exceeds the minimum requirements for Good Standing in a general program. The student's program will be changed to the corresponding or other general program within the same degree and the student may apply to change this program within the degree, as long as they would be in Good Standing in the subsequent program.

The statuses Continue in Alternate (CA) and Dismissed from Program (DP) indicate that the student's performance has fallen below a minimum standard for the program and, in consequence, the student is removed from the program and is not readmissible to this program. These APE statuses are restricted to some professional and limited enrolment programs where there is high demand for the program and limited space in its required courses. The degrees and programs that use these statuses are: B.Eng., B.Hum., B.J., B.J.Hum., B.Com., B.I.B., B.I.D., B.P.A.P.M. The status CA or DP is assigned if any of the conditions for Suspension apply, in addition to any conditions set by the program. The status CA is assigned if, in addition, the student's Overall CGPA is at least 1.00. A student with status CA is eligible to continue at the university and may apply through Admissions Services for admission to another degree or to Special studies. The status DP is assigned if the Overall CGPA is less than 1.00. A student with status DP may apply for admission to Special studies only.

If a student satisfies the conditions for Suspended, Dismissed from Program or Ineligible to Return (no longer in use) at a performance evaluation in the student's current degree and the student has a previous decision of Suspended, Dismissed from Program or Ineligible to Return on the record in this or another degree or Special studies, then the student will be removed from the current degree with the standing Debarred. A Debarred student is not eligible for any studies at the university for at least three years. See Section 3.2.4 - Readmission after Suspension or Debarment.

~~3.2.2 Discredits If a course registration in any term results in a student exceeding the allowed number of discredits for the program, then the student will receive the decision of Suspension, Continue in Alternate, Dismissed from Program, or Debarred as of the end of that term. This action is part of the Academic Performance Evaluation at the end of the winter term, but is not part of a general Academic Performance Evaluation after the summer or fall terms.~~

3.2.2 3.2.3 Three Failures of a Course (Engineering)

A student in the Bachelor of Engineering degree must leave the degree with the status Continue in Alternate or Dismissed from Program if the student fails one course on three occasions.

New Resources

Summary

Submitted on behalf of the ACE Working Group - Eliminate the use of Discredits as an additional measurement of performance during the Academic Performance Evaluation (APE).

Rationale for change

- Rule is not transparent or clear. - Discredits do not appear on the audit - Can be Good Standing on CGPA values but decision is negative due to discredits - Often misunderstood that repeating a failed course does not negate the failure - Results in mixed messaging regarding status at the university - Pro-rating with readmission adds to the complexity
- Lack of equity and consistency. - Carleton students carry over discredits from a previous admission - external transfer students given 5.0 new credits of discredits.
- Rule exists to deal with exception circumstances. - Less than .1% per year removed on Discredits alone. Students who continually fail courses will be caught on CGPA eventually. - Rule requires constant management for a small number. - Cohort better managed through outreach and advising.

Transition/Implementation

If proposal is approved, need to discuss if it should be enforced this 202010 APE.

Program reviewer comments

A deleted record cannot be edited

Program Delete Proposal

Date Submitted: 01/29/20 10:46 am

Viewing: **TBD-1864 : R-UG-3.1.13 Restrictions on Program Elements**

Last approved: 06/10/19 9:12 am

Last edit: 01/29/20 10:46 am

Last modified by: mikelabreque

Changes proposed by: mikelabreque

In Workflow

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

History

1. May 3, 2019 by Mike Labreque (mikelabreque)
2. May 17, 2019 by Mike Labreque (mikelabreque)
3. May 27, 2019 by Mike Labreque (mikelabreque)
4. Jun 10, 2019 by Mike Labreque (mikelabreque)

Calendar Pages Using this Program

[Academic Regulations for Degree Students](#)

Effective Date	2020-21
Workflow	majormod
Program Code	TBD-1864
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-3.1.13 Restrictions on Program Elements

Program Requirements

3.1.13 Restrictions on Program Elements

A course is considered to be *double-counted* if it is used to satisfy both the requirements for:

- a. the Major (or Majors) and a Minor; **or**,
- b. a Minor, Concentration, or Specialization and any other Minor, Concentration or Specialization (See **Note 1**, below).

A maximum of 2.0 credits in double-counted courses may be included in the credits used to fulfil requirements at graduation.

Notes:

- 1. Item **b)** refers to specializations and concentrations that constitute optional choices. In these cases the Major(s) can be completed with or without a concentration or specialization.

In other cases, a Concentration or Specialization is contained within the Major and constitutes a required choice for that Major. These Concentrations and Specializations are not included in **b)** above.

New Resources

Summary

Submitted on behalf of the ACE Working Group: Eliminate the Double Counting rule and allow total overlap between program elements.

Rationale for change

- Rule is neither simple nor clear and transparent - difficult for both students and staff to understand or explain - most confusion with interdisciplinary elements, more overlap possible - Overlap can change with every registration - creates the need for constant managing by AAC, academic units, and the RO - Greater the number of program elements, greater the confusion with overlap - Misunderstanding the rule often results in the need for additional course registration - hinders degree completion, therefore a barrier to graduation - Double counting does not decrease the number of credits required to graduate • Some degree programs are exempt from the double counting rule. The increase of Interdisciplinary programs may result in additional requests for exemptions. Inconsistency in a rule adds to already existing confusion.

Transition/Implementation

DARS coding. Re-number subsequent 3.1.14-3.1.17 regs.

