



*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 May 4, 2018 at 2:00 p.m.  
Senate Room, Robertson Hall  
AGENDA**

**Open Session:**

- 1. Welcome**
- 2. Approval of Agenda (open)**
- 3. Minutes:**
  - a. March 23, 2018
- 4. Matters Arising**
- 5. Chair's Remarks**
- 6. Question Period**
- 7. Presentation: Faculty/Contract Instructors, Percent Female (J. Tomberlin)**
- 8. Motion regarding Academic Accommodation (A. Shotwell)**
- 9. Administration (Clerk)**
- 10. Reports:**
  - a. SAPC (J. Tomberlin)
  - b. SCCASP (H. Nemiroff)
  - c. Governance Committee (Clerk)
  - d. Medals & Prizes Committee (Clerk)

**11. Reports for Information:**

- a. Senate Executive Minutes (March 13, 2018, April 12, 2018)
- b. University Committee Memberships (TPAC)

**12. Other Business**

**13. Adjournment**



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Carleton University Senate  
Meeting of March 23, 2018 at 2:00 p.m.  
Senate Room, Robertson Hall

## **MINUTES**

**Attending:** F. Afagh, S. Blanchard, A. Bowker, D. Buss, L. Callaghan, A. Chan (acting Vice-Provost), A. Chandler, J. Cheetham, Z. Clayden, W. Clement, J. Debanné, D. Deugo, T. Di Leo Browne, C. Dion, A. Dodge, D. Dogan, L. Dyke (acting Provost), J. Erochko, M. Esponda, P. Farrell, R. Goubran, E. Grant, N. Grasse, P. Gunupudi, B. Hallgrimsson, A. Hassan, O. Javanpour, W. Jones, C. Joslin, S. Klausen, J. Kovalio, J. Liu, D. Long, K. Lumsden, A. Maheshwari, H. Nemiroff, M. Neufang, D. Nussbaum, Z. Parkkari, J. Paulson, M. Piché, A. Plourde, J. C. Prent, M. Rooney, D. Russell (Clerk), L. Schweitzer, A. Shotwell, D. Siddiqi, E. Sloan, P. Smith, S. Taylor, J. Tomberlin (Chair), C. Viju, J. Wolfart, C. Young.

**Regrets:** S. Ajila, A. Barclay, C. Carruthers, J. Coghill, K. Evans, J. Green, J. Hayes, E. Hitsman, W. Horn, F. Hosseinian, D. Howe, B. Hughes, H. Jay, E. Kwan, P. Lagasse, Z. Masjedee, C. Miller, J. Miller, J. Ramasubramanyam, J. Shields, J. Smith, J. Stoner, A. Summerlee, P. Watzlawik-Li,

**Recording Secretary:** Kathy McKinley

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## **Welcome – Smudging**

The Chair began the meeting at 2:02 pm, by introducing Zoyer Clayden, an Anishinaabe Senator, who performed a smudging ceremony for all Senators present.

At the conclusion of the ceremony, Senate moved into Closed Session briefly, for confidential business.

## **Open Session:**

### **1. Welcome (Chair)**

Non-Senators were welcomed back into the chamber.

## 2. Approval of Agenda (open)

It was **MOVED** (D. Russell, D. Deugo) that Senate approve the open agenda for the meeting of Senate on March 23, 2018, with the change to move Item 8.a. (SAPC Report) to immediately follow Item 3 (Minutes).

The motion **PASSED**.

## 3. Minutes: February 16, 2018 (open session)

It was **MOVED** (E. Grant, Z. Parkkari) that Senate approve the minutes of the open session of the Senate meeting of February 16, 2018, as presented.

The motion **PASSED**.

## 4. Matters Arising:

There were none.

## 8. Reports:

### a. Senate Academic Program Committee (SAPC)

The Vice-Provost and Associate VP Academic briefly introduced the proposed new BSc in Interdisciplinary Science and Practice, a 20-credit honours and 15-credit general program with emphasis on interdisciplinarity and collaboration.

It was **MOVED** (L. Dyke, P. Smith) that Senate approve the proposed BSc in Interdisciplinary Science and Practice program to commence with effect from Fall 2019.

The motion **PASSED**.

## 5. Chair's Remarks

The Chair began by thanking Senator Clayden for the smudging ceremony at the beginning of the Senate meeting. Moving forward, Senate will hold a smudging ceremony once per academic year, normally at the beginning of the year. The Senate Office will consult with the Indigenous Education Council and Equity Services to ensure that proper procedures are followed and that an Indigenous Elder is engaged to perform the ceremony.

## 6. Question Period

Several questions were submitted in advance regarding the CUPE 2424 Support Staff strike.

### **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)?

#### **Response from the Chair:**

An Academic Continuity Committee meets three times a week to discuss academic affairs during the labour disruption. The meeting is led by the Vice-Provost and Associate Vice-President (Academic) and involves the Deans, the Associate Vice President (Teaching and Learning) and the Vice-President (Students and Enrolment). The Committee works together to find solutions to academic issues arising from the labour disruption. Exams will be addressed in another question below.

### **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?

#### **Response from the Chair:**

Classes will continue on the normal schedule throughout the labour disruption. There is no intention to extend the term or otherwise inhibit students' ability to complete their term.

While there are some elements of course delivery that have been curtailed or adjusted in the absence of CUPE 2424 staff - such as some labs in Science and Engineering - there are alternate methods of achieving the intended learning outcomes. Our calendar descriptions and curriculum maps specify the learning outcomes - not the pedagogical methods. It is often the case that pedagogical methods differ by faculty member and over time.

One example of this type of adaptation in the current situation is in journalism. Journalism students are completing their video journalism assignments using their smartphones rather than the department's camera equipment. The students are still learning the key elements of journalistic visual storytelling but using a different method.

For courses where a portion of the grade has been allocated to affected activities such as labs in Science, the overall lab grade will be pro-rated based on the labs completed. These adjustments will be finalized by faculty at the end of the term.

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?

**Response from the Chair:**

Scheduling and Examination Services (SES) has communicated their processes to instructors and can resend the email to anyone who did not receive it. SES will produce copies of the exams and deliver them to the exam site provided the copy of the exam is submitted before the stated deadlines as per our regular processes. All April 2018 examinations will continue as scheduled. The locations for formally scheduled exams were posted on Friday, March 16, 2018. Questions about exam locations can be emailed to [examinations@carleton.ca](mailto:examinations@carleton.ca). There is no change to the process for proctor allocation.

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?

**Response from the Chair:**

Graduation will not be affected. The bulk of graduation preparation occurs during the month of May. We have sufficient management staff in the RO and FGPA who can review audits for graduation if that becomes necessary. In the meantime, transcripts are still being produced in a timely fashion and acknowledgement emails have been sent to students who have applied to graduate. If anyone has any questions or concerns, they can email the registrar's office.

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.

Response from the Chair:

The RO continues to process paperwork arising from academic integrity violations. Investigations of violations are proceeding through the Dean's offices as usual.

Discussion: Several Senators disputed the Chair's response and indicated that, according to their Associate Deans, the Academic Integrity process in FASS is on hold and will not be processed until after the strike. Dean Clement responded that Academic Integrity cases are being processed and they are prioritizing those that require a timely response. An update will be provided at the next Senate meeting.

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 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?

Response from the Chair:

Summer registration is underway. Students are directed to email or visit the RO for questions relating to course registration. There is some processing work that needs to be done such as course overrides. The RO and the Deans are working collaboratively to ensure appropriate decisions are communicated to students through the regular channels. Response times may be longer than usual.

The Deans will work with instructors and departments on a case-by-case basis regarding minimum enrolment numbers in 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?

Response from the Chair:

At the undergraduate level, offers are continuing to be processed. However, there is a small lag in the number of offers overall compared to last year. The management team in the admission office is reviewing areas of concern and continuing to review applications and process offers of admissions.

At the graduate level, the offers are at a similar level compared to previous years overall. The Dean of FGPA is working closely with the academic units to continue to process offers of admission.

Response from VP Students and Enrolment: For Undergraduate applications from Ontario High School students, grades are in and are being assessed. Offers are continuing to be sent out.

Response from Dean of FGPA: There is little fluctuation for PhD admissions compared to last year. We are 6.5% behind in outgoing offers of admission to our domestic Masters' applicants, but we are ahead of last year on accepted offers.

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?

Response from University Librarian: 75 of the 105 staff normally employed at the MacOdrum Library are out on strike, including all of the staff assigned to Inter-Library Loans. 25 librarians along with 5 – 10 administrators are working to maintain services to students and faculty as best they can. At this time of year, the ILL receives between 100 and 200 requests per day. RACER is back on line, but the service is reduced and staff are triaging requests. Any requests that were submitted before the strike have been rolling out. Strategies to improve service for urgent requests include:

- Purchasing books via Amazon
- Referring students to the University of Ottawa
- Securing materials from Canadian sources
- Not lending materials to other libraries, to prioritize and manage workload

The Library website has been updated to reflect these changes.

Discussion:

A Senator asked if the library will be using the regular books budget for these special purchases from Amazon. The answer was yes.

A Senator asked if ARES would be affected for the upcoming Summer semester. The University Librarian responded that reserves will be operational for summer courses.



A Senator asked if Library hours would be affected by the strike, particularly during exam period. The librarian responded that the library will be open 24/7 during exam period, as usual.

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 are 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.

Response from the Chair:

There has been no impact on the processing time for transcripts. Official transcripts are being produced within 24-48 hours of a student's request through Carleton Central.

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?

Response from the Chair:

The primary role of Department of University Safety officers is to ensure the safety of everyone (staff, students, and visitors). The university continues to remind students, staff and faculty to exercise patience while passing through the picket lines.

In addition to having DUS officers monitoring picket lines on an ongoing basis, the university has hired an external security firm to provide trained, provincially certified security officers. These officers are stationed in proximity to the picket lines, and are responsible for monitoring and recording picket line activity. DUS and Ottawa Police Service are constantly reviewing picket line activity and reports and deploying staffing where and when needed. One of the concerns recently identified relates to the number of incidents reported after 6 p.m. As a result, security staffing at the picket lines has been increased from 6:00 pm to 10:00 pm to better monitor and respond to incidents.

When an incident occurs, DUS and/or the Ottawa Police Service are notified. The circumstances are reviewed, and follow-up action is taken when required. DUS checks in regularly with picket captains and campus safety officers for any concerns or issues that they might have. CCTV camera coverage of the entrances to campus is reviewed regularly to assist in ensuring the safety of all.

Discussion:

In response to a question from the floor, the VP Finance and Administration replied that there were fewer than 6 assault incidents reported.

**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?

Response from the Chair:

The university's priority is to focus on ensuring that classes continue as scheduled and that students receive support. Their success is our highest priority.

Our student service and support offices on campus remain open to provide **core** service and support to students during this difficult time. This includes the undergraduate and graduate Registrar's Offices. The Centre for Student Academic Support (CSAS) continues to provide all services including Writing Tutorial Service and Skills Development Workshops. Health and Counselling Services remains open and our family doctors, GP psychotherapists and psychiatrists continue to provide mental health services and medical care. Walk-in appointments are available each afternoon with priority given to people with urgent mental health issues on a first-come, first-served basis. Complete information regarding reduced hours of operation and service levels for offices across the university is available on the student website.

