



*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 March 23, 2018 at 2:00 p.m.  
Senate Room, Robertson Hall  
AGENDA**

**Welcome – smudging**

**Closed Session:**

- 1. Approval of Agenda (closed)**
- 2. Minutes:**
  - a. February 16, 2018
- 3. Posthumous Degrees**
- 4. Honorary Degree Candidate**
- 5. Other Confidential Business**

**Open Session:**

- 1. Welcome**
- 2. Approval of Agenda (open)**
- 3. Minutes:**
  - a. February 16, 2018
- 4. Matters Arising**
- 5. Chair's Remarks**

**6. Question Period**

- a. Question(s) submitted in advance
- b. Questions from the floor

**7. Administration (Clerk)**

- a. Nominations to Senate and Senate Committees
- b. Senate Appointment to CUSA Awards Committee
- c. Ratification of CUCQA Nominees
- d. Review of Nomination Procedures for 2018 - 19

**8. Reports:**

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

**9. Reports for Information:**

- a. Academic Colleague
- b. Senate Executive Minutes (January 16, 2018, February 6, 2018)
- c. Election Process for Clerk of Senate
- d. University Committee Memberships (UPC)

**10. Other Business**

**11. Adjournment**



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

Carleton University Senate  
Meeting of February 16, 2018 at 2:00 p.m.  
Senate Room, Robertson Hall

### **MINUTES**

**Attending:** S. Ajila, A. Barclay, S. Blanchard, D. Buss, L. Callaghan, C. Carruthers, A. Chandler, Z. Claydon, W. Clement, J. Coghill, D. Deugo, A. Dodge, L. Dyke, J. Erochko, R. Goubran, E. Grant, N. Grasse, J. Green, P. Gunupudi, A. Hassan, O. Javanpour, W. Jones, C. Joslin, E. Kwan, P. Lagasse, K. Lumsden, M. Neufang, D. Nussbaum, Z. Parkkari, A. Plourde, M. Rooney, D. Russell, L. Schweitzer, P. Smith, A. Summerlee, C. Viju, P. Watzlawik-Li, C. Young.

**Regrets:** A. Bowker, J. Debanne, T. Di Leo Browne, C. Dion, M. Esponda, K. Evans, P. Farrell, W. Horn, S. Klausen, J. Liu, D. Long, J. Miller, H. Nemiroff, J. Paulson, J.C. Prent, A. Shotwell, E. Sloan, S. Taylor, J. Tomberlin, J. Wolfart

**Guests:** Prof. Wei Shi (nominee for Senate), Jennifer Conley and Holly Greatrex from Department of University Advancement

**Recording Secretary:** Kathy McKinley

### **Open Session:**

- 1. Welcome (Chair)**
- 2. Approval of Agenda (open)**

It was **MOVED** (Z. Claydon, E. Grant) that Senate approve the open agenda for the meeting of Senate on February 16, 2018, as presented.  
The motion **PASSED**.

### 3. **Minutes:** January 26, 2018 (open session)

It was **MOVED** (M. Neufang, L. Schweitzer) that Senate approve the minutes of the Senate meeting on January 26, 2018, as presented.

The motion **PASSED**.

### 4. **Matters Arising:**

Jennifer Conley and Holly Greatrex from the Department of University Advancement presented information on Student Awards, in response to a question from a Senator at the meeting on January 26, 2018.

The Chair thanked them for their presentation. There were no questions from the floor.

### 5. **Chair's Remarks**

- a. The Chair announced the re-establishment of the Convocation Steering Committee. This committee will reside in the President's office and will be charged with making decisions regarding the Convocation budget, changes to the Convocation schedule, and other major issues around Convocation. The constitution of the committee includes 5 members: the President, the Marshal of Convocation, the Provost, the Executive Assistant to the President, and the Secretary to Senate.
- b. During the recent trip to India by members of the Federal Government, Navdeep Baines, Minister of Innovation, Science and Economic Development, signed two agreements for cooperation between India and Canada. One of these is the Canada-India Acceleration Program (CIAP) to support 50 women entrepreneurs from each country. Women from Canada would scale up their companies for untapped markets in cities across India and 50 women from India would travel to Canada to do the same. The Chair acknowledged Harry Sharma, Director of the Canada India Centre, and Carleton Board member Pradeep Merchant, who helped to facilitate the agreements and the financial support from both countries.

- c. The Chair announced that negotiations for the purchase of the Dominion Chalmers United Church are ongoing, and an announcement is forthcoming.
- d. The Chair spoke to a number of strategies to engage and support Indigenous students, including scholarships at the undergraduate and graduate level and recruitment of Indigenous faculty.

## 6. Question Period

### a. Questions submitted in advance:

- 1) *We have not received an update for some time on the progress of the presidential search. Would it be possible for a representative of the Board of Governors to speak to Senators about this at our next meeting?*

Carleton Board of Governors Chair Chris Carruthers spoke to this item. The Presidential search is going well. There has been strong interest and the committee is pleased with the caliber of the applicants. The search firm is screening applicants over the next few weeks. Updates will continue to be posted regularly on the presidential search website.

