



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

**Carleton University Senate
Meeting of October 27, 2017 at 2:00 p.m.
Senate Room, Robertson Hall
AGENDA**

Closed Session:

1. Welcome
2. Approval of Agenda (closed)
3. Minutes:
 - a) June 2, 2017 (closed session)
4. Graduation:
 - a) Notification of Receipt of Graduation Lists (Clerk)
 - b) Motion to Graduate All Recommended Students
 - c) Posthumous Recognition (Clerk)
 - d) Special Features in the Graduation Classes (Deans)
 - e) Motion to Graduate Recommended Students: Dominican University College
5. Procedure on Candidates Presented Late for Graduation (Clerk)
6. Report of the Senate Committee on Medals and Prizes (Clerk)
7. Report on the Empowering Motion (Clerk)
8. Other Confidential Business

Open Session:

1. Welcome
2. Approval of Agenda (open)
3. Minutes:
 - a) September 29, 2017

4. Matters Arising

- a. Item 4 - Response to question regarding students' work for program assessment and options for non-participation (L. Dyke)
- b. Item 5 - SMA materials circulated to Senators
- c. Item 8b – Response from the Student Academic Integrity Appeals Committee regarding questions about their report.
- d. Item 8d - DUC/Carleton agreement circulated to Senators
- e. Item 9a – Response from ITS regarding password change policy

5. Chair's Remarks

6. Question Period

7. Senate Administration: (Clerk)

- a. Committee appointments
- b. Senate appointments

8. Reports:

- a. SCCASP (H. Nemiroff)
- b. Governance Committee (Clerk)

9. Update on Presidential Search (BOG Chair)

10. Reports for Information:

11. Other Business

12. Adjournment



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**Carleton University Senate
Meeting of September 29, 2017 at 2:00 p.m.
Senate Room, 608 Robertson Hall**

MINUTES

Present: F. Afagh, S. Ajila, A. Arya, A. Barclay, S. Blanchard, A. Bowker, W. Clement, J. Coghill, D. Deugo, C. Dion, A. Dodge, L. Dyke, J. Erochko, K. Evans, P. Farrell, P. Rankin (proxy for R. Goubran), E. Grant, N. Grasse, P. Gunupudi, B. Hallgrimsson, A. Hassan, W. Horn, F. Hosseinian, B. Hughes, O. Javanpour, W. Jones, C. Joslin, P. Lagasse, J. Liu, K. Lumsden, A. Maheshwari, Z. Masjedee, C. Miller, H. Nemiroff, M. Neufang, J. Paulson, A. Plourde, D. Russell, L. Schweitzer, A. Shotwell, D. Siddiqi, E. Sloan, J. Smith, P. Smith, A. Summerlee, S. Taylor, J. Tomberlin, P. Watzlawik-Li, J. Wolfart, C. Young, D. Zachrisson

Regrets: A. Bellerive, D. Buss, L. Callaghan, A. Chandler, C. Chi, J. Debanne, C. Dogan, M. Esponda, J. Green, J. Hayes, E. Hitsman, D. Howe, J. Kovalio, E. Kwan, D. Long, B. McPherson, J. Miller, M. Piche, Z. Parkkari, J. Ramasubramanyam, J. Stoner, S. Sur, C. Viju

Open Session:

1. Welcome

After brief introductory remarks from the Chair, each Senator introduced him/herself to the group, to welcome new members.

2. Approval of Agenda (open)

It was **MOVED** (S. Taylor, C. Miller) that Senate approve the agenda of the meeting of September 29, 2017.

The motion **PASSED**.

3. Approval of Minutes

It was **MOVED** (J. Tomberlin, C. Miller) that Senate approve the minutes of the Senate meeting on June 2, 2017, as presented.

The motion **PASSED**.

It was **MOVED** (J. Ramasubramanyam, S. Taylor) that Senate approve the minutes of the Email motion on September 13, 2017, as presented.

The motion **PASSED**.

4. Question Period (Chair)

The Chair spoke to the return of this agenda item for Senate. The Chair wishes to promote the principles of openness and transparency in Senate and that Senators should be allowed to engage in discussion in ways that respect the views of individual Senators.