The Library returned to regular hours as of Tuesday. Plans are in place to keep the Library open 24/7 effective April 2 in order to support students throughout the exam period.

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

Reponse from the Chair:

This is a very difficult time for the Carleton community. It is unfortunate that we are in a current labour dispute. CUPE 2424 members are highly valued and respected members of the university community, by both the administration and the greater Carleton community. We are looking forward to having the CUPE2424 staff come back to work.

Our primary efforts remain the support for our students, and their success.

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

Discussion: A Senator from FASS reported that the strike is adversely affecting students and faculty in her department. A major 4<sup>th</sup> year undergraduate conference has been cancelled, a history documentary film course was cancelled, and many other events have either been cancelled or poorly attended. Some students are not having a successful term. The Chair agreed that the situation is not normal but students are being supported as much as possible. Faculty should fulfill their responsibilities to deliver their course materials. Some activities will not take place, but the core learning objectives should be covered.

Another Senator rose to echo the concern of the first Senator, asking how we define “core services.” For example, the Health & Counselling doors might be open, but are there any nurses or counsellors available to students? There have been reports of students not able to receive injections and other medical services. Counselling appointments and nursing services are cancelled according to the Health & Counselling website.

Response from VP Students & Enrolment: Appointments were cancelled. Rebooking and other options have been explored and implemented. Student may not be able to see their regular counsellors, but counsellors are available every afternoon for walk-in appointments. The website will be updated to reflect this.

Discussion:

A Senator asked for more information on the **Academic Continuity Committee**, mentioned by the Chair at the beginning of the Question Period. The Chair responded that the Academic Continuity Committee is advisory to the Provost’s office, and is not a committee of Senate. The Senator asked about the role of this committee vs. the role of Senate, and whether ensuring academic continuity is not the responsibility of Senate. The Clerk responded that Senate’s role is the academic governance of the university and the Administration has the responsibility of making that happen. The Chair confirmed that recommendations from the Academic Continuity Committee that are in the purview of Senate would be referred to Senate for decision.

Several Senators asked if external **accreditation** of programs will be an issue because of the strike. The Dean of Engineering responded that experiments and labs have been cancelled, but students are analyzing data from other sources and completing the course requirements in this way. The situation is being monitored to ensure that there will be no accreditation issues.

**Paul Menton Centre accommodations** was also a concern raised by Senators. Some instructors maintain that PMC is not updating instructors, and instructors are not receiving information about upcoming exam accommodations. There is a concern that the students needing these accommodations will not be properly supported. The VP Students & Enrolment responded that although the number of coordinators at the PMC is reduced, the accommodations for students

already enrolled should be in the system, and the PMC should be able to coordinate the exams for these students.

A Senator asked for an update on **graduate admissions**. The Dean of the Faculty of Graduate and Postdoctoral Affairs responded that they are continuing to work on and monitor admissions. As an example, they are currently 6.5% behind on outgoing offers of admission to domestic Master's applicants compared to this time last year, but 17.6% ahead on accepted offers. In response to a question regarding matching offers, the Dean responded that the Faculty of Graduate and Postdoctoral Affairs will work with graduate units to match, if deemed appropriate, competing offers from other institutions.

Another Senator noted that services are not being covered evenly from department to department. Some professors are refusing to cover duties normally assigned to a CUPE 2424 staff member. Graduate students are concerned about issues with scheduling thesis defenses.

A Senator requested that the agenda be changed to allow Other Business to be heard immediately following the Question Period.

It was **MOVED** (A. Shotwell, S. Kaussen) that the agenda be amended to move Other Business to follow immediately after Question Period, in order to consider a motion to adopt a policy on academic amnesty for students in the event of a labour disruption.

The motion required a 2/3 majority to pass.

For: 25

Against: 19

The motion was **DEFEATED**.

## 7. Administration (Clerk)

### a. Nominations to Senate and Senate Committees

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

### b. Senate Appointment to CUSA Awards Committee

It was **MOVED** (D. Russell, E. Grant) that Senate approve J. C. Wolfart as the Senate faculty member to serve on the CUSA Awards Committee.  
The motion **PASSED**.

**c. Ratification of CUCQA Nominees**

It was **MOVED** (D. Russell, L. Dyke) that Senate ratify the 2017-18 membership of the Carleton University Committee on Quality Assurance, as presented.

The motion **PASSED**.

**d. Review of Nomination Procedures for 2018-19**

The Clerk presented an outline of the procedures that Senate follows for nominating and electing members to Senate and Senate Standing Committees.

*See attached document: Senate Nominations Process.*

A Senator asked if there could be nominations from the floor, and how contested positions are decided. The Clerk responded that, according to the Academic Governance of the University, the Senate Executive Committee decides on contested positions and brings forward a single nominee to Senate for approval/ratification.

Other Senators noted that members of a Faculty are not always notified after a faculty member has been chosen to serve on Senate or a Senate Committee. The Clerk agreed to propose a procedure for this at the next meeting.

**8. Reports:**

**b. Senate Committee on Curriculum Admission and Studies Policy (SCCASP)**

The Chair of SCCASP introduced 7 motions for Senate and one item for information.

1) Revisions of R-UG-2.2. The Chair noted that the document circulated to Senators for this item has been amended. The second sentence of Section 2.2 which reads:

*The course outline must be made available to all Carleton students on or before the required date found in the schedule for The Academic Year, normally one week prior to the start of term.*

Should read as:

*The course outline must be made available to all Carleton students **registered in that course** on or before the required date found in the schedule for The Academic Year, normally one week prior to the start of term.*

It was **MOVED** (H. Nemiroff, E. Grant) that Senate approve the amendment to R-UG-2.2 for the 2018/19 Calendar as amended. The motion **PASSED**.

2) Revisions of R-UG-2.5 Deferral of Final Examinations  
This motion was WITHDRAWN.

3) BJ/BJHum program changes; update to regulations

It was **MOVED** (H. Nemiroff, W. Clement) that Senate approve the amendment to BJ/BJHum regulations for the 2018/19 Calendar as presented. The motion **PASSED**.

4) Revisions of R-UG-1.4 Withdrawal

It was **MOVED** (H. Nemiroff, E. Sloan) that Senate approve the amendment to R-UG-1.4 for the 2018/19 Calendar as presented. The motion **PASSED**.

5) Revision of Admissions requirements for B.Math

It was **MOVED** (H. Nemiroff, D. Deugo) that Senate approve the amendment to R ADM program BMath for the 2018/19 Calendar as presented. The motion **PASSED**.

## 8-Reports:

### 6) Coop regulations for B. Media Production and Design

It was **MOVED** (H. Nemiroff, A. Plourde) that Senate approve the addition of Coop regulations for BMPD for the 2018/19 Calendar as presented.

The motion **PASSED**.

### 7) Coop regulations for Computer Systems Engineering

It was **MOVED** (H. Nemiroff, S. Blanchard) that Senate approve the amendment to Coop regulations for Computer Systems Engineering for the 2018/19 Calendar as presented.

The motion **PASSED**.

8) Minor Modifications to 2018/19 Calendar were circulated to Senators for information only.

## 8-Reports (cont'd)

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

The Senate Academic Governance Committee has outlined a policy, to clarify when and how Senate can and should use electronic voting to conduct business.

It was **MOVED** (D. Russell, Z. Clayden) that Senate approve the inclusion in the Academic Governance Document the policy on electronic voting at Senate, as presented.

#### Discussion:

One Senator questioned the validity of e-votes in general, as they do not allow for debate, which should be possible for every motion. The Senator asked how debate can happen, if necessary, during

an e-vote. The Clerk responded that e-voting would only be used for routine business for which there is no anticipated discussion or debate. However, if just one Senator has a substantive objection to the e-vote and feels that debate is necessary, the vote will be stopped and the matter referred to a regular Senate meeting.

Another Senator rose to publicly thank the Clerk for his work on this and other Senate governance issues over the past term. The Clerk received a round of applause from the floor.

The motion **PASSED**.

## **9. Reports for Information:**

- a.** Academic Colleague (Jeff Smith)  
There were no questions.
- b.** Senate Executive Minutes (January 16, 2018 and February 6, 2018)  
There were no questions.
- c.** Election Process for Clerk of Senate (Senate Executive Committee)  
There were no questions.
- d.** University Committee Membership Report (UPC)  
There were no questions.

## **10. Other Business**

Senator Shotwell asked for a motion to be added to the agenda. She noted that since 1999, York University has implemented a policy of academic amnesty for students who do not wish to cross picket lines in the event of labour disruptions at university. The proposed motion would offer something similar to students at Carleton University.



Senate voted on whether to consider this motion:

For: 24

Against: 19

Since it did not achieve 2/3 majority, Senate voted not to consider the motion.

## **11. Adjournment**

The meeting was ADJOURNED at approximately 4:30 pm.

