



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 September 29, 2017 at 2:00 p.m.
Senate Room, Robertson Hall**

AGENDA

Open Session:

- 1. Welcome and Introduction of New Members**
- 2. Approval of Agenda**
- 3. Approval of Minutes:**
 - a) June 2, 2017 (Open Session)
 - b) Minutes from E-poll, September 12, 2017
- 4. Question Period**
- 5. Strategic Mandate Agreement**
- 6. Senate Administration (Clerk):**
 - a) Committee Memberships (Senate, CUCQA)
 - b) Report on the Empowering Motion
- 7. Reports:**
 - a) SAPC
 - b) SCCASP
- 8. Reports for Information:**
 - a) Senate Executive: May 23, 2017 (Clerk)
 - b) SSAIAC
 - c) Academic Colleague
 - d) DUC Modifications
- 9. Other Business**
- 10. Adjournment**



New Senators 2017-18

Ex-Officio Members

- Lorraine Dyke (Vice-Provost & Associate VP, Academic)
- Emily Grant (President, Carleton Academic Student Government)
- Bjarki Hallgrímsson (Director, School of Industrial Design)
- Eric Hitsman (President, Graduate Students' Association)
- Christopher Joslin (Director, School of Information Technology)
- Zameer Masjedee (President, Carleton University Students' Association)
- Jay Ramasubramanyam (Vice-President, Academic, Graduate Students' Association)
- Linda Schweitzer (Interim Dean, Sprott School of Business)
- Alastair Summerlee (President, Vice-Chancellor, and Chair of Senate)

Senate Appointments to the Board

- Celia Young (Arts & Social Sciences)

Elected Faculty

- Chantal Dion (Arts & Social Sciences)
- Cagla Dogan (School of Industrial Design)
- Jeffrey Erochko (Engineering & Design)
- Patrick Farrell (Science)
- James Green (Engineering & Design) (Faculty Board Secretary)
- Pavan Gunupudi (Engineering & Design)
- Jacob Kovalio (Arts & Social Sciences)
- Philippe Lagasse (Faculty of Public Affairs)
- Jie Liu (Engineering & Design)
- Alexis Shotwell (Arts & Social Sciences)
- Daniel Siddiqi (Arts & Social Sciences)

- Patrice Smith (Science) (Faculty Board Secretary)
- Crina Viju (Faculty of Public Affairs)
- Celia Young (Arts & Social Sciences)

Elected Students

- Asia Barclay (Graduate Student, Faculty of Public Affairs)
- Ahmed Hassan (Graduate Student, Engineering & Design)
- Daniel Lucero (Undergraduate Student, Engineering & Design)
- Ken Lumsden (Undergraduate Student, Science)
- Brock McPherson (Undergraduate Student, Faculty of Public Affairs)
- Zach Parkkari (Undergraduate Student, Faculty of Public Affairs)



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

MINUTES

Present: (R. Dansereau - proxy for F. Afagh), S. Ajila, F. Alhattab, A. Arya, A. Bellerive, S. Blanchard, A. Bowker, D. Buss, M. Butler, C. Carruthers, A. Chandler, (R. Mann - proxy for W. Clement), J. Coghill, J. Debanné, D. Deugo, A. Dodge, C. Duff, M. Esponda, K. Evans, S. Field, T. Garvey, R. Gorelick, R. Goubran, N. Grasse, J. Hayes, R. Hoey, F. Hosseinian, B. Hughes, O. Javanpour, E. Kwan, E. Lai, M. Martinov, C. Miller, H. Nemiroff, M. Neufang, B. Ormeci, D. Owusu-Akyeeah, M. Pelletier, M. Piché, A. Plourde, P. Ricketts, R. Runte, D. Russell, J. Shepherd, E. Sloan, C. Smelser, J. Smith, M. Sucharov, S. Sur, N. Tait, J. Tomberlin, P. Watzlawik-Li, F. Webster, J. Wolfart

Regrets: F. Afagh, K. Bahir, L. Callaghan, C. Chi, A. Christianson, W. Clement, C. Cruickshank, J. Dalphy, A. Diptee, M. El-Tanany, W. Felepchuk, C. Feres, C. Fong, A. Forth, P. Gentile, W. Horn, D. Howe, W. Jones, K. Karim, A. Loiselle, D. Long, A. Maheshwari, J. Miller, K. O'Meara, C. Parrott, J. Paulson, J. Stoner, S. Taylor, P. Thompson, P. Wolff, C. Wong

Open Session:

1. Welcome

The Chair welcomed everyone to the open session.