J. Paulson asked to be able to speak to the Senate body to clarify the principles behind the Point of Order that he had raised regarding the Email motion of September 12 -13. The Chair consented, but remarked that there would be opportunities to discuss these issues at a later meeting of Senate, once the Governance Committee had reviewed the issue. Senator Paulson informed Senate of his concerns regarding the processes involved in electronic voting as they do not allow for fulsome debate and do not allow Senate to follow parliamentary procedure, specifically in this case, in handling a point of order. Senator Paulson stated that there should be more transparency with regard to nomination procedure.

The Chair reminded Senate that the Senate Academic Governance Committee will consider this issue at their next meeting.

A. Shotwell asked if Senate's decision regarding the use of students' work for program assessment would allow opportunities for students to opt out of this participation, and if there were issues related to students' intellectual property rights. Senator Dyke responded that students' work remains the property of the students and is typically assessed anonymously. Carleton needs to meet Quality Assurance requirements and assess its programs. As a result of the decision, students entering Carleton consent to this procedure as a condition of admission, however Senator Dyke agreed to consider other options and bring forward a response at the next Senate meeting.

5. Strategic Mandate Agreement (Chair)

A draft of the most recent Strategic Mandate Agreement (SMA2) was circulated to Senators with other meeting materials to review prior to the meeting.

The current Strategic Mandate Agreement (SMA2) has been sent to the Ministry and will be signed shortly. The Chair acknowledged that proper procedure was not followed in the creation of this document, since the Senate and the Board of Governors were not consulted before the SMA was sent to the government for approval. He made a commitment to ensure that this does not happen again, and that both the Board and the Senate will be involved in the creation of the next Strategic Mandate Agreement (SMA3) in a process that will begin later this academic year.

One Senator asked if there is an historical document which could provide context for the SMA process and changes that have been made since SMA1. The Chair suggested that SMA1 and SMA2 could be made available to Senators, and that the senior administration would circulate any other relevant documentation.

Another Senator inquired about how the program examples were chosen in the SMA. The Provost replied that examples were chosen after consulting the Deans but decisions had to be made within a very tight timeline. The Chair added that the government also reduced the number of examples that were originally allowed for this section.

6. Senate Administration (Clerk):

- Senate & Committee Membership

A list of nominees to fill vacant Senate and Senate Committee positions was circulated in advance.

It was **MOVED** (A. Plourde, W. Jones) that Senate approve the new Senate and Senate Committee appointments, as presented.

The motion **PASSED**.

The Clerk mentioned that four additional nominations were received after the meeting materials had been circulated to Senate. Senate gave unanimous consent to consider these four late nominees for approval at this Senate meeting. Senator Paulson requested that Senate be allowed to vote on each of the four nominees separately.

It was **MOVED** (C. Miller, D. Deugo) that **James Cheetham** be approved to serve on Senate as Faculty elected representative from Science. The motion **PASSED**.

It was **MOVED** (S. Klaussen, D. Deugo) that **Paul Peters** be approved to serve as Faculty representative on the Senate Committee on Student Awards. The motion **PASSED**.

It was **MOVED** (W. Clement, L. Dyke) that **Paul Keen** be approved to serve as representative from the Faculty of Graduate and Post-doctoral Studies on the Senate Academic Governance Committee. The motion **PASSED**.

It was **MOVED** (L. Schweitzer, J. Tomberlin) that **Chris Carruthers** be approved to serve as representative of the Board of Governors on Senate. The motion **PASSED**.

- CUCQA Membership

It was **MOVED** (J. Tomberlin, D. Siddiqi) that Senate ratify the 2017-18 membership of the Carleton University Committee on Quality Assurance, as presented. The motion **PASSED**.

- Report on the Empowering Motion (Clerk)

The Clerk reported that several actions were taken under the standing empowering motion regarding graduation decisions and that one

decision had been made under the summer empowering motion. All details are contained in the minutes of Senate Executive and the minutes of the Email vote taken by Senate on September 13, 2017.

7. Reports:

a. Senate Academic Program Committee (SAPC)

There was no report.

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

Senator Nemiroff explained that this motion would extend existing regulations to include deferred term work.

It was **MOVED** (H. Nemiroff, C. Miller) that Senate approve an editorial change, as presented, to clarify Calendar language.

The motion **PASSED**.