- 2) *An update on the activities of the Honorary Degrees Committee would be useful. Is it possible to know who they are considering, and whether there have been debates or issues about the candidates?*

The Chair of the Honorary Degrees committee described the process involved in receiving and approving honorary degree nominees in the Closed Session of Senate.

The Chair of Senate noted that the names of nominees that come to the Honorary Degrees Committee cannot be shared and must remain strictly confidential. Only the names of nominees who have been recommended by the committee will be brought forward to a closed session of Senate for approval.

### b. Questions from the floor

There were none.

## 7. Reports:

### a. Senate Academic Program Committee (L. Dyke)

#### i. Major Modifications

The Committee prepared an omnibus motion to cover major modifications to existing programs. All modifications have been approved by Faculty Boards and have passed through the Quality Assurance process before coming to Senate.

It was **MOVED** (L. Dyke, Z. Parkkari) that Senate approve the major modifications as presented with effect from Fall 2018.

The motion **PASSED**.

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

- The deletion of the Minor in Business for the B.Sc. Honours in Applied Physics program as presented with effect from Fall 2018.
- The deletion of the Minor in Business for the B.Sc. Honours and B.Sc. Major in Earth Sciences programs as presented with effect from Fall 2018.
- Major modifications to the Graduate programs in Architecture as presented with effect from Fall 2018.
- The introduction of SERG 5004 as presented with effect from Fall 2018.

#### ii. Dominican University College Major Modifications

Carleton University manages the quality assurance of Dominican University College programs. Carleton University Senate does not approve the modifications, but ratifies the quality assurance process.

It was **MOVED** (L. Dyke, W. Jones) that Senate ratify the outcome of the quality assurance process for the major modifications to the MA in Philosophy program at the Dominican University College as presented with effect from Fall 2018.

The motion **PASSED**.

## 7. Reports:

### b. Senate Academic Governance Committee (Clerk)

- i. Modification to Academic Governance of the University, regarding the meeting schedule of Senate.

It was **MOVED** (D. Russell, Z. Claydon) that Senate approve the proposed modification to Article 5.2.2 and the addition of a new Article 5.2.7 in the Academic Governance of the University document, and the corresponding section in the Senate By-Laws, to allow Senate to meet on short notice.

#### Proposed Changes to AGU (in red):

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

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

#### Discussion:

Senators asked what Quorum would be for the short-notice meeting. The Clerk clarified that quorum would be the same as it is for regular Senate meetings (25% of members). If the issue is important, it should not be difficult to meet quorum as Senators will want to attend. Media for remote attendance (telephone or Skype) could be available and would further enable the group to meet quorum.

## 7. Reports:

### b. Senate Academic Governance Committee (cont'd)

Senators also requested clarification of the sentence in 5.2.7 regarding the review of decisions made in short-notice meetings of Senate. The Clerk responded that the agenda of the regular Senate meeting would include a review of decisions made during any previous short-notice Senate meetings, and that Senate would always be able to reconsider any of these decisions. Some Senators felt that “review” was too strong a word for this section and that perhaps this sentence should be changed.

It was MOVED (L. Dyke, S. Ajila) that this sentence in the proposed addition to the AGU (5.2.7)

**Any decisions taken at a short-notice Senate meeting will be reviewed at the next scheduled Senate meeting.**

be changed to read

*At the next regular Senate meeting Senators will be informed of the decision taken at the short-notice meeting.*

The motion to amend was **DEFEATED**.

It was MOVED (M. Rooney, A. Barclay) that the following sentence be added to 5.2.7 to clarify the authority of decisions made at short-notice meetings of Senate:

*Decisions made by Senate in short-notice meetings have the same weight and authority as decisions made in regular Senate meetings.*

The motion **PASSED**. This sentence will be added to section 5.2.7 of the AGU.

Finally, several Senators asked under what conditions the short-notice meeting of Senate would be called. The Clerk responded that the Senate Executive Committee calls a short-



## 7. Reports:

### b. Senate Academic Governance Committee (cont'd)

notice meeting of Senate when issues arise that cannot wait until the next regular meeting of Senate.

The Chair called for a vote on the amended motion.  
The motion **PASSED**.

The Senate Office will distribute for information the revised motion with the next Senate meeting materials.

#### ii. SEARC

It was **MOVED** (D. Russell, D. Deugo) that Senate discontinue the Senate Emergency Academic Response Committee, as no issues within the mandate of Senate could be identified requiring a response in less than 48 hours.

The motion **PASSED**.

#### iii. Update to designations of ex officio members of Senate in Academic Governance of the University document and Senate By-Laws

It was **MOVED** (D. Russell, Z. Claydon) that Senate approve three changes to Article 3.2 of the Academic Governance of the University document, and the corresponding sections in the Senate By-Laws, to update the designations of the ex officio members of Senate.