Program reviewer comments

Program Change Request

Date Submitted: 11/12/19 3:17 pm

Viewing: **TBD-1817 : R-UG-COOP-BMPD**
Admission and Continuation Requirements

Last approved: 04/06/18 10:47 am

Last edit: 02/12/20 7:59 am

Last modified by: sarahcleary

Changes proposed by: sarahcleary

In Workflow

1. REGS COOP UG Review
2. PRE SCCASP
3. SCCASP
4. Senate
5. PRE CalEditor
6. CalEditor

Approval Path

1. 11/12/19 2:38 pm
Sarah Cleary
(sarahcleary): Rollback to Initiator
2. 11/21/19 9:22 am
Trish Larson (trishlarson):
Approved for REGS COOP UG Review
3. 11/22/19 2:09 pm
Sarah Cleary
(sarahcleary): Approved for PRE SCCASP

History

1. Apr 6, 2018 by Mike Labreque (mikelabreque)
2. Apr 6, 2018 by Mike Labreque (mikelabreque)

Calendar Pages Using this Program [Media Production and Design](#)
[Co-operative Education](#)

Effective Date	2020-21
Workflow	majormod minormod
Program Code	TBD-1817
Level	Undergraduate
Faculty	Faculty of Public Affairs Not Applicable
Academic Unit	Regulations: COOP

Degree

Title R-UG-COOP-BMPD Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the Bachelor of Media Production and Design program;
2. **Successfully completed MPAD 2002 before beginning the first work term.**
3. Obtained and maintained an overall CGPA of 9.00 or higher.

Bachelor of Media Production and Design students must successfully complete three (3) work terms to obtain the Co-op designation.

Work Term Course: **MPAD 3999** ~~TBD~~

Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	*W/S	Fall	S
Winter	S	Winter	S	Winter	*W/S	Winter	S	Winter	S
Summer		Summer		Summer	*W/S	Summer	W/S		

Approved Shared Content from /shared/workstudylegend/

Legend

S: Study

W: Work

O: Optional

* indicates recommended work study pattern

** student finds own employer for this work-term.

New Resources

No New Resources

Summary

Adding successful completion of MPAD 2002 as a prerequisite or condition for the co-op program.

Rationale for change

In our consultation with the department, the Co-op Office requested a marker to determine that a student has advanced in their academic studies enough to have obtained the skills and knowledge required to successfully complete a work term in their field of study. We approved the initial calendar content with the understanding that the department would consider 1 or 2 specific courses that could be used as a marker for eligibility. The department then proposed MPAD 2002. With the inclusion of item #2 in the eligibility requirements we now have specific academic requirements to determine student eligibility. This was always the intention, however, the specifics had yet to be determined prior to the 2019/20 calendar submission.

Transition/Implementation

Current students will be notified via email and advising, and this will be on the website.

Program reviewer comments

sarahcleary (11/12/19 2:38 pm): Rollback: Change to major mod.

sarahcleary (11/28/19 11:36 am): Updated rationale for change with information from T. Larson at the Coop office.

sarahcleary (12/05/19 8:02 am): In section two, removed language referencing year standing and replaced with "1000- and 2000-level courses" as per discussion at SCCASP on Dec 3 and

consultation with Dept.

sarahcleary (01/07/20 11:15 am): Removed second comma in section 2 as per SCCASP meeting discussion on Dec 17, 2019.

sarahcleary (02/12/20 7:59 am): Removed language from section two regarding "all required 1000- and 2000-level courses" in consultation with the AD, the Dept and Co-op.

Key: 1817

Program Change Request

Date Submitted: 02/13/20 2:47 pm

Viewing: **TBD-1801 : R-GR-General Regulations: 11. Academic Standing**

Last approved: 11/15/17 4:53 pm

Last edit: 02/20/20 12:03 pm

Last modified by: sandrabauer

Changes proposed by: sandrabauer

In Workflow

1. REGS RO GR Review
2. GRAD FBoard
3. PRE SCCASP
4. SCCASP
5. Senate
6. PRE CalEditor
7. CalEditor

Approval Path

1. 02/18/20 10:57 am
Sandra Bauer
(sandrabauer): Approved
for REGS RO GR Review
2. 02/19/20 1:49 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD FBoard

History

1. Nov 15, 2017 by Sandra Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program [General Regulations](#)

Effective Date	2020-21
Workflow	majormod minormod
Program Code	TBD-1801
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO

Degree

Title R-GR-General Regulations: 11. Academic Standing

Program Requirements

11. Academic Standing

11.1 Qualifying-Year Program

Students should note that admission to the master's program from qualifying year is governed by the admission requirements in Section 2, Admission Requirements and Eligibility.

11.2 Master's Program

A grade of B- or better must normally be obtained in each course credited towards the master's degree. A candidate may, with the support of the departmental graduate supervisor/associate chair (graduate affairs) and the approval of the Dean of the Faculty of Graduate and Postdoctoral Affairs, be allowed a grade of C+ in 1.0 credit. Some programs do not permit the C+ option and apply a B- minimum rule.

Full-Time Continuation

Full-time master's students who fail to achieve a weighted GPA of 7.0 after two terms of study, or to maintain it subsequently, will be required to withdraw from the program. In the event of special or extenuating circumstances, the student may apply through the program graduate supervisor/associate chair (graduate affairs) to the Dean of the Faculty of Graduate and Postdoctoral Affairs for permission to continue in the program.

Part-Time Continuation

Part-time master's students who fail to achieve or maintain a weighted GPA of 7.0 after completing 2.0 credits, or to maintain it subsequently, will be required to withdraw from the program. In the event of special or extenuating circumstances, the student may apply through the program graduate supervisor/associate chair (graduate affairs) to the Dean of the Faculty of Graduate and Postdoctoral Affairs for permission to continue in the program.

11.3 Doctoral Program

Doctoral students must obtain a grade of B- or better in each course credited towards the degree.

11.4 Doctoral Progress Reporting

Doctoral students must make consistent progress in their studies and must document their progress by completing an annual progress report that details the previous year's achievements and the objectives for the following year. Students must complete their progress report in consultation with their supervisor and committee. ~~11.4 Departmental Evaluation~~ In addition to the above requirements, departments will undertake a periodic evaluation of a student's progress in his or her overall program to determine whether that progress is satisfactory. Reports must be submitted to the In the event that progress is deemed unsatisfactory, the program graduate **chair/director or equivalent for review supervisor may recommend to the Dean of the Faculty of Graduate and **approval**. Postdoctoral Affairs that the student be required to**

~~withdraw. 11.4 Departmental Evaluation~~

~~In the event that progress is deemed unsatisfactory, the program director or equivalent may recommend addition to the Dean the above requirements, departments will undertake a periodic evaluation of the Faculty of Graduate and Postdoctoral Affairs that the student be required a student's progress in his or her overall program to withdraw. determine whether that progress is satisfactory.~~

11.5 Religious Accommodation

Carleton University accommodates students who, by reason of religious obligation, must miss an examination, test, assignment deadline, laboratory, or other compulsory event.