8. Reports for Information:

a. Minutes of the Senate Executive Meeting May 23, 2017

There was no discussion.

b. Report of the Senate Student Academic Integrity Appeals Committee

Senator Paulson asked for the number of appeals as a percentage of enrolled students and how those changed from year to year; for the year-on-year change in the number of plagiarism cases, and what is being done (or what will be done) to deal with any increase; and, for explanations of the difference in rates between different faculties. The Secretary agreed to forward these questions to the Chair of the Student Academic Integrity Appeals Committee; a response will be provided at the next Senate meeting.

c. Report of the Academic Colleague (J. Smith)

J. Smith provided a summary of his report at Senate.

d. Report regarding Modifications to the 2017-18 course changes at Dominican University College (L. Dyke)

One member requested information on Carleton's relationship with Dominican University College. The Chair responded that a copy of the

agreement between Carleton and DUC will be distributed to members prior to the next Senate meeting.

9. **Other Business**

- a. One Senator spoke about the frequency with which faculty and staff are required to change their Carleton One passwords. Although the reason for this policy is understood, changing passwords every 2 or 3 months can lead to other behaviors (such as writing down passwords) that also compromise security. The Chair asked the Secretary to communicate this concern to ITS, and to request a response that will be read at the next Senate meeting.
- b. The Clerk of Senate asked for nominations from Senators for the position of Chair on the Senate Review Committee. The Clerk reminded Senators that the Chair of this committee must be a member of Senate.
- c. There was a short discussion regarding nomination procedure for Student Committee members.

10. **Adjournment**

It was MOVED S. Taylor, C. Miller) that the meeting be adjourned at 3:00 pm.

The motion **PASSED**.

UNDERGRADUATE NOMINEES FOR SENATE COMMITTEES - Fall 2017

<u>Committee</u>	<u>Position Available</u>	<u>Senate Executive Recommendation</u>	<u>Other Nominees*</u>
Senate Executive	UG Student	Chloe Miller - B.Comms	Joshua Ong BPAPM - 1st yr
SAPC	UG Student UG Student	Nicole Apata- BPAPM Graeme Postma - BGINS	Brette Thomson BGINS
SCCASP	UG Student	Brett Thomson - BGINS	Nicole Apata BPAPM
Governance (SAGC)	UG Student	Jacob Kenney - BPAPM Mackenzie Mumby (BPAPM) - alt	Nicole Apata BPAPM Joshua Ong BPAPM - 1st yr Brette Thomson BGINS Ken Lumsden Science
Awards Committee	Student Rep Student Rep	<i>Vacant</i> <i>Vacant</i>	
Library Committee	UG Student	Ken Lumsden - Science	
Hon. Degrees Committee	UG Student	Jordan Gray - BGINS	Ken Lumsden Science
Educational Equity	UG Student	Graeme Postma - BGINS	
SSAIAC	UG Student UG Student	Emmett Bisbee - BPAPM Scott Taylor FASS	Nicole Apata BPAPM
Senate Review Committee	UG Student UG Student	Zachary Parkkari - BGINS <i>Vacant</i>	

*Note that nominees whose schedules conflict with the regular meeting times of these committees were not considered for the position.

**Senate and Senate Committee Membership
Summary of Nominations
October 27, 2017**

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

Senate

- Harry Jay (Sprott UG Student Representative)

Senate Executive

- Chloe Miller (UG Student)

Senate Academic Program Committee (SAPC)

- Celia Young (FASS)
- Nicole Apata (UG Student)
- Graeme Postma (UG Student)

Senate Committee on Curriculum, Admissions and Studies Policy (SSCASP)

- Brett Thomson (UG Student)

Senate Academic Governance Committee

- Jacob Kenney (UG Student)
- Mackenzie Mumby (UG Student alternate)

Senate Library Committee

- Ken Lumsden (UG Student)

Senate Honorary Degrees Committee

- Jordan Gray (UG Student)

Senate Educational Equity Committee

- Graeme Postma (UG Student)

Senate Student Academic Integrity Appeals Committee (SSAIAC)

- Emmett Bisbee (UG Student)
- Scott Taylor (UB Student)

Senate Review Committee

- Zachary Parkkari (UG Student)