Change *The Associate Vice-President (Academic)*  
To *Vice-Provost and Associate Vice-President (Academic)*

Change *The Associate Provost (Quality Assurance) and Dean of Graduate and Postdoctoral Affairs*  
To *Dean of Graduate and Postdoctoral Affairs*

## 7. Reports:

### b. Senate Academic Governance Committee (cont'd)

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

To *The Vice-President (Students and Enrolment) and University Registrar*

The motion **PASSED**.

### c. Honorary Degrees Committee (R. Goubran)

It was **MOVED** (R. Goubran, Z. Claydon) that Senate approve the Honorary Degree Policy, as submitted by the Senate Honorary Degrees Committee.

#### Discussion:

The Chair of the Honorary Degrees Committee (R. Goubran) outlined the major changes made to the Honorary Degree Policy, including expansion of the nomination form, a more clearly specified process, the addition of a list of honorary degrees that Carleton awards (including, for special cases, a Masters honorary degree), and a clause regarding the rescinding of an honorary degree. The length of time honorary degree recipients (approved but not yet awarded) remain on the Active List has also been shortened to three years.

The motion **PASSED** with the following friendly amendment (R. Goubran, Z. Claydon) to omit the word "public" from the sentence regarding the rescinding of Honorary Degrees.

### d. Medals & Prizes Committee (Clerk)

It was **MOVED** (D. Russell, L. Schweitzer) that Senate approve the modifications to the Medals Policy, to eliminate the University Medal for Interfaculty Studies, and add four University Medals for the Bachelor degrees in Communication and Media Studies,

Economics, Global and International Studies, and Journalism and Humanities.

The Clerk spoke to this item. The Medals & Prizes Policy details which degrees are eligible for medals. A new number of specialized degrees, such as the BGIInS degree, were added to the list, and because of the growth of the number of specific interdisciplinary degrees, the old Interfaculty medal was discontinued.

There was no discussion.

The motion **PASSED**.

## **8. Reports for Information:**

### **a. Nomination Form – Honorary Degrees Committee**

The revised Honorary Degree Nomination Form was included for information. There were no questions or comments.

## **9. Other Business**

There was no other business.

## **10. Adjournment**

The meeting was adjourned at approximately 3:00 pm.

HERE *for*  
GOOD



# Donor Funded Awards

Jennifer Conley, Chief Advancement Officer

February 16, 2018

## Student Aid - Definitions

- **Scholarship** – based on academic merit, annual GPA of 10 or better. For graduate students GPA is not as relevant in evaluating academic excellence as successful progression toward the degree.
- **Bursary** – for a student in demonstrated financial need.
- **Award** – This term is used as a general way of describing all the various types of student aid, or for awards that have both academic and financial need criteria.

## Funding - Definitions

- **Endowed Awards** - endowments are permanent, restricted capital funds where only the earned income may be spent. Gifts for endowment never stop giving. The key concept is “in perpetuity”.
- **Annual Awards** – award amount is solicited and paid out to student recipients on an annual basis.

# Minimum Funding Requirements for NEW Awards

Undergraduate		
	Minimum Funding	Annual award value
Endowed	\$ 25,000	\$1,000 a year (perpetuity)
Annual	\$ 5,000	\$1,000 a year for 5 years
Graduate		
	Minimum Funding	Annual award value
Endowed	\$ 50,000	\$2,000 a year (perpetuity)
Annual	\$ 10,000	\$2,000 a year for 5 years

- These can be one-time gifts or pledged over five years.
- There is no minimum to contribute to an existing endowed/annual fund.



## Establishing a new donor funded award

- Discuss philanthropic goals, areas of interest and finances with donor.
- Propose terms that are personally meaningful to donor and administrable in the short and long term for Carleton.
- May require consultation with Awards Office or relevant academic unit if award has criteria beyond GPA and financial need or is complex.
- Gift Agreement is signed and copies are distributed.

# Why would award terms need to be revised?

- Revisions requested by the donor.

## Other Reasons:

- Award is not being handed out consistently or in a timely fashion by Carleton.
- Academic programs, change, are amalgamated, or discontinued over time.
- Terms are too narrow or specific – difficult to adjudicate or select a recipient.

# What happens when revisions are requested?

- Advancement “investigates” why revisions are required and engages in collaborative problem solving.
- May require consultation with Awards Office or relevant academic unit to propose a solution.
- Revised terms are drafted and signed by donor.

QUESTIONS?

HERE *for*  
GOOD

## Question Period Submissions

### Carleton University Senate: Meeting of March 23, 2018

---

#### Submission #1:

What are the administration's plans for ensuring the continuity of academic affairs during the strike (e.g. how will exams be affected)?

---

#### Submission #2

With regards to the ongoing strike, I'm wondering if we can get updates on the following practical matters:

-- Students in courses experiencing disruption: some students are in courses that rely on the work of CUPE 2424 staff to function. These include lab courses in the sciences and engineering, studio courses in programs such as journalism, project-based courses in history that require students to produce documentaries with the aid of IMS staff, and so on. What will the university do for the students in those courses? Will they earn their credit without completing these core components? Or have (a portion of) their tuition reimbursed? Or will their term time be extended until after the strike has been resolved? Or is there some other plan?