Accommodation will be worked out directly and on an individual basis between the student and the instructor(s) involved. Students should make a formal request to the instructor(s) in writing for alternative dates and/or means of satisfying requirements. Such requests should be made during the first two weeks of any given academic term, or as soon as possible after a need for accommodation is known to exist. Instructors will make reasonable accommodation in a way that shall avoid academic disadvantage to the student.

Students unable to reach a satisfactory arrangement with their instructor(s) should contact the Office of Equity Services at <http://www2.carleton.ca/equity/>.

Instructors who have questions or wish to verify the nature of the religious event or practice involved should also contact this office.

New Resources	No New Resources
Summary	Section 11.4 of Graduate Regulations: Rename from Departmental Evaluation to Doctoral Progress Reporting, and update text.
Rationale for change	Implementing annual progress reports across all PhD programs. This process will be automated with the introduction of the Research Management System/Carleton 360 Phase 2.

Transition/Implementation

Program reviewer comments	sandrabauer (02/19/20 1:48 pm): Approved by GFB 2020.02.19 sandrabauer (02/20/20 12:03 pm): Wording clarified re: submission of reports
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Key: 1801

Program Change Request

Date Submitted: 02/13/20 2:54 pm

Viewing: **TBD-1803 : R-GR-General
Regulations: 13. Time Limits for Program
Completion**

Last approved: 03/19/19 1:14 pm

Last edit: 02/19/20 3:26 pm

Last modified by: sandrabauer

Changes proposed by: sandrabauer

In Workflow

1. REGS RO GR Review
2. GRAD FBoard
3. PRE SCCASP
4. SCCASP
5. Senate
6. PRE CalEditor
7. CalEditor

Approval Path

1. 02/18/20 11:03 am
Sandra Bauer
(sandrabauer): Approved
for REGS RO GR Review
2. 02/19/20 1:54 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD FBoard
3. 02/19/20 3:23 pm
Sandra Bauer
(sandrabauer): Rollback
to GRAD FBoard for PRE
SCCASP
4. 02/19/20 3:26 pm
Sandra Bauer
(sandrabauer): Approved
for GRAD FBoard

History

1. Nov 15, 2017 by Sandra
Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra
Bauer (sandrabauer)
3. Jan 16, 2018 by Sandra
Bauer (sandrabauer)
4. Mar 19, 2019 by Mike
Labreque (mikelabreque)

Calendar Pages Using this
Program

[General Regulations](#)

Effective Date	2020-21
Workflow	majormod minormod
Program Code	TBD-1803
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-General Regulations: 13. Time Limits for Program Completion

Program Requirements

13. Time Limits for Program Completion

13.1 General Remarks

There are maximum time limits for the completion of programs. Students may also be subject to time constraints prescribed by individual programs to ensure orderly and timely progress through their programs.

13.2 Master's Program

Full-time

All master's students admitted as full-time students must normally complete their degree requirements within two calendar years after the date of initial registration, unless their program states otherwise and regardless of any subsequent change of status to part-time. Terms of non-registration are equated to full-time registration terms when calculating the overall time to program completion.

Part-time

All master's students admitted as part-time students must normally complete their degree requirements within six calendar years after the date of initial registration, unless their program states otherwise. Terms of non-registration are equated to part-time registration terms when calculating the overall time to program completion. A change of a student's status from part-time to full-time status will result in a pro-rated reduction in the required time to completion for each subsequent term of full-time study.

Failure to complete the program within the prescribed time lines or failure to maintain continuous registration will require reevaluation of the student's entire program and may result in termination.

13.3 Doctoral Program

Full-time

All Ph.D. students admitted as full-time students and admitted on the basis of a master's degree **must (that is, with a program of 10.0 credits or the equivalent) must** complete the Ph.D. degree requirements within **six five** calendar years after the date of initial Ph.D. **registration unless their specific program provides for a different time limit. registration, regardless of any subsequent change of status to part-time.** Terms of non-registration are equated to full-time registration terms when calculating the overall time to program completion.

Part-time

All Ph.D. students admitted as part-time students must complete the degree requirements within nine calendar years after the date of initial Ph.D. registration. Terms of non-registration are equated to part-time registration terms when calculating the overall time to program completion. A change of a student's status from part-time to full-time status will result in a pro-rated reduction in the required time to completion for each subsequent term of full-time study.

Failure to complete the program within the prescribed time lines or failure to maintain continuous registration will require reevaluation of the student's entire program and may result in termination.

13.4 Exemption from Time Limit

When exemption from registration for a term or terms has been approved by the Dean of the Faculty of Graduate and Postdoctoral Affairs, this period will be exempt from the overall time limit allowed for completion of the program.

For Exemption from Time Limit procedure/forms please visit <http://gradstudents.carleton.ca/forms-policies/>

~~13.5 Extension of Time Limit Time limits are strictly enforced.~~ 13.5 Extension An extension of Time Limit

Requests for an extension of a student's time limits are given to completion will be considered only in exceptional circumstances when there is substantial evidence that the student has attempted to make regular and are determined within the academic department. A detailed report on consistent progress toward completion of the student's progress and a recommendation from the supervisor must accompany each request. degree requirements. Extensions are usually given for a maximum of one year.