Student Members on Senate Committees

Senate Office notifies CASG or GSA of vacant positions



CASG or GSA circulate a Call for Nominations



CASG or GSA submit all complete nominations to Senate Executive



Senate Executive nominates one student per vacancy



Senate votes on a motion to ratify the nominations

## Faculty Members on Senate Committees

The Senate Office circulates a Call for Nominations to all elected Senators



The Senate Office submits all complete nominations to Senate Executive



Senate Executive nominates one member per vacancy



Senate votes on a motion to ratify the nominations

If vacancies remain



The Senate Office circulates an open Call for Nominations to all faculty members



The Senate Office submits all complete nominations to Senate Executive



Senate Executive nominates one member per vacancy



Senate votes on a motion to ratify the nominations

If vacancies remain



The Senate Office makes the Deans aware of the remaining vacancies



The Deans forward complete nominations to Senate Executive when received



Senate Executive nominates one member per vacancy



Senate votes on a motion to ratify the nominations

Elected Faculty Senators

The Senate Office circulates an open Call for Nominations to all faculty members



The Senate Office coordinates elections as required



Senate Executive receives the elections results and acclamations



Senate votes on a motion to ratify the results

If vacancies remain



The Senate Office circulates an open Call for Nominations to all faculty members



The Senate Office makes the Deans aware of the remaining vacancies



The Deans forward complete nominations to the Senate office when received



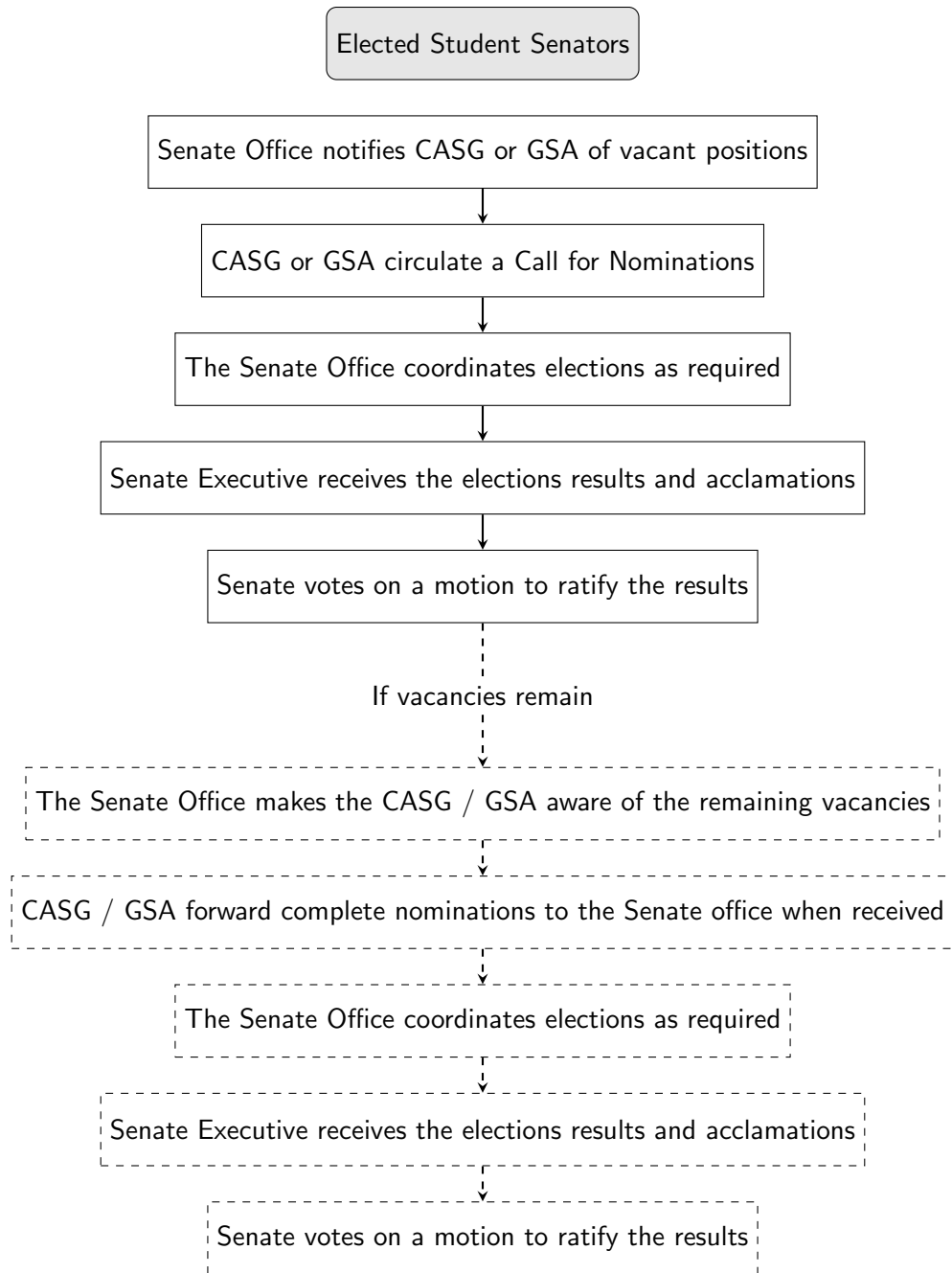
The Senate Office coordinates elections as required



Senate Executive receives the elections results and acclamations



Senate votes on a motion to ratify the results





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## Question Period Submissions

### Carleton University Senate: Meeting of May 4, 2018

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1) The Carleton Academic Student Government (CASG) held their executive elections recently. Why were only the 67 council members allowed to vote? Wouldn't it be more democratic to have the entire student population vote for these executives that have an influence over the University's academic policies?

*Attachment: 2018 CASG Executive Election Results.*

2) At the February 16th Senate meeting, the updated Honorary Degree Policy was approved. A new section regarding the rescinding of Honorary Degrees was approved, but what is the process? How does a member of Carleton, or a member of the public, put an individual's name forward to have that individual's Honorary Degree rescinded? Who will vote to rescind the degree, the Honorary Degree Committee or Senate?

3) Is there any news on the presidential search? The Presidential Search Updates website has not had an update since January 15th.

4) In light of the postponement of the original planned April Senate meeting by one week, what arrangements (if any) will be made for members of Senate who are unable to attend on May 4? For example, can members be patched in by teleconferencing (as per the apparent arrangement for the March 27 meeting of the Board of Governors)?

## Results of Carleton Academic Student Government (CASG) Executive Election 2018

From: Tuesday, March 27, 2018 1:00 AM  
To: Wednesday, March 28, 2018 11:59 PM

Number of invitees = 67  
Number of valid responses = 44  
Invitee response rate = 65.67%

### Uncontested Positions

#### 1. President – Emily Grant

Results: **Support the Candidate = 32**  
Do not Support the Candidate = 10  
Abstain = 1  
Not answered = 1

#### 2. Vice-President Internal – Matthew Pelletier

Results: **Support the Candidate = 41**  
Do not Support the Candidate = 3  
Abstain = 0

#### 3. Vice-President Academic – Karlena Koot

Results: **Support the Candidate = 36**  
Do not Support the Candidate = 6  
Abstain = 2

#### 4. Coordinator-Faculty of Public Affairs (FPA) – Zach Parkkari

Results: **Support the Candidate = 30**  
Do not Support the Candidate = 5  
Abstain = 9

## Contested Position

### 5. Vice-President Operations

Results:     **Aiden Forsyth = 32**  
              William Aaron North = 10  
              Not Answered = 2

To the best of my abilities, these results accurately count all votes cast in the 2018 CASG Executive Election. There has been no evidence of vote manipulation or any other unresolved disruption to the electronic voting system.

March 29, 2018



Donald L. Russell, PhD, FEC, PEng (NS)  
Clerk of Senate, Carleton University  
Associate Dean, Faculty of  
Engineering and Design  
Professor, Department of Mechanical  
and Aerospace Engineering