Senate Committee Membership Summary 2017 - 018

1. Senate Executive

President (ex officio)
Provost and Vice-President (Academic) (ex officio)
Vice- Provost and Associate Vice-President (Academic) (non-voting) (ex officio)
Clerk of Senate (ex officio)
Janine Debanné
Beth Hughes
Andrea Chandler
Chloe Miller (UG Student) - nominee
Vacant (Graduate Student)

2. Senate Academic Program Committee

President (ex officio)
Provost and Vice-President (Academic) (ex officio), Chair
Vice-Provost and Associate Vice President (Academic) (ex-officio) Secretary
Clerk of Senate (ex officio)
Chair, SCCASP (non-voting) (ex officio)
Anil Maheswari (Science)
Mary Franconi (FPA)
James Opp (FGPA)
Uma Kumar (Sprott)
Celia Young (FASS) - nominee
Vacant (FED)
Anna Hoque (Grad. student)
Vacant (Graduate Student)
Nicole Apata (UG Student) - nominee
Graeme Postma (UG Student) - nominee
Janice Scammell (CUASA Observer)
Resources: Calendar Editor
Manager, Quality Assurance

3. Senate Committee on Curriculum, Admissions and Studies Policy

Howard Nemiroff, Chair
Donald Russell (ex officio)
Vice-Provost and Associate VP (Academic), (ex officio)
VP (Students and Enrolment)/ University Registrar (Secretary)
Richard Mann (FASS)
Vacant (Sprott)
Paul Keen (FGPA) (2014)
John Logan (SUSC)
James Opp (FGPA)
Shawn Kenny (FED)
Hugh Shewell (FPA)
Patrice Smith (Science)
Anthony Galipeau (UG student)
Brett Thomson (UG student) - nominee
Vacant (Graduate Student)
Vacant (Graduate Student) (alternate)
Resources:
Director of Admissions Services
Associate University Registrar
Calendar Editor
Graduate Registrar
Manager or Designate, Quality Assurance
Representative from OIRP

4. Academic Governance Committee

Clerk of Senate (ex officio) (Chair)
Jennifer Henderson (FASS)
Phil Ryan (FPA)
Sujit Sur (Sprott)
Andrei Artemev (FED)
Vacant (Science)
Paul Keen (FGPA)
Jacob Kenney (UG Student) – nominee
Mackenzie Mumby (UG Student, alternate) - nominee
Vacant (Graduate student)

5. Senate Committee on Student Awards

Paul Peters (Science)
Shawn Kenny (FED)
Perry Legakis, Director, Student Awards (Secretary)
Susan Whitney (FASS)
Designate of the Vice-President, Finance & Administration
Designate of Chief Advancement Officer
Vacant (student rep)
Vacant (student rep)

6. Medals and Prizes

Clerk of Senate (ex officio) (Chair)
Dean or designate (FASS)
Dean or designate (FED)
Dean or designate (FGPA)
Dean or designate (FPA)
Dean or designate (Science)
Dean or designate (Business)
Chair, (Student Awards)
University Registrar, Secretary (voting)

7. Library Committee

Stephen Fai (Chair)
Wayne Jones (University Librarian)
Heather MacDonald (Professional Librarian)
Alicia Ott (Committee Secretary)
Martha Attridge Bufton (Library Staff)
Jaffer Sheyholislami (FASS)
Tracey Lauriault (FPA)
David Jackson (Sprrott)
Chris Joslin (FED)
Toby Zeng (Science)
Claire Samson (FGPA)
Ken Lumsden (UG Student) - nominee
Vacant (graduate student)
Vacant (graduate student) (alternate)

8. Honorary Degrees Committee

Rafik Goubran – Chair
President (ex-officio)
Clerk of Senate (ex-officio) Secretary
Nicolas Papadopoulos (Sprrott)
Anne Bowker (FASS)
Michel Nakhla (FED)
Bob Burk (Science)
Susan Phillips (FPA)
Jane Gilbert (alumni rep)
Vacant (retired faculty)
Jordan Gray (UG Student) - nominee
Vacant (graduate student)
Resource: Director, Communications

9. Educational Equity Committee

VP (Students and Enrolment) (Chair)
Dominique Marshall (FASS)
Ana Dammert (FPA)
Troy Anderson (Sprrott)
Ralph Mason (FED)
Vacant (Science)
Graeme Postma (UG Student) - nominee
Vacant (graduate student)