A **complete written request for an extension to extend the completion date** must be submitted **at least to the Dean of the Faculty of Graduate and Postdoctoral Affairs one month term** before the **student's deadline to complete their program. normal time period to complete the degree expires.** **The request must include a plan of remaining work including the following elements: anticipated time of completion of the degree requirements.**

- 1. A completed "Request An administrative charge for each term of extension of the time limit will be applied to complete the requirements of a graduate degree" form must be submitted. the student's account.** The requested extension request must be realistic, taking into account supported by the remaining research to be done. student's thesis supervisor and the program graduate supervisor/associate chair (graduate affairs). It can be for one to three terms.
- 2. A letter from the student giving the reasons for the requested extension must be attached to the request. This letter must also indicate when the thesis proposal was accepted.**
- 3. A letter from the thesis supervisor supporting the request for an extension, with a realistic time schedule to complete the remaining research activities. This time schedule must be approved by all members of the thesis committee. Letters or email messages from committee members indicating their approval of the proposed schedule must also be attached to the service request.**

The request must include a plan of remaining work including the anticipated time of completion of the degree requirements. Each subsequent request to extend a student's completion date requires greater justification. Third requests

~~for extensions are rarely, if ever, granted. Being employed full time is not in itself considered sufficient grounds for granting an extension. An administrative charge for each term of extension will be applied to the student's account. For Time Extension procedure/forms visit https://gradstudents.carleton.ca/wp-content/uploads/Academic_Registration-Change-Form-1.pdf.~~

New Resources

No New Resources

Summary

Modify sections 13.3 and 13.5 of Graduate Regulations.

Rationale for change

Section 13.3 - To be consistent with Ottawa U for the Joint Institute Programs; recommendation from several departments (FASS; FPA) that six years is more reasonable for a PhD to complete their program requirements. This change is interim pending further review with students and faculty. Removed the notation of 10 credit in preparation of changing the thesis credit weight to 0. Section 13.5 - Devolving the responsibility of program extension(s) to the departments. Departments can report and respond to times to completion via Cyclical Reviews.

Transition/Implementation

Program reviewer
comments

sandrabauer (02/19/20 3:23 pm): Rollback: error correction

Key: 1803

Proposed B.A. Template

Preamble

The B.A. Degree at Carleton is distinctive for the ease with which students can change major (change program) or combine two majors to form a significant and enviable number of Combined Honours programs. The B.A. Template accordingly provides a basic framework of requirements for various types of B.A. programs that facilitates a welcome degree of flexibility and mobility for students at the same time as entrenching the principle of breadth foundational to a liberal arts education. The template is also meant as a guide for changing existing BA programs and for providing acceptable frameworks for faculty to establish new programs within the BA.

The Template recognizes three principles established by the 2013 Working Group on Academic Rules and Regulations to guide the development of academic rules:

1. Academic rules should enable students to progress smoothly through their studies and from program to program.
2. Academic rules should maximize flexibility within and across programs – a student transferring from one program to another should not be unnecessarily penalized.
3. Academic rules should be simple and transparent.

Terminology used in this Template is consistent with the Glossary pages of the University Calendar ([link](#)).

The Template

Exemptions from the requirements of this B.A. Template may be granted by Senate only on a recommendation from the Senate Committee on Curriculum, Admissions and Studies Policy.

Types of B.A. Programs

General (15 Credits):

- Single Discipline
- Single Discipline with Concentration
- Thematic
- Thematic with Concentration

Honours (20 Credits):

- Single Discipline
- Single Discipline with Concentration
- Combined
- Combined with Concentration
- Thematic
- Thematic with Concentration

All B.A. programs must provide for a Combined Honours program in the interests of program flexibility for students, with the exception of Thematic programs, which may or may not have a Combined Honours program.

Regulations that Apply to All B.A. Programs

1. A student may count a maximum of 7.0 credits below the 2000-level toward fulfilment of graduation requirements:
<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/registration-evaluation-records/#max-credits-below-the-2000-level>
2. Among the credits presented at graduation, students in both the B.A. General and the B.A. Honours degrees are required to include 3.0 breadth credits, including 1.0 credit from each of three of the four specified Breadth Areas. Credits that fulfil requirements in a Major, Minor or Concentration may be used to fulfil the Breadth Requirement. Thematic programs that are exempt from the B.A. Breadth Requirements are noted in the University Calendar:
<http://calendar.carleton.ca/undergrad/regulations/academicregulationsandrequirementsforthebachelorofartsdegree/>
3. Students in all B.A. programs that have breadth requirements must fulfill the breadth requirements as part of the first ten credits completed. Mandatory advising is in place for students who do not fulfill the breadth requirements as part of the first ten credits completed.
4. A student may take no more than two elements in a program in addition to the major(s):
<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/regulations-for-degree-students/#maximum-number-of-program-elements>
5. The credits presented at graduation that are credits completed at Carleton after admission, credits completed at Carleton within the last ten years for which advanced standing has been granted and credits completed as part of the University of Ottawa Exchange or another formal domestic or international Exchange, must include:
 - a. For Honours degrees, at least 3.0 credits in the major and at the 3000-level or above;
 - b. For Combined Honours degrees, at least 1.5 credits in each major and at the 3000-level or above;
 - c. For General degrees, at least 3.0 credits in the major and at the 2000-level or above:<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/registration-evaluation-records/#advanced-credits>

Credit Requirements for Types of B.A. Programs

General Single Discipline

General Single Discipline programs require no less than 6.0 and no more than 7.0 credits in the major for students to graduate. However, taking into account free electives, students may present up to 9.0 credits in the major subject area at graduation. General Single Discipline programs require 6.0 credits not in the major and provide for 2.0 to 3.0 credits in free electives.

General Single Discipline with Concentration

General Single Discipline programs with Concentration require no less than 6.0 and no more than 8.0 credits in the major for student to graduate. However, taking into account free electives, students may present up to 9.0 credits in the major subject area at graduation. General Single Discipline programs with Concentration require 6.0 credits not in the major and provide for 1.0 to 3.0 credits in free electives.

General Thematic

General Thematic programs require no less than 6.0 and no more than 10.0 credits in the major for students to graduate. General Thematic programs do not require credits not in the major and provide for sufficient free electives to make up a 15-credit program.