2. Approval of Agenda (open)

It was **MOVED** (Hoey, Neufang) that Senate approve the agenda of the meeting of June 2, 2017

The motion **PASSED UNANIMOUSLY.**

Chair noted that J. Shepherd would address an issue arising from the minutes of the April 28 meeting.

3. Approval of Minutes

- April 28, 2017 (OPEN)

J. Shepherd reported on measures CUCQA has undertaken to increase gender parity on the committee. Moving forward, L. Dyke will be Chair and Patrice Smith will replace Bob Burke on the committee.

It was **MOVED** (Tomberlin, Shepherd) that Senate approve the minutes of the meeting of April 28, 2017 and ratify the revised CUCQA committee membership.

The motion **PASSED UNANIMOUSLY**.

4. Chair's Remarks

This will be the last Senate meeting for Peter Ricketts, John Shepherd, Andre Loiselle, and Malcolm Butler. The Chair thanked all for their service to Carleton. J. Tomberlin reminded the Senate that this would be President Runte's last Senate meeting as well. On behalf of the Senate, he wished President Runte all the best in her exciting new opportunities, and thanked her for all she has done for Carleton.

5. Discussion Period: Financial Overview (Michel Piché)

Discussion ensued around issues of research funding and graduate student spaces.

It was noted that some external research funders require a contribution from the University. As a result, a special fund has been set up to be used when matching funds are required.

Some members also observed that if external funding levels do not increase, the university will need to become more efficient by considering ways of reducing costs.

6. Senate Administration (Clerk)

- a) Senate Membership
- b) Committee Membership

The Senate Clerk reported that they are working to fill senate and committee memberships. One member asked for clarification on the process for finding members. The Clerk responded that presidents of CASG and GSA are generally contacted for student nominations. For Faculty positions, Deans are consulted. The Clerk concluded by asking any members interested in serving on committees to step forward.

c) Empowering Motion

Motion: That Senate approve the Executive be empowered to act for Senate on urgent items of regular business during the months of June, July, and August; notice of any meetings of the Executive held under this authority (except those called for the purposes of the Executive dealing with its own regular business) must be given to all members of Senate who may attend and participate; any action taken under this authority is to be reported to Senate at the first meeting of Senate in September 2016 for information and consent.

It was **MOVED** (Russell, Shepherd) that Senate approve the Empowering Motion. The motion **PASSED UNANIMOUSLY**.

7. Committee Reports

a. SAPC

Motion 1: **THAT** Senate approve the Dual Master's Degree Policy. (Ricketts, Neufang). The motion **PASSED**.

Motion 2: **THAT** Senate approve the revised Cotutelle Policy. M. Neufang noted that there would be a few changes to this policy to streamline language and to reduce the examining board by one member in order to facilitate the process.

(Ricketts, Neufang). The motion **PASSED UNANIMOUSLY**.

b. SCCASP

i. Unusable Credits and the BA Degree

Motion 1: **THAT** Senate approve the elimination of Credits Not in the Major for all combined BA honours programs with effect from 2017-2018. (Shepherd, Nemiroff) The motion **PASSED UNANIMOUSLY**.

Motion 2: **THAT** Senate approve the reduction in the number of Credits Not in the Major required for all BA General programs from seven to six with effect from 2017-2018. (Nemiroff, Shepherd) The motion **PASSED UNANIMOUSLY**.