-- Final exams for the winter term: SES has provided updates recently regarding procedures for submitting exams, but can SES tell us if the normal services professors rely on during exams will still be in place if the strike continues into the exam period? For instance, will copies of the exams be produced and brought to the exam site for instructors? And will the routine scheduling of exam locations go forward as normal?

-- Graduation applications: students must apply to graduate, and presumably that means we have staff who review transcripts and so on, confirm completion of the degree, and then authorize graduation, all of which requires staff to process. Can we get an update on this matter? Does the RO anticipate 'business as usual' in this regard, or will there be disruptions? If the latter, what is our plan to address those disruptions?

-- Academic Integrity violations: I was informed that academic integrity violations will not be processed until this strike is over. This means I have students with assignments that I can't assign a grade to. How to discuss this matter with them, and how to instruct them to do engage with sources responsibly on future assignments, without raising the accusation of plagiarism, is a tricky question. Do we have a policy for this situation? What will happen to those students who have AI violation cases pending for weeks after the term is done and their grade remains "GNA"? Presumably our associate deans will have a significant backlog to process, and that will take time. In the meantime, students will want to know 1) if they have earned the credit for the winter or fall/winter course in question and 2) if they ought to register for a summer course.

-- Registration for summer courses: Registration for courses opens next week. Can we get an update on plans for summer registration? Will registration proceed as normal? One a related matter: in my department, we depend on staff to help us promote summer courses, which typically have lower enrolment than our fall/winter courses. Without such advertisement, I worry that some of our courses might not meet the minimum enrolment number usually required of us (typically 17 or 20). I myself am scheduled to teach a summer course, and I have a syllabus ready to share, as well as posters ready to promote the course, but our CUPE 2424 staff members in the department are the gatekeepers of our WordPress page and our Twitter account. With the strike making online advertisement practically impossible, will our deans hold us to the same enrolment standard as always for summer courses?

-- Undergraduate/graduate admissions offers and responses: A number of members of the Carleton community have raised this concern, since everyone understands that our jobs are tied to student enrolment. Can we get an update from someone from Admissions and FGPA regarding how our enrolment numbers are doing for this coming year, both undergraduate and graduate, and how they compare with prior years at this same time? Are admission offers still being sent out and processed? Graduate supervisors in my faculty tell me, for instance, that they can't see who has been sent an offer or its status (i.e., if it's been accepted or not). Do we have a clear picture at the present time of our current enrolment landscape for 2018-2019 at the undergraduate and graduate levels?

-- RACER access: I wrote to the library to get my access to RACER addressed, at which point I was informed that RACER has in fact been shut down for the duration of the strike. This development impacts a lot of people on this campus. As an instructor, it means I can't get access to a particular set of articles I'm looking for to develop a series of upcoming lectures. For our permanent faculty, I imagine this development represents a major disruption to their research activities. The same must be true of our students, especially at the graduate level, who are expected to engage in the kind of higher-level research that scholars must do. Can the library give us an update on this situation? Is there some plan in place to assist students and instructors who find themselves unable to access the materials they need for their lectures/research projects/assignments?

-- Students applying to graduate and other programs: I have seen students complaining on social media that they aren't able to get copies of their official Carleton transcripts,

which they need to apply to graduate and other programs, whether internal or external to Carleton. Can the RO provide us with an update on this situation? Are student orders for transcripts being processed at this time? If not, do we have a plan in place to address this situation? Program applications are time-sensitive matters: while graduate programs at Carleton (for instance) can extend their deadlines, we have no control over application closure dates at all the other institutions Carleton's graduates might be applying to.

-- Violence/assault on the picket lines: There have been numerous reports of people on the picket lines who have been assaulted or threatened with assault by people waiting in their cars (i.e., people getting out of cars to shove/hit picketers, cars that bump into picketers, cars that swerve out into oncoming traffic and put the lives of the picketers, the private investigators who are observing the picket line, and the people in the other lanes at risk). What is the university currently doing to ensure the safety of people (commuters, picketers, pedestrians, etc.) at the entrance gates during this time? And do we have plans to change/update our security measures in light of these developments, and if so, what are they?

---

### **Submission #3:**

Given that the Carleton University Act states:

3. The objects and purposes of the University are:

- (a) The advancement of learning.
- (b) The dissemination of knowledge.
- (c) The intellectual, social, moral and physical development of its members, and the betterment of its community.

The current CUPE 2424 strike and the university administration's resistance to return to the bargaining table are impeding these objects and purposes. Several of my students have expressed concern that the current labour disruptions are impeding the advancement of their learning. My students, and I, would like answers to the following questions?

How does Dr. Summerlee and the administration expect students to be successful if support staff are taking legal strike action?