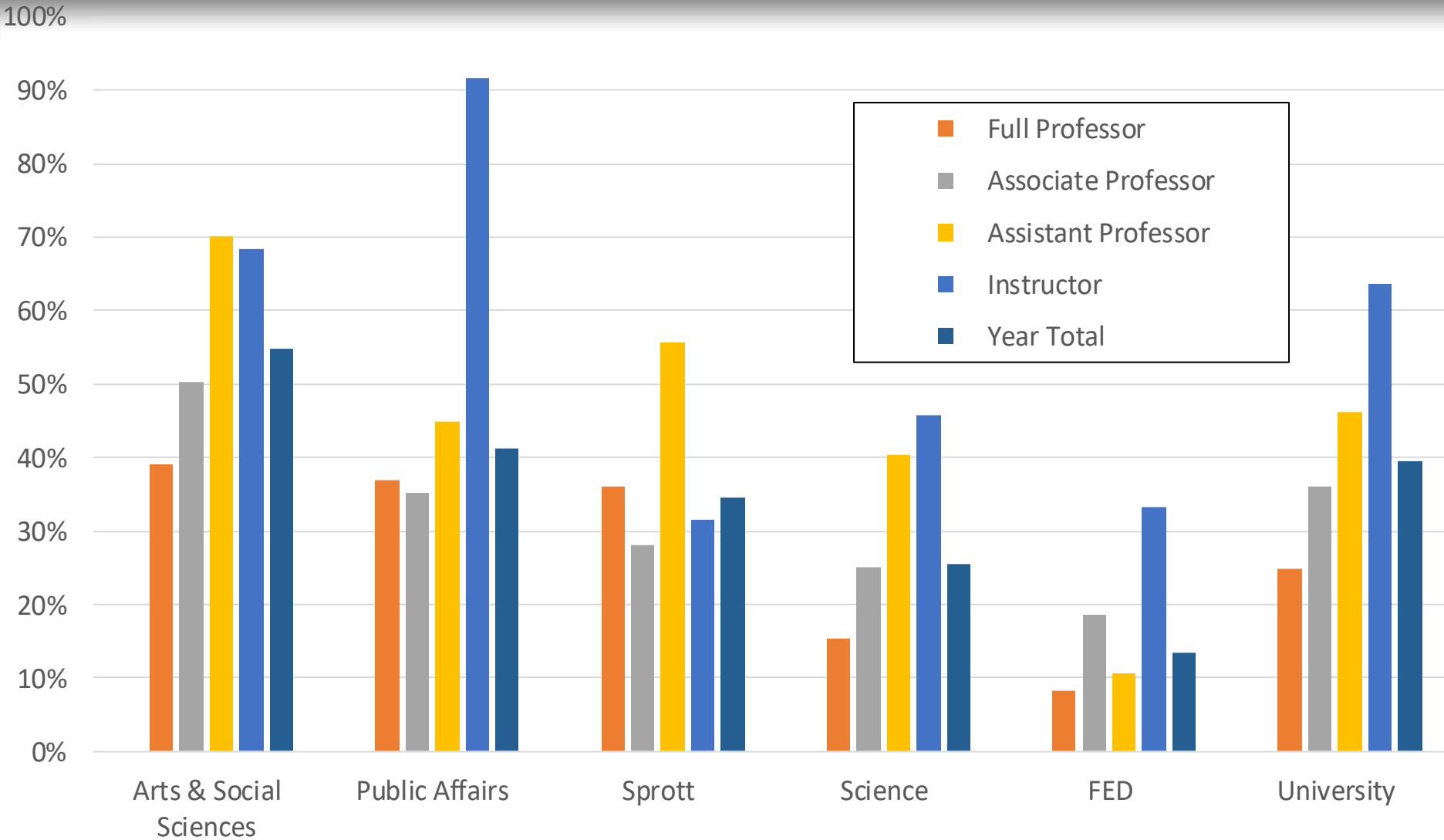


**Carleton**  
UNIVERSITY

Canada's Capital University

# **Faculty/Contract Instructors**

## **Percent Female**

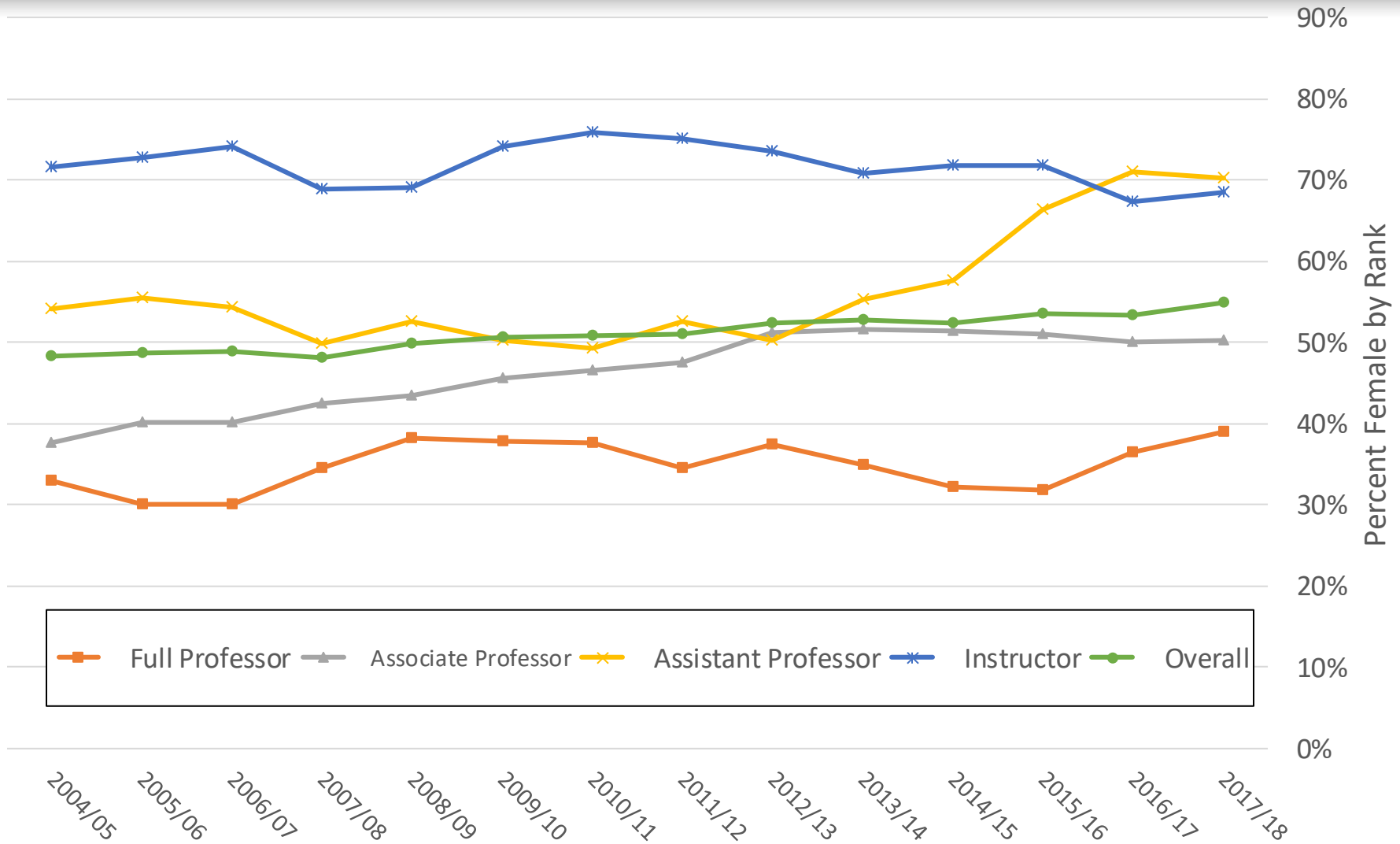


1. Positions are measured as full-time equivalent weights in each Faculty.  
Office of Institutional Research and Planning - March 2, 2018

Librarians are 83% Female.



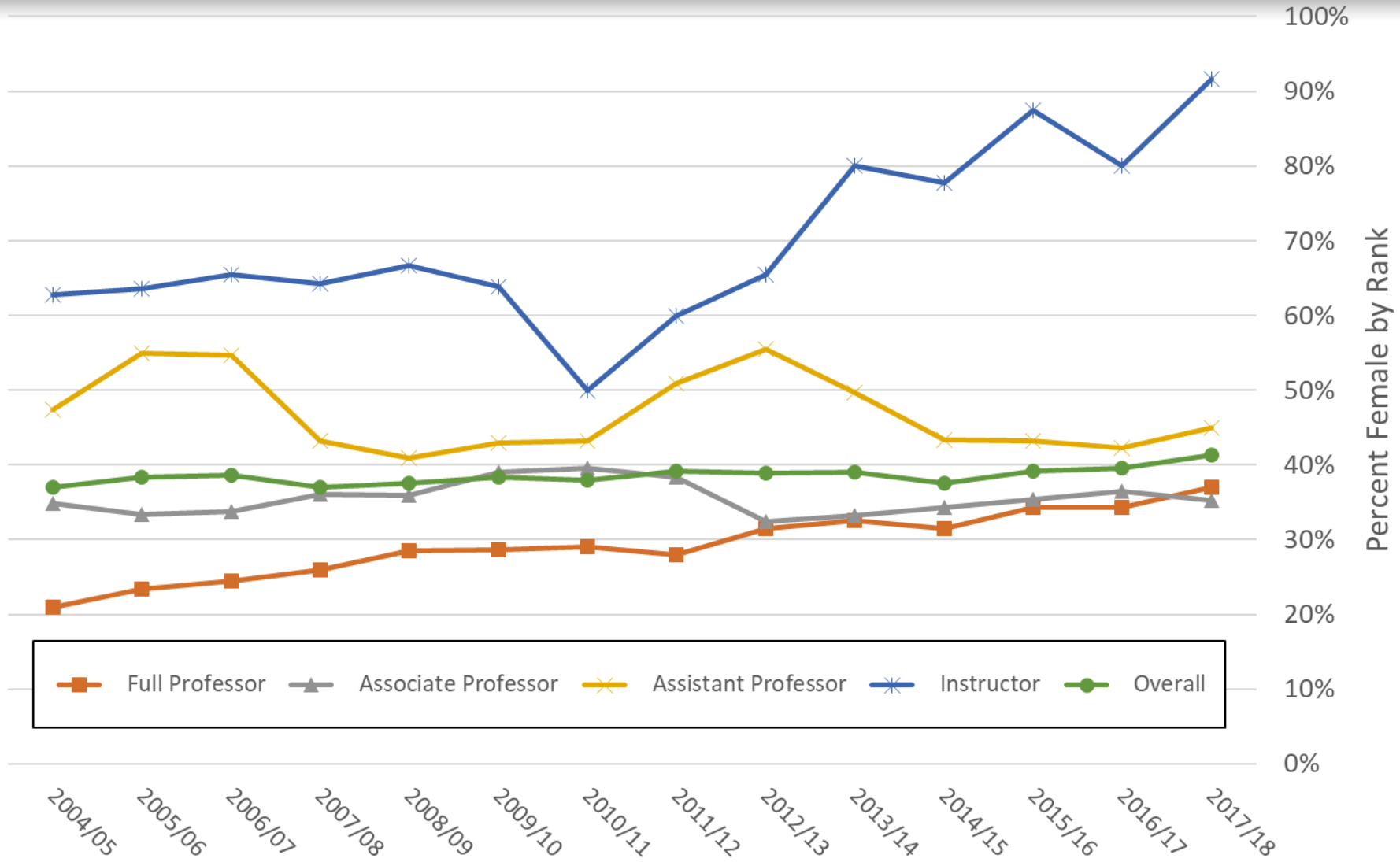
# Faculty of Arts & Social Sciences



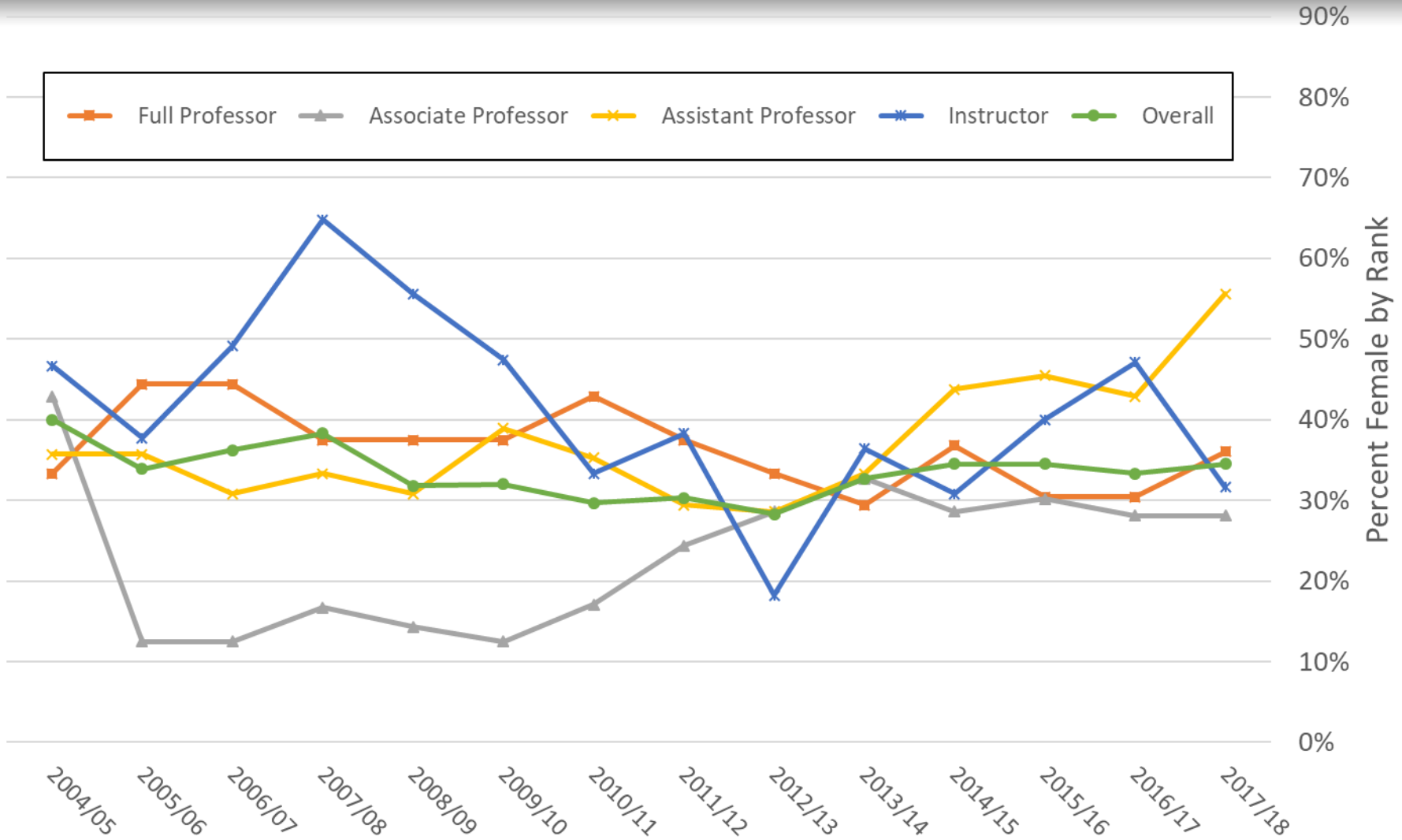
1. Positions are measured as full-time equivalent weights in each Faculty.  
Office of Institutional Research and Planning - March 2, 2018