Motion 3: **THAT** Senate endorse in principle the following recommendations:

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

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

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

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

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

(Shepherd, Nemiroff) The motion **PASSED UNANIMOUSLY**

ii. Dual Masters Degree Policy

Motion 1: **That** Senate approve the new General Regulation 7.13 in the Graduate Calendar (Nemiroff, Hoey) The motion **PASSED**.

iii. Course Prospectus

Motion 1: **That** Senate approve the proposed changes to General Regulation 2.2, The Course Outline, with effect from 2018-2019, as presented. (Nemiroff, Russell)

Discussion: In discussions at individual Chairs/Directors meetings, there have been many questions about course outline proposal highlighting issues concerning, the information that needs to be provided, the potential confusion that could arise with multiple versions, consistency across calendars and platforms, and the accuracy of information if it is written too far in advance of the course offering.

Additional discussion at senate focused on the role of the course outline as part of the contractual agreement between the student and the university. One member asked if there is a provision in the current policy dealing with enforcing compliance. Enforcing compliance can always be raised with the Dean, but currently the calendar states only that the course outline must be provided on the first day of class. Members were reminded of the different timelines involved for various terms (September vs. January, vs. Summer sessions). Early posting of course outlines could work for some courses and some timelines but perhaps not for all.

It was **MOVED** (Shepherd, Blanchard) that the Motion be tabled. The Motion **PASSED**.

c) **SAGC**

Motion 1: **That** beginning August 1st, 2017, the Clerk of Senate serve as Chair Pro Tempore of Senate until the Senate Academic Governance Committee returns to Senate with its recommendations, no later than

June 2018, which should provide time for the committee to complete its work. (Wolff, Sur)

Discussion: Given the fact that Carleton will have an interim president in 2017-18, the Governance Committee is exploring other options for the role of the Chair of Senate.

Discussion of the motion first centered on the question of tradition vs. legality. Senate government documents do not make this explicit, but it was noted that the current President was voted in as Chair of Senate. Practice at other universities is mixed, with slightly more than 50 % engaging the President as Chair of Senate.

It was **MOVED** (Ricketts, Evans) that the motion be tabled and sent back to the governance committee, on the grounds that the premise of the motion is incorrect, and that it would be inappropriate to make this change for the incoming interim president at this time.

The motion to TABLE this motion **PASSED**.

8. Reports for Information

- a. Senate Executive: April 18, 2017 and May 11, 2017. No discussion.
- b. Board of Governors: March 23, 2017

The Chair of the Board of Governors spoke to acknowledge the contributions of departing members Peter Ricketts, John Shepherd, Malcolm Butler and Andre Loiselle. He made special mention of President Runte, for her role in expanding the university and supporting our students.

- c. Academic Colleague (J. Smith) Presented. No discussion.
- d. SUSC 2017 Report. No discussion.
- e. Dominican University College: Minor Modifications. No discussion

9. Other Business: There was no other business.

10. Adjournment: Meeting adjourned (Shepherd, Hoey) at 3:57 pm.



Carleton University Senate
September 13, 2017 Email Motion
MINUTES

Participants*: F. Afagh, A. Arya, A. Barclay, A. Bellerive, S. Blanchard, A. Bowker, D. Buss, W. Clement, J. Coghill, D. Deugo, C. Dion, C. Dogan, L. Dyke, M. Esponda, K. Evans, P. Farrell, R. Goubran, N. Grasse, J. Green, B. Hallgrimsson, J. Hayes, W. Horn, D. Howe, B. Hughes, W. Jones, C. Joslin, P. Lagasse, J. Liu, D. Lucero, K. Lumsden, Z. Masjedee, C. Miller, H. Nemiroff, M. Neufang, Z. Parkkari, J. Paulson, A. Plourde, L. Schweitzer, A. Shotwell, D. Siddiqi, E. Sloan, J. Smith, A. Summerlee, S. Taylor, J. Tomberlin, C. Viju, C. Young

*Only Senators who responded to the e-poll are listed as Participants

Members of Senate were emailed a motion by the Clerk.