General Thematic with Concentration

General Thematic programs with Concentration require no less than 6.0 and no more than 11.0 credits in the major for students to graduate. However, taking into account free electives, students may present up to 12.5 credits in the major subject area at graduation. General Thematic programs with Concentration require 2.5 credits not in the major and provide for sufficient free electives to make up a 15-credit program.

Honours Single Discipline

Honours Single Discipline programs require no less than 8.0 and no more than 10.0 credits in the major for students to graduate. However, taking into account free electives, students may present up to 12.0 credits in the major subject area at graduation. Honours Single Discipline programs require 8.0 credits not in the major and provide for 2.0 to 4.0 credits in free electives.

Honours Single Discipline with Concentration

Honours Single Discipline programs with Concentration require no less than 8.0 and no more than 12.0 credits in the major for students to graduate. However, taking into account free electives, students may present up to 12.0 credits in the major subject area at graduation. Honours Single Discipline programs with Concentration require 8.0 credits not in the major and provide for 0.0 to 4.0 credits in free electives.

Combined Honours

Combined Honours programs require no less than 6.0 credits and no more than 7.5 credits in each major for students to graduate. Combined Honours programs do not require credits not in the major and provide for sufficient free electives to make up a 20-credit program.

Combined Honours with Concentration

Combined Honours programs with Concentration require no less than 6.0 credits and no more than 8.0 credits in each major for students to graduate. Combined Honours programs with Concentration do not require credits not in the major and provide for sufficient free electives to make up a 20-credit program.

Honours Thematic

Honours Thematic programs require no less than 9.0 credits and no more than 15.0 credits in the major for students to graduate. Students may present up to 15.0 credits in the major subject area at graduation. Thematic Honours programs do not require credits not in the major and provide for sufficient free electives to make up a 20-credit program.

Honours Thematic with Concentration

Honours Thematic programs with Concentration require no less than 9.0 credits and no more than 15.0 credits in the major for students to graduate. Honours Thematic programs with Concentration require 5.0 credits not in the major plus sufficient free electives to make up a 20-credit program. Students may present up to 15.0 credits in the major subject area at graduation.

Table 1

- The numbers of free electives available in any B.A. program requiring Credits Not in the Major is calculated and set as the difference between the minimum number of credits in the major required to graduate in each of these programs and the maximum number of credits in the major subject area that can be presented at graduation. It should be noted that the Template allows for a variation in the minimum number of credits in the major required for graduation for each category of B.A. program (identified in Table 1 below as 'Minimum # Credits for Major' and 'Maximum # of Credits for Major').
- The numbers of free electives available in any program not requiring Credits Not in the Major is calculated and set as the difference between the minimum number of credits in the major required to graduate in each of these programs and the number of credits that have to be presented at graduation (15 for a General program; 20 for an Honours program). It should be noted that this Template allows for a variation in the minimum number of credits in the major required for graduation for each category of B.A. program (identified in Table 1 below as 'Minimum # Credits for Major' and 'Maximum # of Credits for Major').
- The number of credits indicated in the column '# Credits Student May Present in Major Subject Area at Graduation' are not requirements for graduation unlike the 'Minimum/Maximum # Required Credits for the Major' columns. This column provides the option of including additional free electives in the major subject area at graduation.

Degree Program	Category	Minimum # Required Credits for Major	Maximum # Required Credits for Major	# Required Credits Not in Major	# Required Credits in Free Electives	# Credits Students May Present in Major Subject Area at Graduation
BA General	Single Discipline	6.0	7.0	6.0	2.0 to 3.0	9.0
BA General	Single Discipline + Concentration	6.0	8.0	6.0	1.0 to 3.0	9.0
BA General	Thematic	6.0	10.0	0.0	Sufficient to make a 15-credit program	N/A
BA General	Thematic + Concentration	6.0	11.0	2.5	Sufficient to make a 15-credit program	12.5
BA Honours	Single Discipline	8.0	10.0	8.0	2.0 to 4.0	12.0
BA Honours	Single Discipline + Concentration	8.0	12.0	8.0	0.0 to 4.0	12.0
BA Honours	Combined	6.0 in each major	7.5 in each major	0.0	Sufficient to make a 20-credit program	N/A
BA Honours	Combined + Concentration	6.0 in each major	8.0 in each major	0.0	Sufficient to make a 20-credit program	N/A
BA Honours	Thematic	9.0	15.0	0.0	Sufficient to make a 20-credit program	15.0
BA Honours	Thematic + Concentration	9.0	15.0	5.0	Sufficient to make a 20-credit program	15.0
Certificate	Single Discipline	4.0	5.0	0.0	N/A	N/A

Element	Minimum and Maximum # Credits
Minor	4.0 minimum 5.0 maximum
Concentration	3.5 minimum

Agenda

Item 7b

DATE: February 21, 2020

TO: Senate

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

RE: 2020-21 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 Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP) and the Senate Quality Assurance and Planning Committee (SQAPC) before being recommended to Senate.

Library Reports (as required)

In electronic communication members of the Library staff, upon review of the proposals, confirmed no additional resources were required for the 2020-21 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 20 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 2020.

Major Modifications

1. BEcon, Concentration in Economic Data Science

SCCASP approval: February 4, 2020

SQAPC approval: January 16, 2020

Senate Motion February 28, 2020

THAT Senate approve the the introduction of the concentration in Economic Data Science to the Bachelor of Economics Honours program as presented with effect from Fall 2020.

2. Post-Baccalaureate in Art History

SCCASP approval: January 21, 2020
SQAPC approval: February 6, 2020

Senate Motion February 28, 2020

THAT Senate approve the introduction of the Post-Baccalaureate in Art History as presented with effect from Fall 2020.

3. Post-Baccalaureate in History and Theory of Architecture

SCCASP approval: January 21, 2020
SQAPC approval: February 6, 2020

Senate Motion February 28, 2020

THAT Senate approve the introduction of the Post-Baccalaureate in History and Theory of Architecture as presented with effect from Fall 2020.