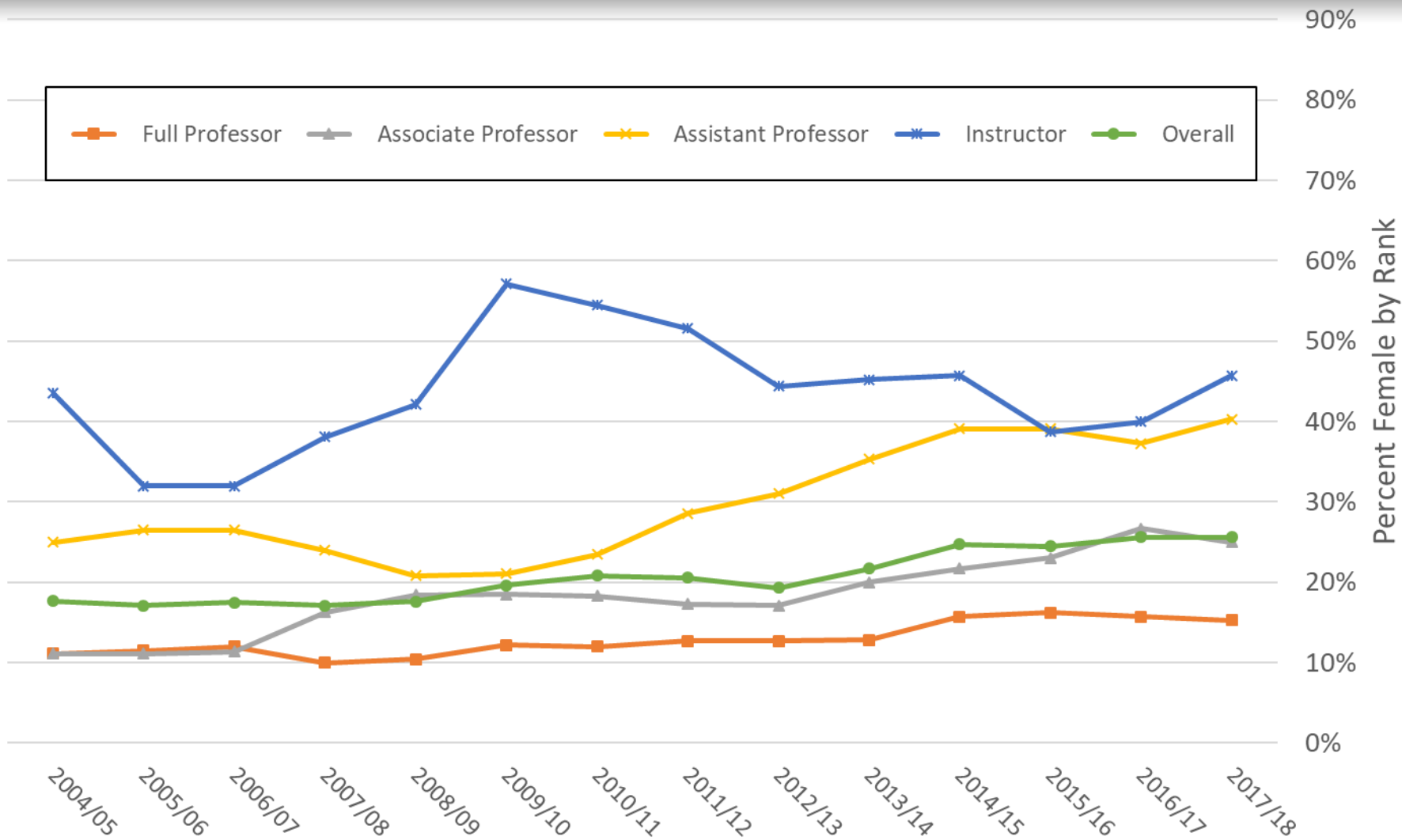
# Faculty of Public Affairs

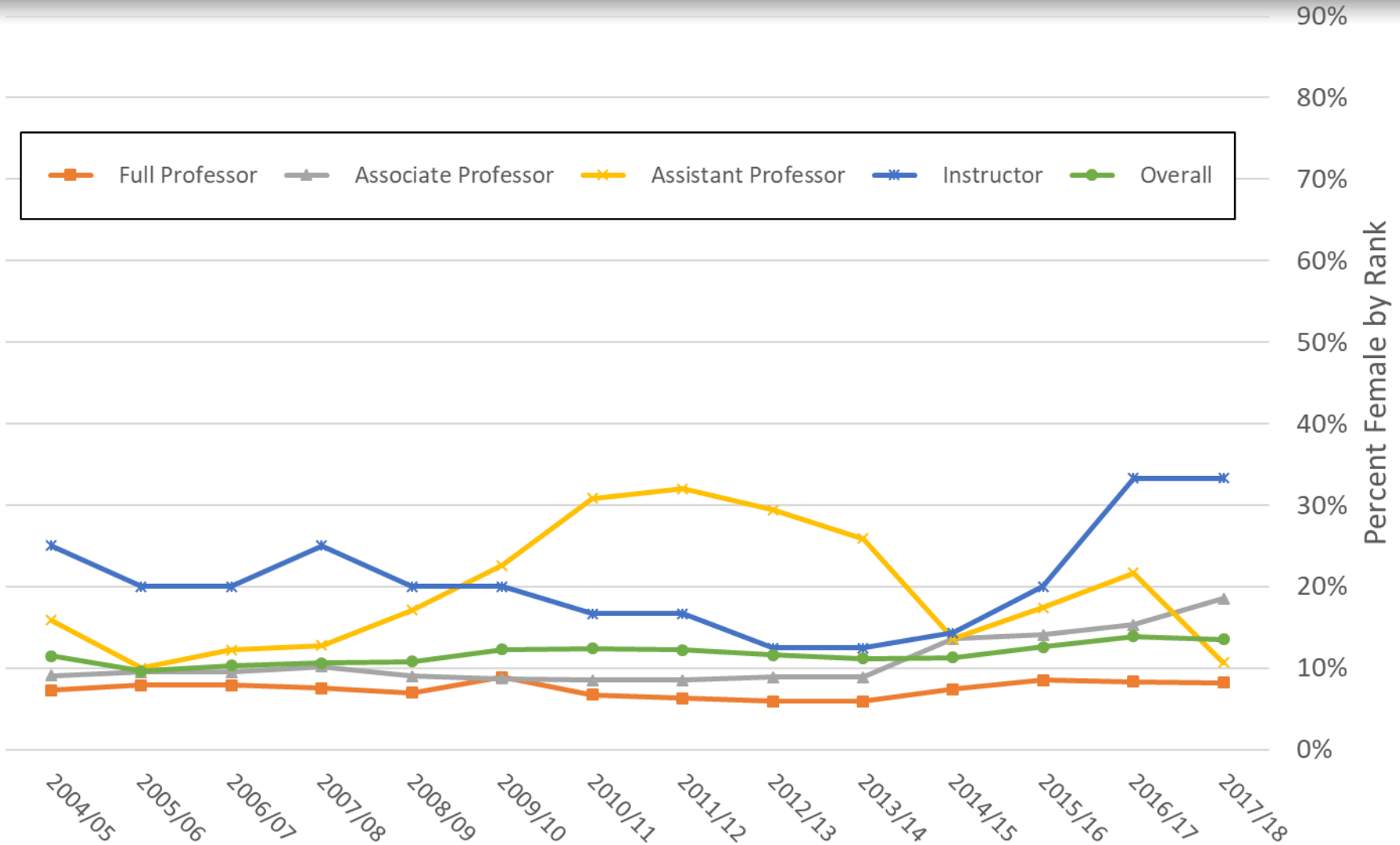


1. Positions are measured as full-time equivalent weights in each Faculty.  
Office of Institutional Research and Planning - March 2, 2018



1. Positions are measured as full-time equivalent weights in each Faculty.  
Office of Institutional Research and Planning - March 2, 2018

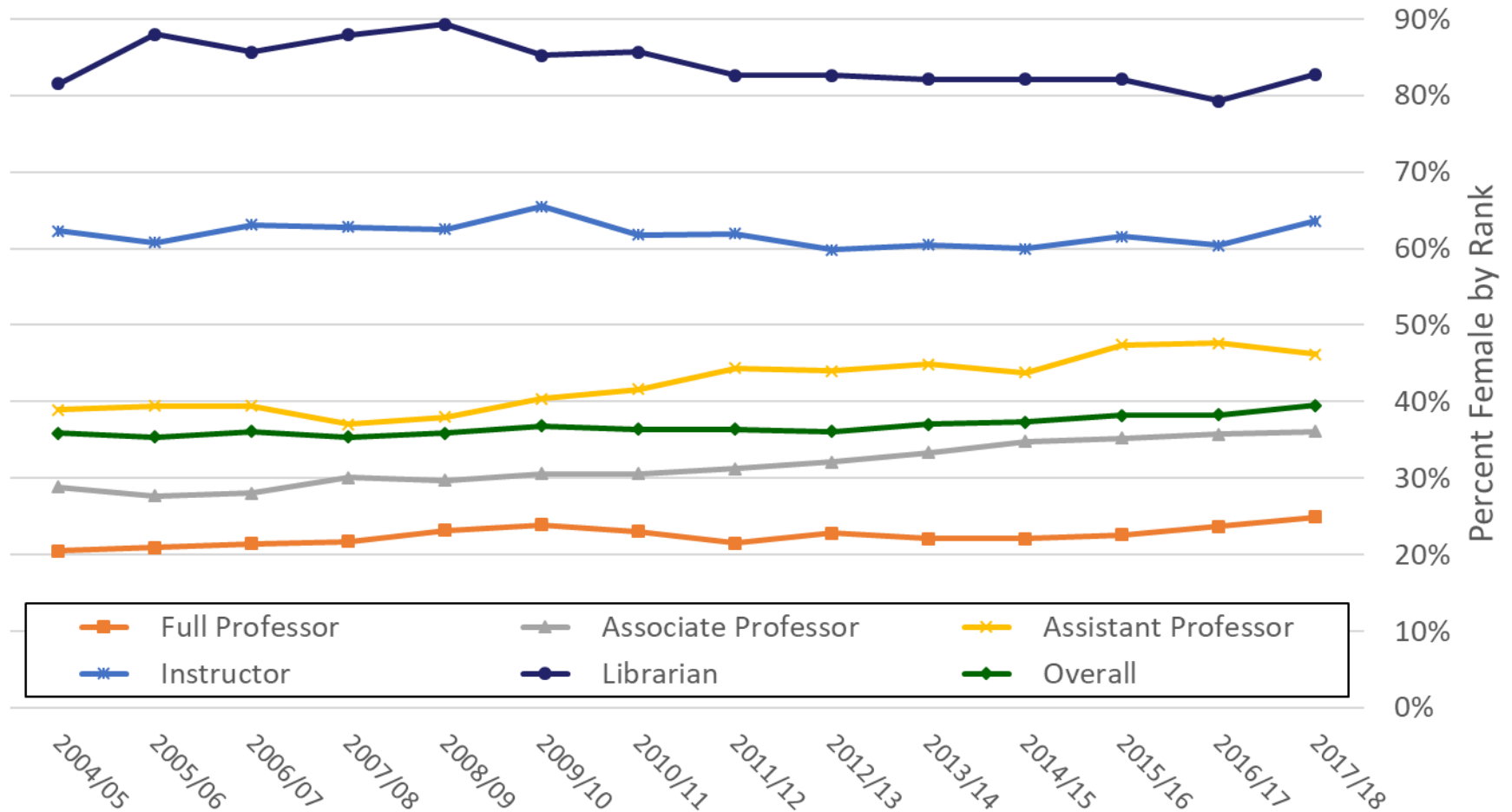




1. Positions are measured as full-time equivalent weights in each Faculty.  
Office of Institutional Research and Planning - March 2, 2018