What actual steps is the administration taking to make all support staff feel welcome and valued in the Carleton community?

I have also attached an open letter that my student, Barâa Arar, sent to Dr. Summerlee last week.

Dear Dr. Alastair Summerlee,

I am writing to you, as a Carleton University student, in support of CUPE 2424.

I stand in solidarity with the dedicated support staff of CUPE 2424 who facilitate every part of my daily university experiences. The services of the administrative, technical, and library staff anchor our institution and enable academic success.

After months of bargaining, I understand the university continues to resist the union's ask for secure pensions. In the recent history of bankrupt corporations, we saw the undeniably devastating effects of lost pensions and the consequences on countless families.

I would like to communicate to the university that a threat to the support staff's benefits is a threat to students. If the support staff of our institution feel insecure about their futures, they cannot successfully do their job. A threat to our support staff is a threat to us. As such, I feel the ongoing instability hurts the entire Carleton community.

The continued resistance to CUPE 2424's asks shows Carleton students they are unvalued.

I urge the university administration to ensure the job security and benefits of CUPE 2424 members. I hope to see our university reach a fair deal that demonstrates the value of the staff to the Carleton community.

I shared a copy of this letter on my social media and encouraged other students to show their support.

If you have concerns or questions, please do not hesitate to contact me.

Sincerely,

Barâa Arar  
Fourth Year Student  
Carleton University, College of the Humanities

cc:  
Rob Thomas  
Assistant Vice President –Human Resources

Michel Piche  
Vice President-Finance



---

**Senate and Senate Committee Membership  
Summary of Nominations  
March 13, 2018**

---

**Motion:** That Senate ratify the following new Senate and Senate Committee appointments.

**Senate**

- Wei Shi (FED - School of Information Technology)

**Senate Academic Governance Committee**

- Angela Dionisi (Spratt)



**Carleton**  
UNIVERSITY

Canada's Capital University

Office of the Provost and  
Vice-President (Academic)

*memorandum*

DATE: March 13, 2018  
TO: Donald Russell, Clerk of Senate  
FROM: Jerry Tomberlin, Interim Provost and Vice-President (Academic)  
RE: Recommendation for CUSA Awards Committee

---

According to CUSA's policies, their awards committee shall consist of a member of the faculty chosen by the Senate.

I recommend that Johannes C. Wolfart, Associate Professor in the Department of History / College of the Humanities be nominated as the faculty member to serve on this committee in 2018.

**MEMORANDUM**

**To:** Senate

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

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

**Date:** March 23, 2018



Recommendation

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

The new committee member is 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
<b>SSHRC-Eligible Faculty Member</b>	<b>Stephen Azzi</b>	<b>2017-18</b>
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: March 23, 2018

TO: Senate

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

RE: BSc in Interdisciplinary Science and Practice – **New Program Approval**

**SAPC Motion**

**THAT** SAPC recommends to Senate the approval of the proposed BSc in Interdisciplinary Science and Practice program to commence with effect from Fall 2019.

**Senate Motion**

**THAT** Senate approve the proposed BSc in Interdisciplinary Science and Practice program to commence with effect from Fall 2019.

**Background**

The BSc in Interdisciplinary Science and Practice offers students an opportunity to blend technical knowledge in the sciences with employer demand for professional skills such as interpersonal and collaborative workplace skills. This program was motivated by student interest in an interdisciplinary science degree and labour market demands.

Senators will note that the self-study (Appendix A) contains additions and changes using track changes. The tracked changes represent the unit's responses to the recommendations of the external reviewers and/or university committees. The Quality Council Appraisal Committee appreciates seeing easily identifiable evidence that the program champions have responded to the internal and external reviews.

**Attachments**

- Appendix A: Self-Study with Appendices
- Appendix B: Discussant's Report
- Appendix C: Site Visit Agenda and Brief Biographies of External Reviewers
- Appendix D: External Reviewers' Report
- Appendix E: Response to the External Reviewers' Report
- Appendix F: Discussant's Final Recommendation Report
- Appendix G: Recommendation from the Carleton University Committee on Quality Assurance
- Appendix H: Courseleaf Entries

**Quality Assurance Framework and Carleton's Institutional Quality Assurance Process (IQAP)**

Upon the above motion being passed by Senate, the required documentation will be submitted to the Quality Council for its review and a decision on whether the BSc in Interdisciplinary Science and Practice program will be authorized to commence.