4. HIST 3815

SCCASP approval: December 17, 2019
SQAPC approval: February 6, 2020

Senate Motion February 28, 2020

THAT Senate approve the introduction of HIST 3815 as presented with effect from Fall 2020.

5. Bachelor of International Business Honours

SCCASP approval: January 21, 2020
SQAPC approval: February 6, 2020

Senate Motion February 28, 2020

THAT Senate approve the major modification to the Bachelor of International Business Honours program as presented with effect from Fall 2020.

6. BGIInS Stream, Specialization and Thematic Categories in Global Migration and Transnationalism

SCCASP approval: December 17, 2019
SQAPC approval: February 6, 2020

Senate Motion February 28, 2020

THAT Senate approve the major modification to the to the BGIInS Stream, Specialization and Thematic Categories in Global Migration and Transnationalism program as presented with effect from Fall 2020.

7. BPAPM Development Policy Studies Specialization

SCCASP approval: December 17, 2019
SQAPC approval: February 6, 2020

Senate Motion February 28, 2020

THAT Senate approve the major modifications to the BPAPM Development Policy Studies Specialization as presented with effect from Fall 2020.

8. PAPM Communication and Policy Studies Specialization

SCCASP approval: December 17, 2019

SQAPC approval: February 6, 2020

Senate Motion February 28, 2020

THAT Senate approve the major modifications to the BPAPM Communication and Policy Studies Specialization as presented with effect from Fall 2020.

9. BPAPM International Policy Studies Specialization

SCCASP approval: December 17, 2019

SQAPC approval: February 6, 2020

Senate Motion February 28, 2020

THAT Senate approve the major modifications to the BPAPM International Policy Studies Specialization as presented with effect from Fall 2020.

10. BPAPM Public Policy and Administration Specialization

SCCASP approval: December 17, 2019

SQAPC approval: February 6, 2020

Senate Motion February 28, 2020

THAT Senate approve the major modifications to the BPAPM Public Policy and Administration Specialization as presented with effect from Fall 2020.

11. Minor in News Media and Information

SCCASP approval: January 21, 2020

SQAPC approval: February 6, 2020

Senate Motion February 28, 2020

THAT Senate approve the introduction of the minor in News Media and Information as presented with effect from Fall 2020.

12. HLTH 5801

SCCASP approval: January 21, 2020

SQAPC approval: February 6, 2020

Senate Motion February 28, 2020

THAT Senate approve the introduction of HLTH 5801 as presented with effect from Fall 2020.

13. Public History courses

SCCASP approval: February 4, 2020

SQAPC approval: February 6, 2020

Senate Motion February 28, 2020

THAT Senate approve the introduction of HIST 6908, 6809 & 6810 as presented with effect from Fall 2020.

14. Minor in Korean Modern Languages

SCCASP approval: February 4, 2020

SQAPC approval: February 20, 2020

Senate Motion February 28, 2020

THAT Senate approve the introduction of the Minor in Korean Modern Languages as presented with effect from Fall 2020.

15. BA General

SCCASP approval: February 18, 2020

SQAPC approval: February 20, 2020

Senate Motion February 28, 2020

THAT Senate approve the removal of the term “General” from all undergraduate 15 credit programs with effect from Fall 2020.

16. IMD 4901

SCCASP approval: February 4, 2020

SQAPC approval: February 20, 2020

Senate Motion February 28, 2020

THAT Senate approve the major modification to IMD 4901 as presented with effect from Fall 2020.

17. Stream in Mental Health and Well-Being

SCCASP approval: February 4, 2020

SQAPC approval: February 20, 2020

Senate Motion February 28, 2020

THAT Senate approve the introduction of the Stream in Mental Health and Well-Being as presented with effect from Fall 2020.

18. ENVE 3909

SCCASP approval: February 4, 2020

SQAPC approval: February 20, 2020

Senate Motion February 28, 2020

THAT Senate approve the deletion of ENVE 3909 as presented with effect from Fall 2020.

19. INAF 6905

SCCASP approval: February 4, 2020

SQAPC approval: February 20, 2020

Senate Motion February 28, 2020

THAT Senate approve the deletion of INAF 6905 as presented with effect from Fall 2020.

20. Master of Computer Science, Specialization in Bioinformatics

SCCASP approval: December 3, 2019

SQAPC approval: December 19, 2019

Senate Motion February 28, 2020

THAT Senate approve the deletion of the Master of Computer Science with a specialization in Bioinformatics s as presented with effect from Fall 2020.

DATE: February 21, 2020

TO: Senate

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

RE: Final Assessment Report and Executive Summary: Undergraduate and Graduate
Programs in Anthropology

The purpose of this memorandum is to request that Senate approve the Final Assessment Report and Executive Summary arising from the cyclical review of the undergraduate and graduate programs in Anthropology.

The request to Senate is based on a recommendation from the Senate Quality Assurance and Planning Committee (SQAPC), which passed the following motion at its meeting of February 20th, 2020:

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

The Final Assessment Report and Executive Summary is provided pursuant to articles 4.2.5-4.2.6 of the provincial Quality Assurance Framework and article 7.2.23 of Carleton's Institutional Quality Assurance Process (IQAP). Article 7.2.23.3 of Carleton's IQAP (passed by Senate on June 21th, 2019 and ratified by the Ontario Universities Council on Quality Assurance on November 22nd, 2019) stipulates that, in approving Final Assessment Reports and Executive Summaries 'the role of SAPC and Senate is to ensure that due process has been followed and that the conclusions and recommendations contained in the Final Assessment Report and Executive Summary are reasonable in terms of the documentation on which they are based.'

In making their recommendation to Senate and fulfilling their responsibilities under the IQAP, members of SQAPC were provided with all the appendices listed on page 2 of the Final Assessment Report and Executive Summary. These appendices constitute the basis for reviewing the process that was followed and assessing the appropriateness of the outcomes.