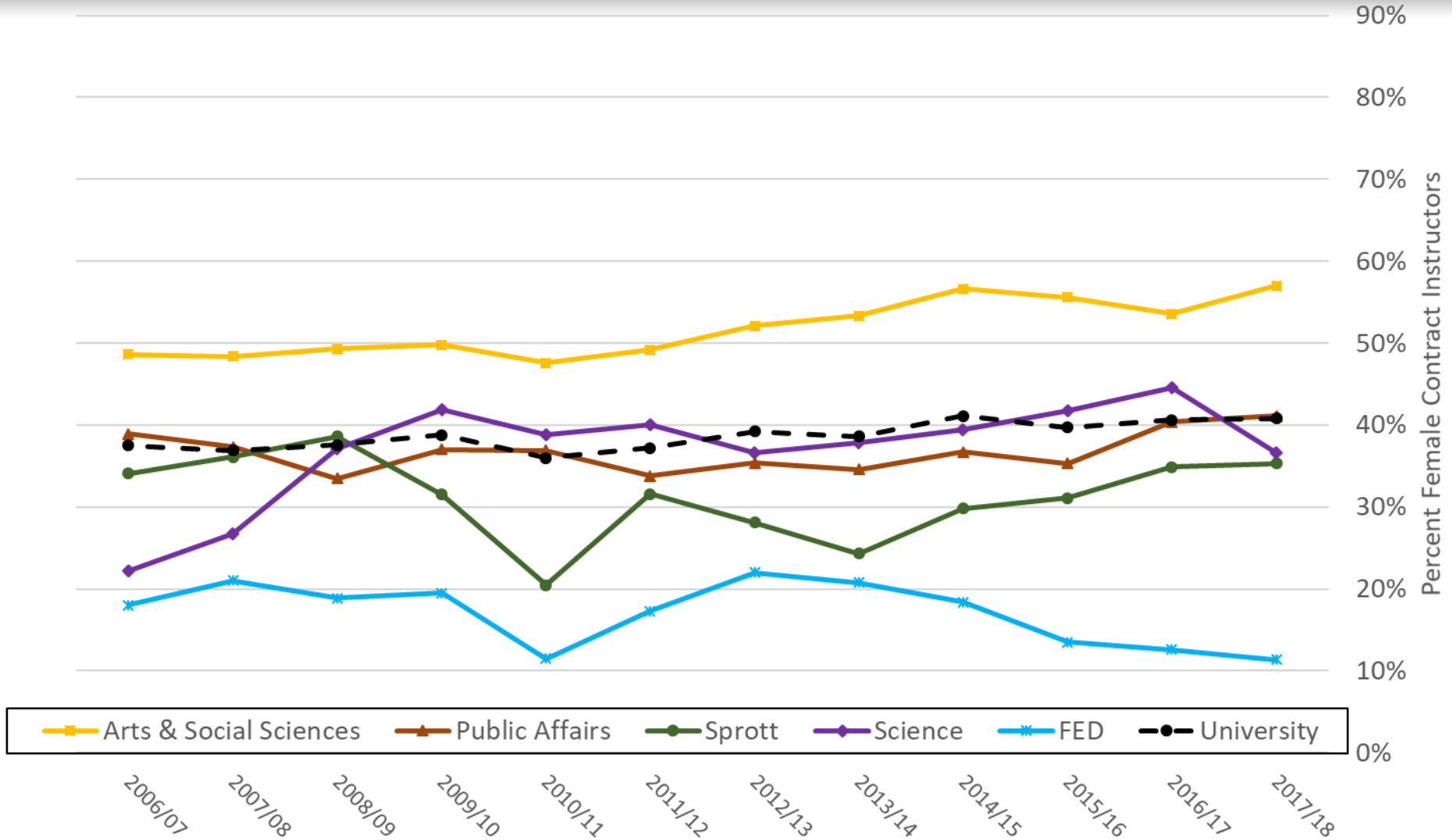
# Carleton University - Overall



1. Positions are measured as full-time equivalent weights in each Faculty.  
Office of Institutional Research and Planning - March 2, 2018



# Percent Female Contract Instructors by Faculty



1. 'Contract Instructors' count all those instructors entered in the Course Instructor system who were not, at time of measurement, regular Carleton faculty (including retired faculty).

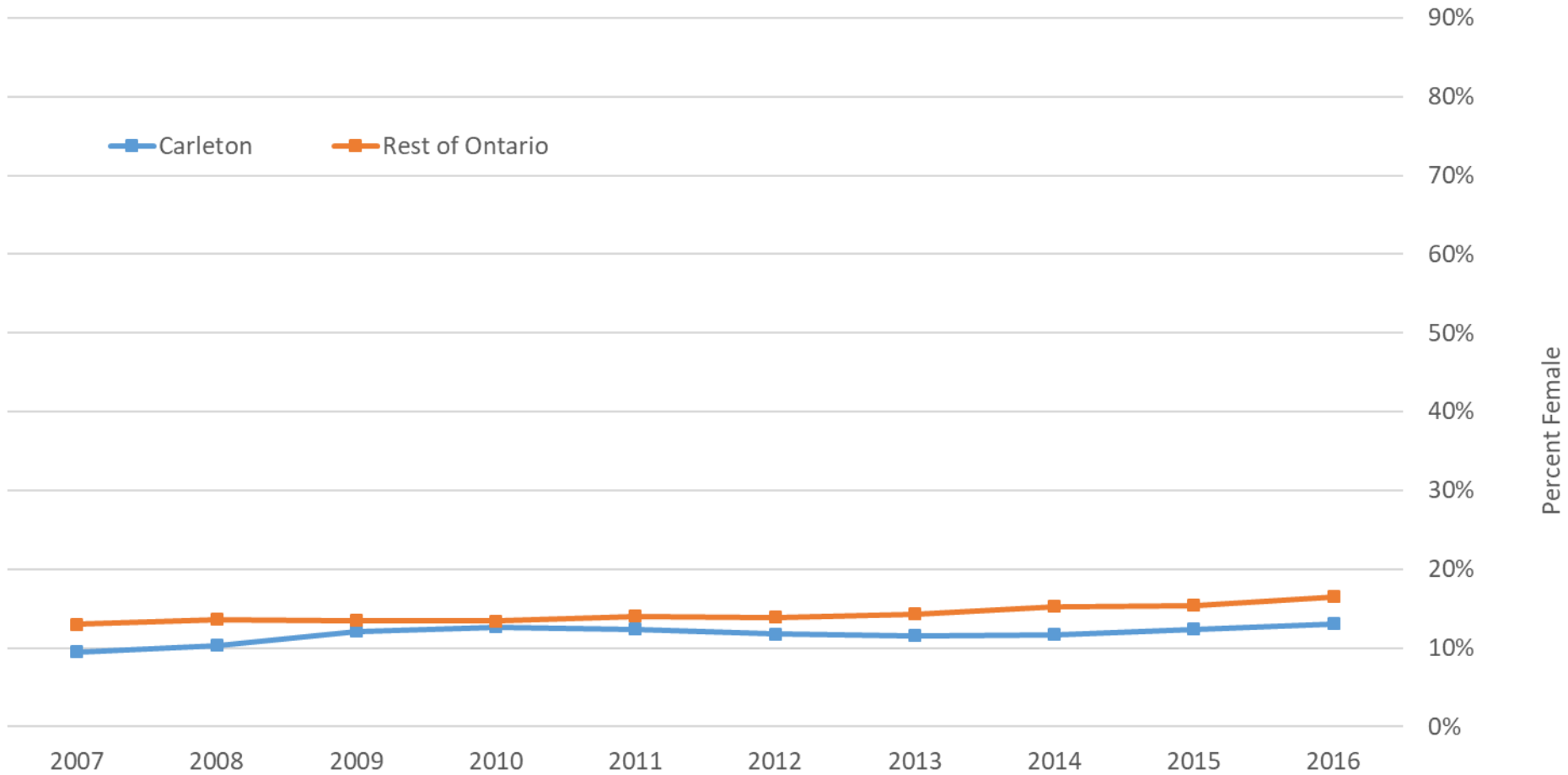
Office of Institutional Research and Planning - March 2, 2018

	2016/17		2015/16		2014/15		2013/14		2012/13	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Full Professor</b>	190	59	181	56	176	50	173	49	176	52
<b>Associate Professor</b>	247	138	248	135	244	131	244	122	246	117
<b>Assistant Lecturer/ Instructors</b>	80	73	85	76	89	69	89	72	85	67
<b>Contract Instructors</b>	36	55	34	54	37	55	37	56	38	57
<b>Contract Instructors</b>	129	158	129	172	122	162	122	141	118	148