MEMORANDUM

From the Senate Committee on  
Curriculum, Admission and Studies Policy

To: Senate  
From: Howard Nemiroff, Chair of SCCASP  
Date: March 23, 2018  
Subject: 18-19 Academic Regulations Changes

---

**For Senate approval:**

1. Revisions of R-UG-2.2

**Motion: That Senate approve amendment to R-UG-2.2 for the 2018/19 Calendar as presented**

- Attachment: TBD1417- *R-UG-2.2 Course Outline*

2. Revisions of R-UG-2.5 Deferral Final Examinations

**Motion: That Senate approve amendment to R-UG-2.5 Deferred Final Examinations in the 2018/19 Calendar as presented.**

- Attachment: *TBD-1422 – R-UG-2.5 Deferred Final Examinations*

3. BJ/BJHum program changes: update to regulations

**Motion: That Senate approve the amendment to BJ/BJHum regulations for the 2018/19 Calendar as presented**

- Attachments: *R-UG-7.5 Academic RegBJ; TBD-1390 R-UG-7.5 BJHum*

4. Revisions of R-UG-1.4 Withdrawal

**Motion: That Senate approve amendment to R-UG-1.4 for the 2018/19 Calendar as presented**

- Attachment: *TBD-1411 - R-UG-1.4 Withdrawal*

5. Revision of Admissions requirements B.Math

**Motion: That Senate approve the amendment to R-ADM program BMath for the 2018/19 Calendar as presented**

- Attachment: *TBD-1373- R-ADM-Program-B.Math*

6. Coop regulations for B.Media Production and Design

Motion: That Senate approve addition of Coop regulations for BMPD for the 2018/19 Calendar as presented

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

7. Coop regulations for Computer Systems Engineering

Motion: That Senate approve amendment to Coop regulations for Computer Systems Engineering for the 2018/19 Calendar as presented

- Attachment: *TBD-1585 - R-UG-COOP-B.ENG Admission and Continuation Requirements*

**For Information to Senate:**

SCCASP has approved for inclusion in the 2018-19 calendar the minor modifications listed in the attached documents: *UG\_G\_1819\_CourseProgram\_MinorMods\_for\_SenateMarch23-2018.pdf*

*MEMORANDUM*  
from the Clerk of Senate



**TO:** Senate  
**FROM:** D. Russell, Clerk of Senate  
**DATE:** March 15, 2018  
**SUBJECT:** **Electronic Voting at Senate**

---

The Senate Academic Governance Committee is responding to recent concerns from some Senators regarding the use of electronic voting. The Governance Committee proposes the following policy on electronic voting for inclusion in the Academic Governance Document.

**Motion:** THAT Senate approve the inclusion in the Academic Governance document the following policy on electronic voting at Senate.

**Electronic Voting:** Occasionally, Senate is required to make decisions on a motion before the next scheduled Senate meeting. In cases where Senate Executive believes that the motion is clear and unlikely to engender debate, an email poll may be held to make a decision. In such cases, the Clerk of Senate will circulate, to all senators, the motion and background material. An electronic vote will be held which allows Senators at least two working days to vote. Should any Senator make the Clerk of Senate aware of a substantive issue regarding the motion during this time, the vote will be suspended for resolution at a future meeting of Senate.



Canada's Capital University

Department of Chemistry  
203 Steacie Building  
1125 Colonel By Drive  
Ottawa, Canada K1S 5B6  
Tel: (613) 520-3534  
chemistry@carleton.ca  
<http://carleton.ca/chemistry>

Tuesday, March 13, 2018

**RE: Report of the Academic Colleague from the Council of Ontario Universities meeting on February 14, 2018.**

Dear members of the Senate,

On February 14, 2018, the Academic Colleagues from Ontario's Universities met at the Council of Ontario Universities (COU) 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:

Lately COU and MAESD have been communicating well. MAESD is coming to COU for advice and conversations have been fruitful and building. This is a very good thing; it has not always been this way.

- Engagement campaign
  - <http://ontariosuniversities.ca/>
  - Next steps:
    - Develop materials for universities to use this data and reinforce the core message of this campaign
    - Demonstrate value of universities in our society and in our communities
  - COU is preparing to engage with a new government with this information
  - The engagement campaign is an active and important focus for COU right now
- Provincial budget
  - Will be announced on Feb 27<sup>th</sup>
  - Budget will likely be the major platform for the next provincial election
  - COU been advocating for new investments in the university sector
    - Instinct is that we won't see massive new investments after seeing the changes they have made of late
      - Free tuition program



- Goal was to increase participation rate in university (increase student numbers)
  - This program has represented a huge increase in benefits to students
    - The government felt enormous pressure delivering to students on this
  - Vector institute
    - A new AI initiative taking place out of Toronto
    - MAESD invested \$30M in this
    - (more info on this below)
  - As a result of these above items, it is unlikely that universities will see more new investments in budget
- SMA2
  - Done. Permissions have been granted for each university to post their SMA2 online
  - SMA2 will draw attention to performance metrics
- SMA3
  - MAESD has agreed to work with COU to create metrics
  - Will work to provide a forum for evaluation of options
    - Backed up by deep work from COU committees / COU task forces
  - The hope is that there will be time for an inclusive process between MAESD and COU for dialogue on impacts of any decisions that are made from SMA3s
  - COU asked universities to test metrics with a COU task force to reinforce each metric's benefit to MAESD (OCAV group)
    - \$1M was committed to COU to do these tests
    - The hope is that they will discover good metrics that make sense for SMA3
  - An OCUR (VPRs) task force on SMA3s is working on research metrics
    - Metrics on innovation and community engagement
    - Working with Ontario Centres of excellence
- Vector institute:
  - Stemmed from ministry of economic development (not MAESD)
  - Will support development of new AI research and platforms
  - Offices in MARS building in Toronto
  - Industry partnership with Guelph, Waterloo and U of T
    - Funding from MAESD and industry partners
    - \$30M in budget
      - Support for “1000 Artificial Intelligence Masters Degrees” in 5 years