These appendices are not therefore included with the documentation for Senate. They can, however, be made available to Senators should they so wish.

Major modifications described in the Action Plan, contained within the Final Assessment Report, are subject to approval by the Senate Committee on Curriculum, Admission, and Studies Policy, the Senate Quality Assurance and Planning Committee (SQAPC) and Senate as outlined in articles 7.5.1 and 5.1 of Carleton's IQAP.

Once approved by Senate, the Final Assessment Report, Executive Summary and Action Plan will be forwarded to the Ontario Universities' Council on Quality Assurance and to Carleton's Board of

Governors for information. The Executive Summary and Action Plan will be posted on the website of Carleton University's Office of the Vice-Provost and Associate Vice-President (Academic), as required by the provincial Quality Assurance Framework and Carleton's IQAP.

Senate Motion February 28, 2020

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

Agenda

Item 7c



MEMORANDUM

From the Senate Academic Governance Committee

From: Clerk of Senate
To: Senate
Date: February 28, 2020
Subject: Terms of Reference for *Senate Quality Assurance and Planning Committee*

Introduction:

On May 31, 2019, Senate approved the creation of the *Senate Quality Assurance and Planning Committee (SQAPC)*, a new Senate standing committee which combines the responsibilities of the former Senate Academic Program Committee (SAPC) and the Carleton University Committee on Quality Assurance (CUCQA). The change was proposed in order to streamline the Quality Assurance process and to bring Quality Assurance under the direct authority of Senate. In the Fall of 2019, the Senate Academic Governance Committee, in coordination with the Chair of SQAPC, drafted new Terms of Reference for this committee. SAGC is now bringing these Terms of Reference to Senate for approval. (See attached document.)

Motion for Senate Approval:

THAT Senate approve the Terms of Reference for the Senate Quality Assurance and Planning Committee, as presented.

Senate Quality Assurance and Planning Committee

Type of Committee: Standing Committee

Purpose:

The *Senate Quality Assurance and Planning Committee* (SQAPC) is responsible for the application of the Institutional Quality Assurance Process (IQAP), and for reviewing, recommending and reporting to Senate on planning respecting academic matters pursuant to Section 22 of the Carleton University Act.

Responsibilities:

The *Senate Quality Assurance and Planning Committee* shall effect the implementation of the IQAP including but not limited to:

1. New program approvals and the expedited approval process;
2. Major modification process; and
3. Cyclical program reviews;

Through its discussions on new programs, cyclical program reviews and major modifications to individual programs, SQAPC is able to identify academic matters that have general academic impact. As such, SQAPC will regularly disseminate their findings to other relevant Carleton committees, as appropriate.

SQAPC is additionally charged with reviewing academic structures, including Faculties, Schools, Colleges, Departments and Institutes that offer academic programs.

Reporting:

SQAPC (through its Chair) shall refer and recommend to Senate new program approvals, major modifications to existing programs, and cyclical program reviews; SQAPC (through its Chair) shall report to Senate on the progress of implementation plans arising from cyclical program reviews.

SQAPC will also consider and make recommendations to Senate on the establishment and structuring of Faculties, Departments, Schools, Colleges and Institutes that offer academic programs.

Membership:

SQAPC is constituted as follows:

1. Vice-Provost (AVPA), Chair (non-voting);
2. Assistant Vice-President (Academic), Vice Chair (non-voting);
3. Associate Dean, Programs, Faculty of Graduate and Post-Doctoral Affairs (ex-officio) (voting);
4. Nine (9) Faculty members, broadly representative of the five line-faculties. At least 50% must be current or past Senators (voting);

5. Two (2) students (one graduate and one undergraduate) (voting);
6. CUASA Observer (non-voting);
7. The University Librarian or delegate (non-voting)
8. Calendar Editor (resource) (non-voting)
9. SCCASP Chair or delegate (resource) (non-voting)
10. Office of Vice-Provost and Associate Vice-President (Academic) Subject Matter Experts (resource) (non-voting)

In constituting SQAPC, care will be taken to ensure that the majority of faculty members are individuals with established and continuing research records and/or experience in the administration of graduate or undergraduate programs.

SQAPC is constituted following Senate procedures and its membership is ratified by Carleton University's Senate. Membership is normally a three year term.

Quorum and Voting:

Quorum is 50% of the current voting membership. Voting is by majority vote, with the Chair being non-voting except to break any ties.

Meetings and Workload:

The committee meets twice monthly for approximately 1.5 hours. The main workload for the committee consists of reviewing and assessing quality assurance documentation for reporting to Senate.

Review:

These terms of reference shall be reviewed every 7 years, at minimum.

Document Origin Date: February 14, 2020

Reviewed/Revised:

Agenda

Item 7d



MEMORANDUM

From the Senate Medals & Prizes Committee

From: Clerk of Senate
To: Senate
Date: February 28, 2020
Subject: New Medals Policy Proposal - Undergraduate

In 2018-19, a sub-committee of the Medals and Prizes Committee was formed to review the current medals policy, as it relates to Undergraduate medals. This subcommittee was mandated to explore issues with the current policy and to propose appropriate updates to the policy.

This sub-committee was composed of:

- Andre Plourde, Dean, Faculty of Public Affairs
- Pauline Rankin, Dean, Faculty of Arts and Social Sciences
- Betina Appel-Kuzmarov, Clerk of Senate
- Dotty Nwakanma, Associate Registrar
- Erika Strathearn, Assistant Registrar, Academic Evaluation and Curriculum
- Kathy McKinley, Assistant University Secretary

The subcommittee identified the large number of Senate medals being awarded at the undergraduate level; the equity of the ratio of medals awarded at the undergraduate level between faculties and the graduating class; and the clarity of the policy and interpretation surrounding the guidelines for senior medalists as key issues to be explored.

A data analysis was undertaken to assess the last three years of graduation data and medals dispersion to come up with a proposal. The results of this analysis are in the attachment to this memo.