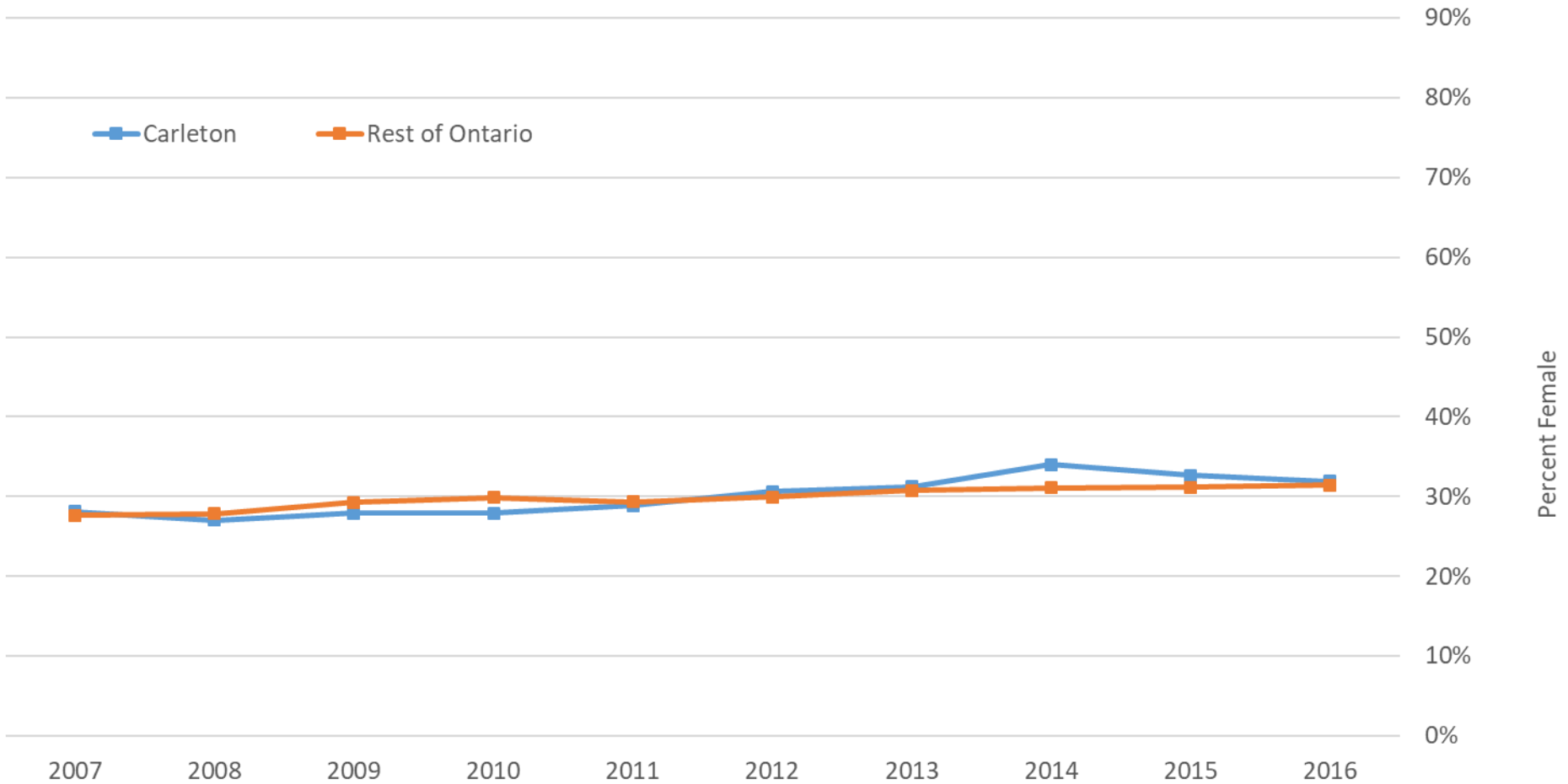
	2016/17		2015/16		2014/15		2013/14		2012/13	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Full Professor</b>	76.3%	23.7%	76.4%	23.6%	77.9%	22.1%	77.9%	22.1%	77.2%	22.8%
<b>Associate Professor</b>	64.2%	35.8%	64.8%	35.2%	65.1%	34.9%	66.7%	33.3%	67.8%	32.2%
<b>Assistant Lecturer/ Instructors</b>	52.3%	47.7%	52.8%	47.2%	56.3%	43.7%	55.3%	44.7%	55.9%	44.1%
<b>Contract Instructors</b>	39.6%	60.4%	38.6%	61.4%	40.2%	59.8%	39.8%	60.2%	40.0%	60.0%
<b>Contract Instructors</b>	44.9%	55.1%	42.9%	57.1%	43.0%	57.0%	46.4%	53.6%	44.4%	55.6%

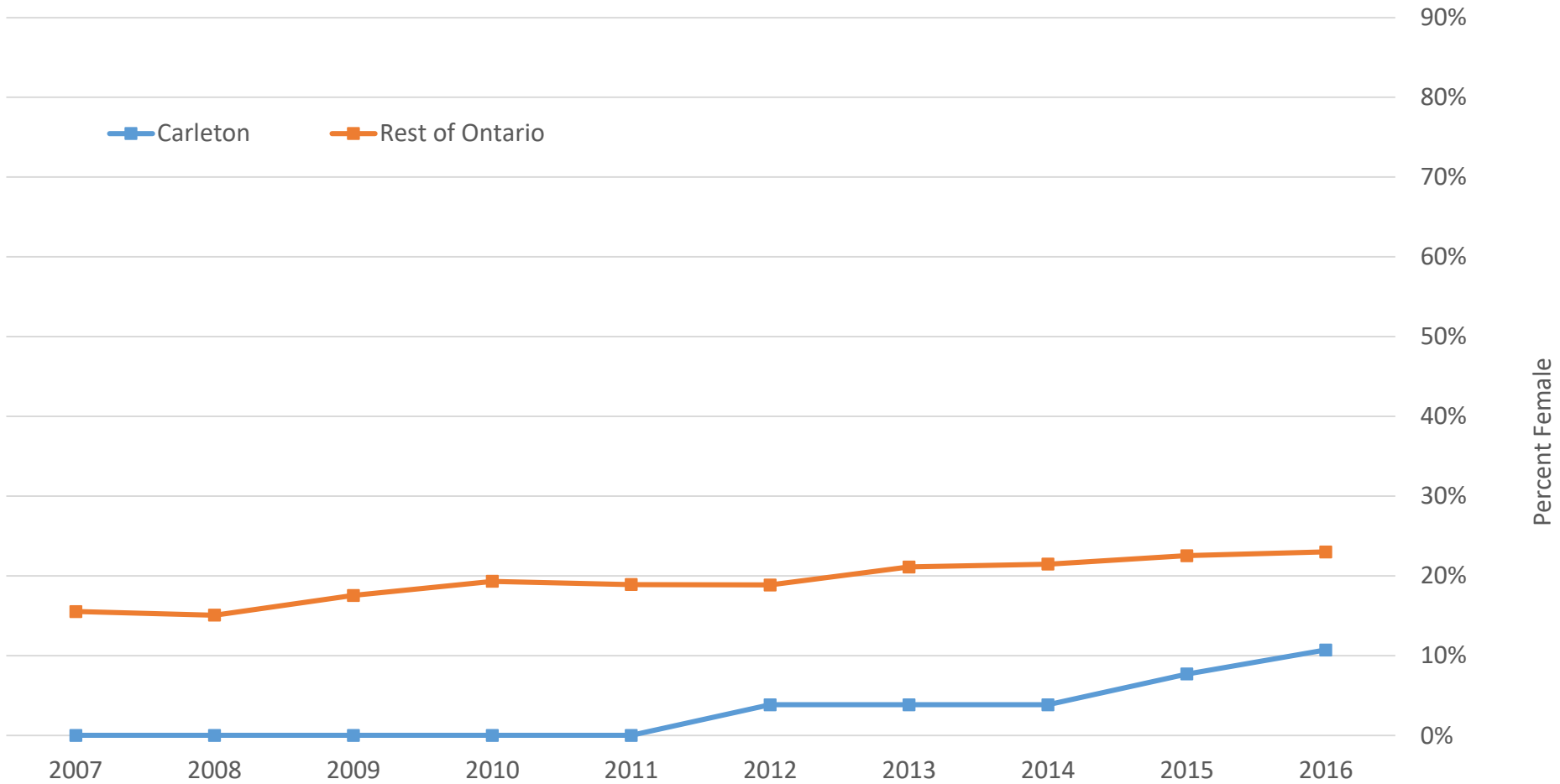


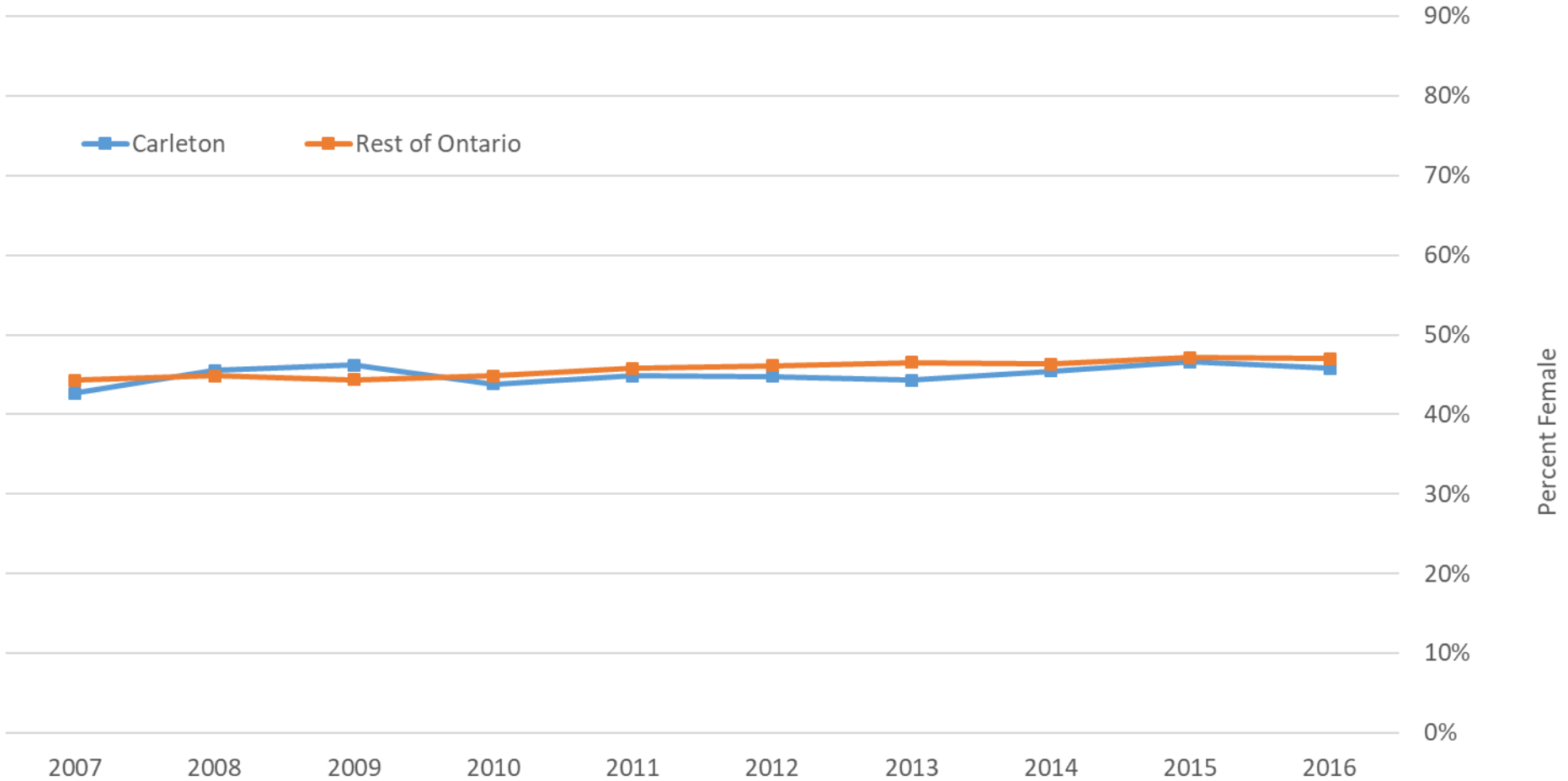
The following slides compare Carleton faculty to the rest of Ontario by major subject areas