10. Senate Undergraduate Studies Committee

John Logan (Chair)
Diana Majury (FPA)
Miranda Brady (FPA alt)
Wei Shi (BIT)
Shibu Pal (Sprrott)
Richard Dansereau (FED)
Heng Khoo (FED alt)
Alek Bennett (FASS)
Anne Bowker (FASS alt)
Robert Burk (Science)
Nigel Waltho (Science alt)

11. Student Academic Integrity

Appeals Committee

James Cheetham (Chair, pro tempore)

James Moreton (Secretary)

Orel Petel (FED)

Mike Hine (Sprott)

Dana Draguniou (FASS)

Patricia Oliver (Grad. Student)

Emmett Bisbee (UG Student) – nominee

Scott Taylor (UG Student) - nominee

Vacant (Graduate Student)

12. Graduate Student Appeal Committee

Ian Lee (Sprott)

Siva Sivathayalan (FED)

Vacant (Science)

Vacant (FASS)

Vacant (FPA)

Vacant (Graduate Student)

13. Student Academic Accommodations

Appeal Committee

Diana Majury

Roy Hanes

Beth Hughes

14. Senate Review Committee

Vacant (Chair)

Chris Worswick (FPA)

Roshdy Hafez (FED)

Claire Samson (FGPA)

Raili Pollanen (Sprott) (2014)

Rodney Nelson (FASS) (2014)

Vacant (Science) (2014)

Zachary Parkkari (UG Student) - nominee

Vacant (undergraduate)

Vacant (graduate student)

VP – F&A (2014) (non-voting)

Bruce Winer OIRP (2014) (non-voting)

MEMORANDUM

From the Senate Committee on
Curriculum, Admission and Studies Policy

To: Senate
From: Howard Nemiroff, Chair of SCCASP
Date: October 27, 2017
Subject: 18-19 Calendar Regulations and Academic Year Changes

Senate approval:

1. Academic Nomenclature

Motion: That Senate approve the Academic Nomenclature as presented.

- Attachment: *Post-Retreat_Academic Nomenclature 170926ac*

2. Inclusion of Glossary in Academic Calendar

Motion: That Senate approve the inclusion of a Glossary in the Academic Calendar.

- The Glossary is “intended to provide explanations of how certain, important terms are used throughout the Calendar. In rare cases, where a discrepancy may occur between the definition provided in the Glossary and the use of the term in the remainder of the Calendar, the term as used in the remainder of the Calendar takes precedence.”

Senate Information:

SCCASP has approved for inclusion in the 2017-2018 calendar the minor modifications listed in the attached documents:

1. Academic Schedule 2018-2019

Attachment: *2018-19 Fall-Win-Sum Academic Schedule*

MEMORANDUM
from the Clerk of Senate



TO: Senate
FROM: D. Russell, Chair, Senate Governance Committee
DATE: October 19, 2017
SUBJECT: **Senate Emergency Academic Response Committee**

These revisions have been discussed over the last year by the Senate Governance Committee and are intended to clarify the objectives of the Senate Emergency Academic Response Committee, to allow the Senate Emergency Academic Response Committee to meet as a standing committee and plan before an emergency exists, and to make clear that the extreme step of assigning the power of Senate to the Senate Emergency Academic Response Committee will happen only in the case of serious emergencies when Senate is not able to (cannot) meet.

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

Senate Emergency Academic Response Committee (CURRENT)

Mandate:

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

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

Composition

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

Senate Emergency Academic Response Committee (PROPOSED)

The Senate Emergency Academic Response Committee (SEARC) is a standing committee of Senate that:

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

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

Special Authority

In rare circumstances, when, in the judgement of the President, it is not possible for Senate to respond to a specific emergency, the President may authorize SEARC to temporarily modify academic regulations as needed to respond to emerging circumstances. In this case, the President shall immediately notify Senate of this action; all actions taken by SEARC will be reported to Senate as soon as possible and all temporary changes made by SEARC will cease to have effect at the end of the next regular Senate meeting. Note that the unavailability of sufficient time to meet a deadline does not normally constitute an emergency that would justify granting the authority of Senate to SEARC. When the emergency has passed, the President shall revoke the authorization of SEARC to modify academic regulations and inform Senate of this action.

Composition:

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

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