Motion: That Senate ratify the following committee nominations:

Chancellor's Search Committee: Jerry Tomberlin, Interim Provost and Vice-President (Academic) (the terms of reference require a member from the senior management)

Senate Student Academic Integrity Appeal Committee: Oren Petel (FED), Mike Hine (Sprott), Dana Draguniou (FASS), and Patricia Oliver (Grad. Student)

Senate Executive: Andrea Chandler (FPA)

The Clerk indicated that these committees need vacant positions filled before the next Senate meeting in order to properly proceed with their work. Senators were asked to respond (for or against) by email. Forty-six (46) Senators responded to the e-poll. Forty-five voted in favour of the motion.

One Senator raised a point of order stating that "I wish to raise a point of order that this vote should not proceed without discussion and debate on the vote, which is made impossible by this forum." The Chair of Senate ruled against this point of order on the basis of the time constraint and the past precedent set for nomination and voting. However, the Chair acknowledged that there was merit in the issue raised by the Senator therefore he suggested that "on the issue of the transparency and process of electing members of Senate Committees, the timing and proceedings

I would agree that this should be an open and transparent arrangement in the future. I would wish to identify this as a question to put before Senate during this session and would look to the Senate Academic Governance Committee for guidance of this discussion at a future meeting of Senate."

The **motion PASSED**, and the issue raised by the Senator will be directed to the Senate Academic Governance Committee for consideration of due process in the future.

**Senate and Senate Committee Membership
Summary of Nominations
September 22, 2017**

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

Senate

- Doron Nussbaum (School of Computer Science)
- Susanne Klausen (Arts and Social Sciences)

Senate Academic Program Committee (SAPC)

- James Opp (FGPA designate)
- Uma Kumar (Sprrott)
- Anna Hoque (Graduate student)

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

- James Opp (FGPA)
- Shawn Kenny (FED)
- Hugh Shewell (FPA)
- Patrice Smith (Science)
- Anthony Galipeau (Undergraduate Student)

Senate Committee on Student Awards

- Susan Whitney (FASS)

Senate Library Committee

- Tracey Lauriault (FPA)

Senate Honorary Degree Committee

- Michel Nakhla (FED)
- Bob Burk (Science)
- Anne Bowker (FASS)
- Susan Phillips (FPA)
- Jane Gilbert (alumni rep)

Senate Educational Equity Committee

- Ana Dammert (FPA)

Senate Undergraduate Studies Committee (SUSC)

- Diana Majury (FPA)
- Miranda Brady (FPA Alternate)
- Wei Shi (BIT)

- Shibu Pal (Sprott)
- Richard Dansereau (FED)
- Anne Bowker (FASS Alternate)

Senate Review Committee

- Chris Worswick (FPA)

Senate Representative on the Board of Governors

- Celia Young

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
Vacant (Undergrad Student)
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) - nominee
Uma Kumar (Sprott) - nominee
Vacant (FASS)
Vacant (FED)
Anna Hoque (Grad. student) - nominee
Vacant (Graduate Student)
Vacant (Undergraduate Student)
Vacant (Undergraduate Student)
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)
Diane Isabelle (Sprott)
Paul Keen (FGPA) (2014)
John Logan (SUSC)
James Opp (FGPA) – nominee
Shawn Kenny (FED) – nominee
Hugh Shewell (FPA) – nominee
Patrice Smith (Science) - nominee
Anthony Galipeau (UG student) - nominee
Vacant (UG student) (alternate)
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)
Vacant (FGPA)
Vacant (Undergraduate student)
Vacant (Graduate student)

5. Senate Committee on Student Awards

Vacant (Chair)

Shawn Kenny (FED)

Perry Legakis, Director, Student Awards (Secretary)

Susan Whitney (FASS) - nominee

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) - nominee

David Jackson (Sprrott)

Chris Joslin (FED)

Toby Zeng (Science)

Claire Samson (FGPA)

Vacant (undergrad student)