- Most money for is for scholarships
  - Some of the money is for infrastructure and development of internships
  - It will include 3 tracks of activity
    - 1) support existing programs in any university (won't change grad space allocations)
    - 2) support new programs (cost recovery programs) (employment outcomes expected to be high)
    - 3) encourage collaborative programs (universities may have different pieces that may cohere with others)
  - At present there is no framework on cost recovery programs – have to negotiate directly with MAESD
    - MAESD is committed to clarify its policies on cost recovery programs
- STEM expansion
  - Commitment to expand STEM enrollments
    - No allocation for expansion
    - 3 year window with SMA2
      - The feeling at COU is that we won't see delivery on this till SMA3
  - MAESD is talking with COU about enrollment trends
  - The assumption is that universities will be competing for the space in SMA3
  - Criteria for this expansion not clearly known, it may end up benefitting some universities over others
  - We probably won't hear about targets until we approach budget time
    - COU will be part of this conversation
- Fair workplaces act
  - Impact of equal pay for equal work
    - Universities are “sitting ducks” for this – potential for huge impacts
    - We will likely understand what the impacts of this act are via grievances
      - It will likely be a multiyear process to understand implications
      - Hard for COU to predict the impacts at this point
    - COU is working with universities to identify where their vulnerabilities are
      - COU will assemble information on the cost of this act in a careful way and present it to MAESD
        - It is estimated at this point that this act will cost the university sector an additional \$60M

- Capital strategy
  - Good engagement on this across the sector
  - MAESD wants an increase in funding for facilities renewal
    - This will be tied to student experience
  - May see an increase in next budget
  - May see a more formal process for renewal processes
- Greenhouse gas reduction program
  - Universities got \$300M funding for greenhouse gas reductions
- International strategy discussions
  - MAESD has not released a strategy yet
  - COU is helping with discussions, but they're not releasing anything yet
  - COU is informing MAESD on how international students help Ontario
  - MAESD is pushing that universities can set their own fees for international students, but COU maintains that international students need more support to be secure in their programs
  - Mitigation of risk on the minds of MAESD
    - Ontario does not want to create a dependence on international students

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



Academic Colleague, Carleton University

---

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

Director, [Carleton Mass Spectrometry Centre](#)

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

Associate Chair, [Graduate and Post-Doctoral Affairs](#)

Associate Director, [Ottawa Carleton Chemistry Institute](#)

Steacie Building, [Carleton University](#)

1125 Colonel By Drive

Ottawa, ON K1S 5B6

Phone: (613) 520-2600 x2408 Fax: (613) 520-3749

**Senate Executive Committee**  
**January 16, 2018**  
**11:00 a.m. in 503C Tory Building**

**MINUTES**

**Present:** A. Chandler, J. Debanné, L. Dyke, C. Miller, D. Russell, A. Summerlee (Chair),

**Regrets:** B. Hughes, J. Tomberlin

**Recording Secretary:** K. McKinley

---

The Chair called the meeting to order at 11:05 a.m.

**1. Approval of the Agenda:**

The Committee approved the Senate Executive Committee agenda for January 16, 2018.

**2. Approval of the Minutes:**

The Committee approved the minutes from the meeting of the Senate Executive Committee on November 14, 2017 with one minor modification.

**3. Approval of Senate agenda:**

The Committee approved the Senate agenda for January 26, 2018, and briefly discussed some of the items. L. Dyke noted that there will be a lengthy contribution from SAPC with many major modifications.

**4. Items for discussion:**

a. Senate Committee membership

D. Russell indicated that new committee members this month consist mostly of graduate students, and that soon the Senate Office will be looking forward to filling 2018 – 19 vacancies, including that of Clerk of Senate. The Chair noted that the process for electing the next Clerk should be reviewed and clarified over the next few weeks.

b. Notice of Motion from J. Paulson

Committee members agreed to edit the Senate agenda for January 26, to include the motion submitted by J. Paulson regarding the Senate Emergency Academic Response Committee. The motion will

be circulated with the meeting materials to all Senators in advance of the meeting.

**5. Other Business:**

The committee discussed other potential items for discussion at the upcoming Senate meeting, including an update on the Dominion Chalmers purchase (to be provided by the Chair), a clarification on the definition of majority vote (provided by D. Russell) and questions regarding the effects of the Algonquin Strike on joint programs with Carleton (addressed by L. Dyke).

**6. Adjournment:**

The meeting was adjourned at 11:22 a.m.