The **current** medals policy for undergraduate students is structured as follows:

- Governor General Silver Medals: awarded in June to the top 2 graduates (general, honours or major) from ALL graduating classes (Fall, Winter, Spring)
- Chancellor's Medal: top graduate (general, honours or major) after the GG medalist
- President's Medal: top graduate in a General program after the GG medalist (if the GG medalist is from a general program)
- University Medals: 1 for each degree (except for Bachelor of Arts)
- University medals for Arts: top 2 students in both FASS & PA combined
- Senate Medals: awarded to the top 3% of each degree AND all students with an 11.0 CGPA or higher

The **proposed** medals policy for undergraduate students is as follows; changes are noted in red:

- Governor General Silver Medals:
 - Awarded in the Spring to the top 2 graduates (**15-credit degree**, honours or major) **from the Winter and Spring graduating classes.**
 - **Awarded in the Fall to the top graduate (15-credit degree, honours or major) from the Fall graduating class.** (We have recently been granted a 3rd Governor General award based on our enrolment numbers)
 - Clarify the policy to indicate **the recipient of this medal cannot be a recipient of another medal.** (This brings the definition in line with the Chancellor's and President's medals definition below which indicate the recipient is the top graduate AFTER the GG medalist)
- Chancellor's Medal: top graduate (**15-credit degree**, honours or major) after the GG medalist
- President's Medal: top graduate in a **15-credit degree** program after the GG medalist (if the GG medalist is from a 15-credit program)
- **University Medals: awarded to the top 1% of the graduating class in each Faculty, subject to the requirement that, in all cases, the overall GPA must be at least 10.6**
- **Senate Medals: awarded to the top 3% of the graduating class in each Degree (excluding University medalists), subject to the requirement that, in all cases, the overall GPA must be at least 10.6**

The proposal above addresses the following issues:

- Reduces the number of medals significantly. As per the statistics, it reduces the number of Senate medals awarded in June 2019 from 235 to 128 hypothetically (down 45%) and the number of total medals awarded in June 2019 from 262 to 170 hypothetically (down 35%).
- Addresses the current inequities with the University Medals in terms of low enrolment degrees vs. high enrolment degrees by basing it on the top 1% of the entire graduating class in each Faculty.
- Addresses the issue of inequity in the ratio of medals awarded by Faculty. This model based on the 2019 graduating class creates a more equitable percentage of medals per Faculty, on average 4.4%.
- Provides clarity to the Medals Policy in particular around the senior medals and is easy to interpret.
- Eliminates requirement of adding new degrees (as they are created) to the University Medals Policy at the University Medals level.

Attached for review is the overall analysis containing the three-year statistics, the dispersion of medals in June 2019 and the hypothetical dispersion using the new proposed model as well as a detailed analysis by Faculty and by degree.

MOTION FOR SENATE:

THAT Senate approve the modifications to the Senate Medals Policy, as presented, to take effect starting with the Fall 2020 graduation.



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

(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, February 16, 2018, May 31, 2018, February 28, 2020)

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 - Undergraduate~~

~~University Medal—Architectural Studies~~

~~University Medal—Arts (two)~~

~~University Medal—Cognitive Science~~

~~University Medal—Commerce~~

~~University Medal—Communication and Media Studies~~

~~University Medal—Computer Science~~

~~University Medal—Economics~~

~~University Medal—Engineering~~

~~University Medal—Global and International Studies~~

~~University Medal—Health Sciences~~

~~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—Media Production and Design~~

~~University Medal—Music~~

~~University Medal—Public Affairs and Policy Management~~

(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, February 16, 2018, May 31, 2018, February 28, 2020)

~~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.

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, February 16, 2018, May 31, 2018, February 28, 2020)

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,~~7~~ ~~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 medalists~~s~~ at the undergraduate level will be selected from the graduates within that academic year, awarded in the Spring to the top two graduates from the Winter and Spring classes and awarded in the Fall to the top graduate from the Fall graduating class., ~~to be awarded at the Spring Convocation ceremonies; and, that I~~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.

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, February 16, 2018, May 31, 2018, February 28, 2020)

The Chancellor's Medal(s) are awarded to the undergraduate student(s) in an Honours, ~~General~~15-credit degree, 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~~15-credit 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~~15-credit degree program). The Overall CGPA must be to two decimal points and, in case of a tie, the Major CGPA will be considered.

5. University medals at the undergraduate level shall be awarded to the top 1% of the graduating class in each Faculty, subject to the requirement that, in all cases, the overall GPA must be at least 10.6.

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

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, February 16, 2018, May 31, 2018, February 28, 2020)

5. Policy on Senate Medals for Outstanding Graduate Work

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 form 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.

(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, February 16, 2018, May 31, 2018, February 28, 2020)

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.
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, February 16, 2018, May 31, 2018, February 28, 2020)

Agenda

Item 10

Senate Executive Committee
January 21, 2020
9:00 am in 503C Tory Building

MINUTES

Attending: B. Appel Kuzmarov, B. A. Bacon (Chair), A. Bowker, D. Deugo, J. Tomberlin, W. Ye, K. McKinley (recording secretary)

Regrets: A. Ahmad, A. Chandler, H. Gupta

1. **Welcome:** The meeting began at 9:04 am. The agenda was approved by the committee (W. Ye, A. Bowker) with one correction.
2. **Approval of the Minutes: November 19, 2019 + Epolls (October 30, November 21, December 21)**
The minutes of the meeting and e-polls were approved (J. Tomberlin, W. Ye) by the committee.
3. **Approval of Senate agenda: January 31, 2020**
The Senate agenda for January 31, 2020 was approved (J. Tomberlin, A. Bowker) with one small change to the order of items for the Closed Session.
4. **Items for discussion: Post-graduation amendment (FGPA Memo)**
The committee approved a post-graduation amendment to the record of a Master's student in order to add the concentration to the record.
A committee member asked if there was a time limit on post-graduation amendments. The Clerk and Assistant University Secretary agreed to investigate.
5. **Other Business**
There was none.
7. **Adjournment** - The meeting was adjourned at 11:40 am.