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) - nominee

Michel Nakhla (FED) - nominee

Bob Burk (Science) - nominee

Susan Phillips (FPA) - nominee

Jane Gilbert (alumni rep) – nominee

Vacant (retired faculty)

Vacant (undergrad student)

Vacant (graduate student)

Resource: Director, Communications

9. Educational Equity Committee

VP (Students and Enrolment) (Chair)

Dominique Marshall (FASS)

Ana Dammert (FPA) - nominee

Troy Anderson (Sprrott)

Ralph Mason (FED)

Vacant (Science)

Vacant (undergrad student)

Vacant (graduate student)

10. Senate Undergraduate Studies Committee

John Logan (Chair)

Diana Majury (FPA) – nominee

Miranda Brady (FPA alt) – nominee

Wei Shi (BIT) – nominee

Shibu Pal (Sprrott) – nominee

Richard Dansereau (FED) – nominee

Heng Khoo (FED alt)

Alek Bennett (FASS)

Anne Bowker (FASS alt) – nominee

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 (Spratt)

Dana Draguniou (FASS)

Patricia Oliver (Grad. Student)

Vacant (Undergraduate Student)

Vacant (Undergraduate Student)

Vacant (Graduate Student)

12. Graduate Student Appeal Committee

Ian Lee (Spratt)

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) - nominee

Roshdy Hafez (FED)

Claire Samson (FGPA)

Raili Pollanen (Spratt) (2014)

Rodney Nelson (FASS) (2014)

Vacant (Science) (2014)

Vacant (undergraduate)

Vacant (undergraduate)


Vacant (graduate student)

VP – F&A (2014) (non-voting)

Bruce Winer OIRP (2014) (non-voting)

MEMORANDUM

To: Senate

From: Jerry Tomberlin, Acting Provost and Vice-President (Academic) 

Subject: Institutional Quality Assurance Process
Carleton University Committee on Quality Assurance – Membership 2017-18

Date: August 28, 2017

Recommendation

That Senate ratifies the 2017-18 membership of the Carleton University Committee on Quality Assurance.

The new committee members are indicated in **bold**.

Committee Membership	Name	Start Date
Provost (ex officio)	Jerry Tomberlin	2017-18 2013-14
Vice-Provost and Associate Vice-President (Academic) (Chair)	Lorraine Dyke	2017-18
Assistant Vice-President (Academic) (Vice Chair)	Adrian Chan	2017-18
Faculty Dean	Dwight Deugo	2017-18
Arts and Social Sciences	Richard Mann	2015-16
Engineering and Design	Robert Langlois	2017-18
Public Affairs	Achim Hurrelmann	2015-16
Science	Patrice Smith	2017-18
Sprott School of Business	Alex Ramirez	2016-17
NSERC-Eligible Faculty Member	Doug Howe	2014-15
SSHRC-Eligible Faculty Member	Craig Bennell	2016-17
Associate Dean (Programs and Awards) Graduate and Postdoctoral Affairs (ex officio)	James Opp	2017-18
University Librarian (Collection Development and Acquisition)	David Sharp	2015-16
Additional Member	Robert Burk	2011-12

Background

The members of the Carleton University Committee on Quality Assurance are appointed by the Provost and the membership is ratified by the university's Senate.



DATE: August 28, 2017

TO: Senate

FROM: Dr. Lorraine Dyke, Vice-Provost and Associate Vice-President (Academic)

RE: Dominican University College - Minor Modifications

Background

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

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

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

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

MEMORANDUM

From the Senate Committee on
Curriculum, Admission and Studies Policy

To: Senate
From: Howard Nemiroff, Chair of SCCASP
Date: September 29, 2017
Subject: 17-18 Calendar Regulations and Academic Year Changes

Senate approval:

1. Update on Deferring Final Term Work (UG R-2.6)

Motion: That Senate approve an editorial change, as presented, to clarify calendar language.