**Senate Executive Committee**  
**February 6, 2018**  
**11:00 a.m. in 503C Tory Building**

**MINUTES**

**Present:** A. Chandler, J. Debanné, L. Dyke, B. Hughes, D. Russell, A. Summerlee (Chair),

**Regrets:** J. Tomberlin, C. Miller, B. Amell

**Recording Secretary (via phone):** K. McKinley

**Guest:** Dr. Diane de Kerckhove (Chief of Staff to the President of The Canadian Northern Economic Development Agency)

---

The Chair called the meeting to order at 11:05 a.m.

**1. Approval of the Agenda:**

The Committee approved the Senate Executive Committee agenda for February 6, 2018.

**2. Approval of the Minutes:**

The Committee approved the minutes from the meeting of the Senate Executive Committee on January 16, 2018.

**3. Approval of Senate agenda:**

The Committee approved the Senate agenda for January 26, 2018, with these modifications:

- SCCASP (Senate Committee on Curriculum, Admissions and Studies Policy) has no materials to present to Senate for this meeting, so their report was removed as an agenda item.
- Advancement's presentation on Student Awards was added under *Matters Arising* (pending confirmation of their ability to attend Senate).

L. Dyke confirmed that SAPC (Senate Academic Program Committee) will present two memos, one of which contains major modifications from the

Dominican University College (DUC). The DUC modifications do not need Senate approval, but Senate will ratify the outcome and process.

**4. Items for discussion:**

There were no items for discussion.

**5. Other Business:**

There was no other business.

**6. Adjournment:**

The meeting was adjourned at 11:10 a.m.

## **REPORT FROM SENATE EXECUTIVE COMMITTEE**

The Senate Executive Committee, at its meeting on February 13, 2018, approved a process regarding the procedure for nominating and electing a new Clerk of Senate.

According to the *Academic Governance of the University* (AGU), the Clerk of Senate must be a full-time, tenured faculty member and is responsible for:

- Managing the affairs of Senate
- Serving as Marshal of Convocation<sup>1</sup>
- Serving as Secretary of the General Faculty Board
- Serving as Senate Electoral Officer
- Managing Senate Committee memberships

In addition, the Clerk serves on several Senate Standing Committees including:

- Chair of Senate Academic Governance Committee
- Chair of Senate Committee on Medals and Prizes
- Secretary of the Senate Honorary Degrees Committee
- Ex officio member of Senate Executive Committee
- Ex officio member of Senate Academic Program Committee
- Ex officio member of Senate Committee on Curriculum, Admissions and Studies Policy

In addition to these formal responsibilities, the Clerk of Senate organizes and runs the annual orientation process for new Senators.

The term for the Clerk of Senate is three years, and s/he is eligible for re-election.

---

<sup>1</sup> With the approval of Senate, the Clerk may delegate this position to another Faculty member.



### **Procedure for Nomination and Election of the Clerk of Senate**

According to the *Academic Governance of the University* (AGU), it is the Senate Executive Committee's duty to nominate a new Clerk of Senate. (Article 7.1.b)

To clarify this process, the Senate Executive Committee has approved the following procedure for the nomination and selection of the Clerk of Senate:

- The Senate Executive Committee will make an open call for nominations among faculty members, outlining the roles and responsibilities of the Clerk and indicating that candidates with recent experience in academic governance and direct experience in Senate will be preferred.
  
- The Senate Executive Committee will short-list and interview potential candidates for appointment
  
- The Senate Executive Committee will recommend to Senate for approval a nominee in a Closed Session of Senate.

The procedure outlined above was approved by the Senate Executive Committee on March 13, 2018.

## **UNIVERSITY COMMITTEE MEMBERSHIP REPORT**

### **UNIVERSITY PROMOTIONS COMMITTEE**

Senate coordinates the nomination and election/acclamation of members to the *University Promotions Committee* on an annual basis.

#### **Membership:**

- 2 members each from FASS, FPA and FED
- 1 member each from Science and Sprott
- **Eligibility:** Election to the University Promotions Committee (UPC) is restricted to full-time faculty members who hold the rank of Full Professor and who have NOT already been appointed to serve on the UPC by the President. Elected members of the UPC represent the Faculty in which they have their primary appointment.

#### **FASS:** (2 positions)

1. Robert Holton (full prof.) – **ACCLAIMED**
2. Ida Toivonen (full prof.) - **ACCLAIMED**

#### **FED:** (2 positions)

1. Calvin Plett full prof.) - **ACCLAIMED**
2. Yasser Hassan (full prof.) - **ACCLAIMED**

#### **FPA:** (2 positions)

1. Doris Buss (full prof.) - **ACCLAIMED**
2. Hashmat Khan (full prof.) - **ACCLAIMED**

#### **Sprott:** (1 position)

1. François Brouard (full prof.) - **ACCLAIMED**

#### **Science:** (1 position)

1. Yiqiang Q. Zhao (full prof.) - **ACCLAIMED**