- SCCASP has previously determined that term work cannot be deferred through the RO and that faculties will need to be involved. Calendar language under number 4 in 2.6 Deferred term Work needs to be clarified. This change applies to both grad and undergrad.
- The last sentence will now read "Please note, however, that the course instructor will be required to submit an earned final grade and further consideration will only be reviewed by the Undergraduate Appeals Secretariat according to established precedents and deadlines
- Attachment: TBD-1317 R-UG-2.6-GR-9.2 Deferred

Senate Information:

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

1. BHum Residency

Attachment: B.Hum- Residency and Advanced Credit
BHUM-UHUM+ Humanities B.Hum. Combined Honours

2. Academic Year Revisions

Attachments: Summary of Academic Year Revisions: Approved by SCCASP, August 22, 2017

AY-Fall R-UG-Academic Year Fall 2017
AY-Winter R-UG-Academic Year Winter 2018
AY-Summer R-UG-Academic Year Summer 2018



Senate Executive Committee
May 23, 2017
11:00 a.m. in 503S Tory Building

MINUTES

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

The Chair called the meeting to order at 11:00 a.m.

1. Approval of the Agenda

It was **MOVED** (B. Hughes, D. Deugo) that the agenda be approved, with a spelling correction.

The motion **PASSED UNANIMOUSLY**.

2. Approval of the Minutes: April 18, 2017 and May 11, 2017

It was **MOVED** (J. Shepherd, D. Deugo) that the minutes of the meeting of April 18, 2017 be approved as presented.

The motion **PASSED**.

It was **MOVED** (J. Debanné, B. Hughes) that the minutes of the meeting of May 11, 2017 be approved as presented.

The motion **PASSED**.

3. Approval of Senate Agenda: June 2, 2017

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

- The Discussion Period (a Financial Report by Mr. M. Piché) will move to item 4.
- The SCCASP report will include the “useable credits” issue and a response to the outstanding CASG request.
- The committee discussed the merits of the SAGC motion on the Chair of Senate. Dr. Ricketts stated that there is no longer a vacancy issue and that the motion could be set aside. The Chair stated that discussion on the issue can take place at Senate.
- The summer empowering motion was added as item 5c.
- Committee members recommended that a Senate Board representative provide brief farewell remarks for Dr. Runte, Dr. Ricketts, and Dr. Shepherd, as this is likely to be the last Senate meeting prior to their departures.

It was **MOVED** (B. Hughes, J. Debanné) that the agenda of the Senate meeting of June 2, 2017 be approved as discussed.
The motion **PASSED UNANIMOUSLY**.

4. Other Business

a. Posthumous Degree

It was **MOVED** (P. Ricketts, B. Hughes) that Senate Executive approve a request for record change from the Faculty of Graduate and Postdoctoral Affairs. The record change is for an accidentally omitted specialization in Political Economy on a recently awarded Posthumous Degree of Doctor of Philosophy-Political Science.
The motion **PASSED UNANIMOUSLY**.

It was **MOVED** (D. Russell, J. Debanné) that Senate Executive approve the request from the Registrar's Office for two cases of Posthumous Academic Recognition:

- i. Certificate of Outstanding Academic Achievement (in memoriam) for a B.A. major in Criminology and Criminal Justice, concentration in Law, Minor in History
- ii. Certificate Recognizing Academic Accomplishments (in memoriam) for a B.A. Honours major in Criminology and Criminal Justice, concentration in Psychology.

The motion **PASSED UNANIMOUSLY**.

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



Canada's Capital University

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chemistry@carleton.ca
<http://carleton.ca/chemistry>

Thursday, August 24, 2017

RE: Report of the Academic Colleague from the Council of Ontario Universities meeting on August 24th, 2017.

Dear members of the Senate,

On August 24th, 2017, the Academic Colleagues from Ontario's Universities met at the Council of Ontario Universities office in Toronto, ON to receive updates on a variety of issues facing Ontario's universities and discuss them collectively. The main takeaways from this meeting are summarized in point form for your convenience below:

- MAESD has been working on a file regarding internationalization for about two years
 - They are interested in international student recruitment, exchanges and international projects
 - Progress on this topic has been quiet for a while but has resurfaced this past July
 - COU thinks MAESD is not interested in capping tuition or enrollment
 - In the communication of tuition increases to incoming students
 - MAESD is hearing concerns from international students about surprise tuition hikes
 - MAESD may ask universities to inform international students about planned tuition hikes before international students arrive
 - New opportunities for financial support for students travelling abroad / international scholarships may be possible
 - MAESD should announce its position on this file this fall.
 - COU believes that internationalization should be a multi-ministry issue
- Sexual violence file
 - The file was put in place in January of 2017
 - There will be 2 reporting requirements that will affect universities:
 1. Common metric of the number of formal complaints
 2. MAESD will soon rollout a climate survey on sexual violence on university campuses:
 - Pilot test this fall
 - Full rollout in February of 2018

- Data will be owned by MAESD
- Executive compensation
 - MAESD has developed a program for universities that will require employers to develop salary caps for executives based on the 50th percentile of 8 comparator employers; expectations is that this program will be rolled out soon
 - Use of private or international comparators must be approved by ministry
- Bill 148 – “Fair workplace, better jobs act”
 - Minimum wage will increase on January 1st, 2019 to \$15/hr
 - Can’t pay differential wages based on gender/race/age
 - 3 weeks holidays after 5 years service will be mandated
 - COU worked with 7 universities to evaluate cost-impact on our sector
 - COU estimates that this will cost an additional \$175M to our sector
 - COU has asked for support from MAESD to help with these anticipated costs
- Highly skilled workforce
 - Experiential learning is a big priority for MAESD
 - Experiential learning equates to work integrated learning in MAESD’s definition
 - COU worked to expand this to other areas as well
 - Final report will be released in September
 - \$68M will be available over 3 years for universities to expand experiential learning opportunities

The colleagues then discussed the agenda for the next meeting with the Full Council (Academic Colleagues plus Executive Heads) in October.

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



Academic Colleague, Carleton University

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August 4, 2017

The Senate of Carleton University
Attn: Professor Donald Russell, Clerk

Re: Senate Student Academic Integrity Appeal Committee Report for 2016/2017

Dear Senators,

The Senate's Academic Integrity Policy (the Policy) sets out the University's commitment to integrity in scholarship, and provides the framework within which students are guided and held accountable for academic integrity. Instructors refer cases of suspected violation of the Policy to Deans and Associate

Deans who, after meeting with the students, make decisions about whether the Policy has been violated. In turn, they, with the Provost in some cases, impose appropriate sanctions. Students can appeal those decisions to the Senate Student Academic Integrity Appeals Committee (SAIAC).

This report summarizes data collated by the Registrar's Office on violations of the Policy from May 1, 2016 to April 30, 2017. It also reports on appeals made to SAIAC.

SAIAC is composed of faculty members and students from across the university. The Committee was chaired by Chris Brown (Public Affairs) with James Cheetham (Science) and Audrey Girouard (Engineering) serving as the other two faculty representatives. James Cheetham also filled the role of Chair (pro tempore in the absence of Chris Brown). The graduate student representative was Patricia Oliver and the undergraduate student representative was Sarah MacNeil. All the committee members put a great deal of effort and thoughtfulness into ensuring that students receive a fair hearing and that the Policy is interpreted and applied in a consistent and equitable fashion.

The Registrar's Office acts as the repository of records under the Policy, and provides advice to students about the Policy and in particular about the appeals process. James Moreton, Assistant Registrar, Central Academic Records acts as the secretary for SSAIAC. He received excellent guidance and support from Grace Haime (nee Valentine) of the Student Affairs office and members of his own staff. In addition, the University Ombudsperson assists students with the process and his contributions are greatly appreciated.

Violations of the Policy

Table 1 below shows the distribution of cases where it has been determined that students have violated the Policy. The cases are categorized by type and by Faculty for 2016/17 with comparative data for 2015/16. Please note that data is not collected on those allegations where no violation of the Policy has been determined.

As in past years, the majority of academic integrity violations involve plagiarism (357 cases), with an increase in the number of cases of 10% from 2015/2016. The second and third most common offences are unauthorized cooperation or collaboration (324) and violation of the test and examination rules (100).

A review of the data in Table 1 reveals that the total number of academic integrity violations for 2016/2017 has increased by ~15% from 2015/2016. The violation with the largest increase is unauthorized cooperation or collaboration, from 275 in 2015/2016 to 324 in 2016/17. The faculty of Science retains the most number of these cases; however, its year on year amount saw a decrease. In 2015/2016 the Faculty of Science reported 242 violations,

while in 2016/17, this fell to 133, which is a 55% decrease. All other faculties, save Engineering, saw a fairly substantial increase, although Science and Engineering continue to have the overall highest numbers of these cases.

Academic Integrity Appeals

7 percent of the students found to have violated the Policy appealed to the Committee. As of April 30, 2017, the Committee had completed 56 appeal cases for the 2016/2017 academic year. This represents a 43% increase in the number of appeals reviewed from 2016/2017. All of the cases involved undergraduate students from across the faculties. [Refer to Table 2]

Of the 56 cases reviewed by the Committee, 28 of these were cases relating to Plagiarism, compared to 11 cases in 2015/2016. This group represents the largest single category and also more than half the overall cases.

Of the 56 appeals completed, the Committee upheld the original decision of the Associate Dean in 53 cases and allowed the appeal in part or in whole in 3 cases. In 2015/2016 39 cases were upheld and 3 were overturned.

Summary of Decisions Where Appeals were Approved

Case 1: The Committee concluded that the student had been assigned a penalty for a second offence when it was actually their first offence. The decision was returned to the appropriate Associate Dean for revisit.

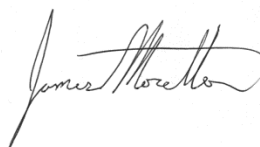
Case 2: The student did not attend their midterm as they attended a wedding. Simultaneously, the student was ill and obtained a medical note. Both rationales were submitted to the instructor and the matter was referred to the Associate Dean's office. The Committee found that this did not constitute an offence under the policy and overturned the original finding.

Case 3+4: The students had been found in violation of unauthorized cooperation or collaboration. The Committee found that there was evidence that was not assessed in the original hearing and referred the matter back to the associate dean for a revisit of the decision.



James J. Cheetham, Ph.D.

Chair (Pro Tempore), SSAIAC



James Moretton

Secretary, SSAIAC and Assistant Registrar,
Central Academic Records

	Table 1: ACADEMIC INTEGRITY VIOLATIONS, 2016/17								
	Arts and Social Sciences	Engineering and Design	Public Affairs	Science	Sprott School of Business	Graduate & Postdoctoral Affairs	2016-17 Total	2015-16 Total	% Change
Assisting in Violations of AI Standards		1		1	1		3	11	-72%
Impersonation							0	0	n/a
Obstruction and Interference				2			2	0	n/a
Disruption of Classroom Activities							0	0	n/a
Misrepresentation	7	5	6	1	4		23	21	9%
Plagiarism	50	118	84	52	27	26	357	323	10%
Tests and Examinations	3	39	23	20	14	1	100	88	13%
Unauthorized Cooperation or Collaboration	34	71	19	133	54	13	324	275	18%
Unauthorized Resubmission of Work	2	4	4	3		1	14	1	n/a
Improper Access		2				1	3	0	n/a
Total	96	240	136	212	100	42	826	719	14.8%

Table 2: ACADEMIC INTEGRITY APPEALS, 2016/17			
	Approved	Denied	Total
Plagiarism		28	28
Tests and Examinations	1	11	12
Misrepresentation		2	2
Unauthorized Cooperation or Collaboration	3	10	13
Unauthorized Resubmission of Work		1	1
Total	4	52	56