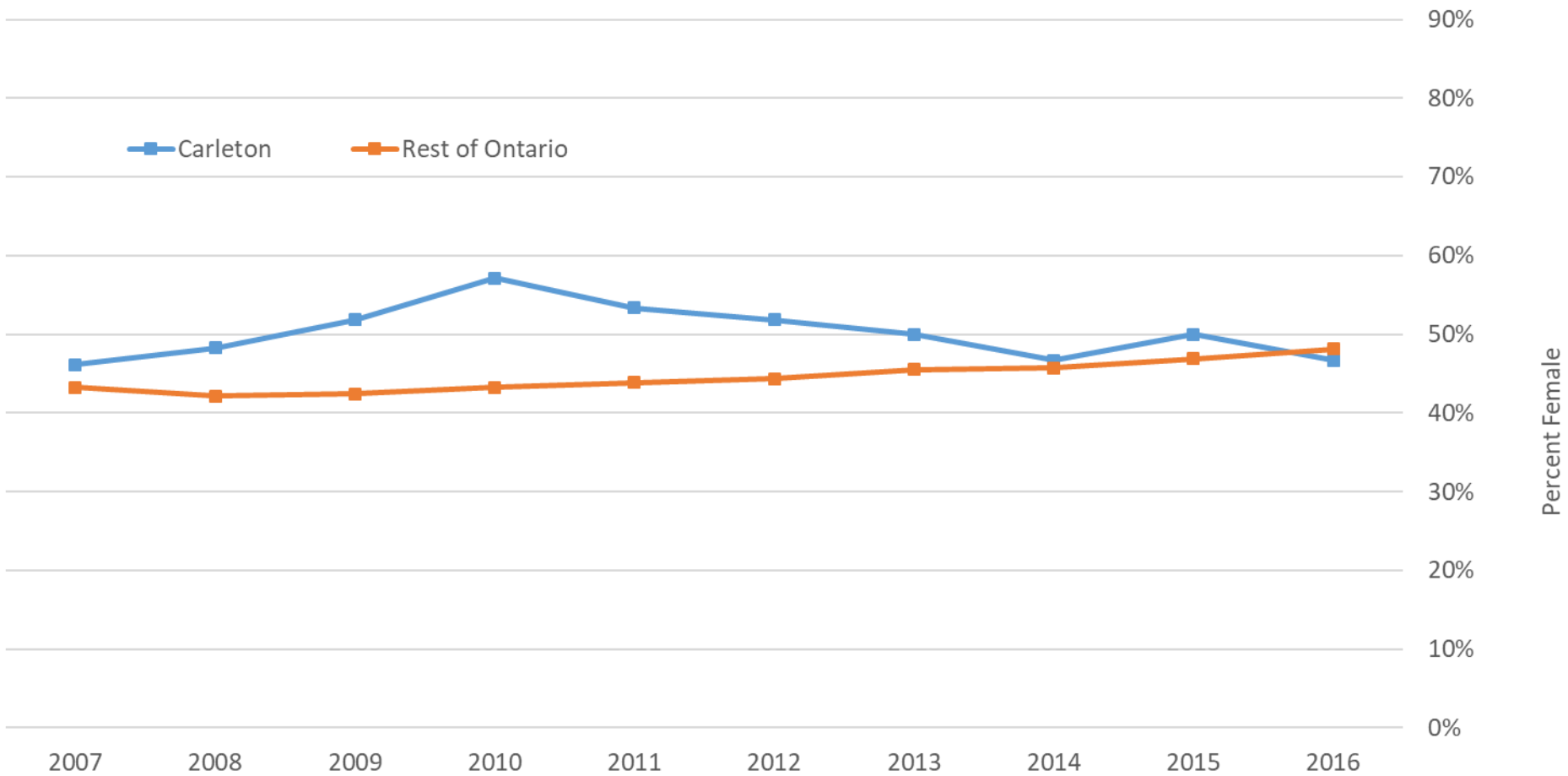
Percent Female

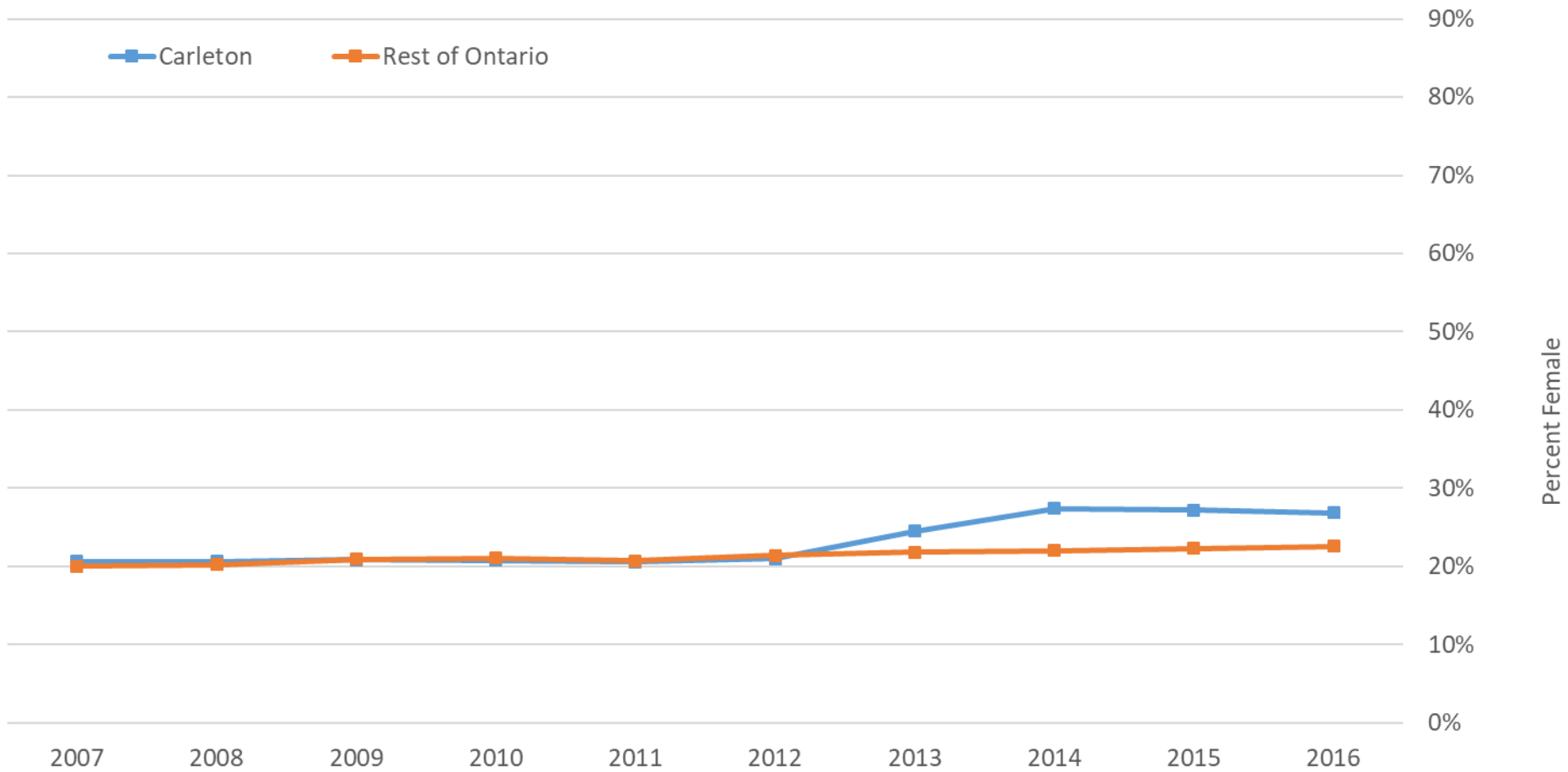


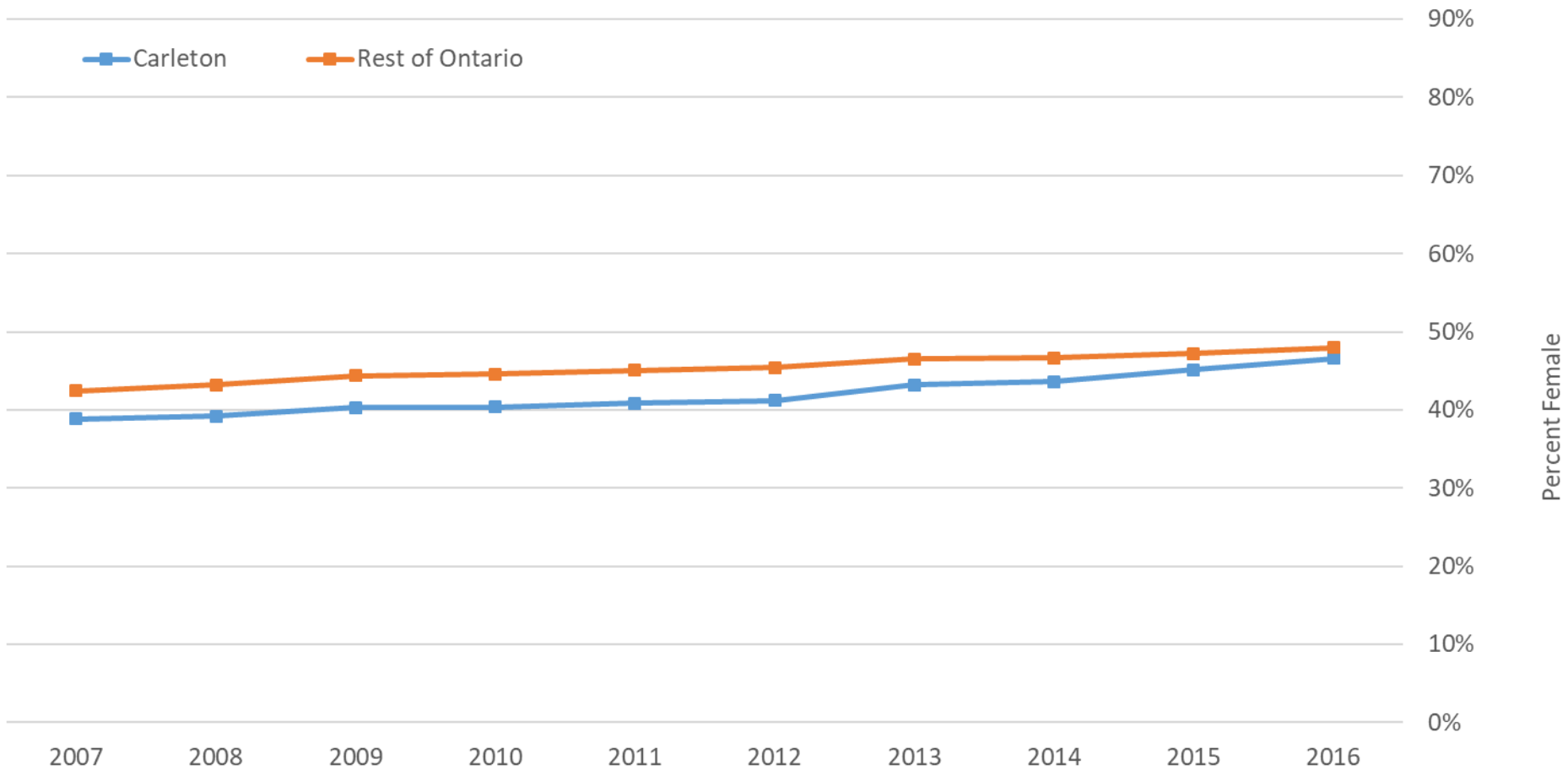


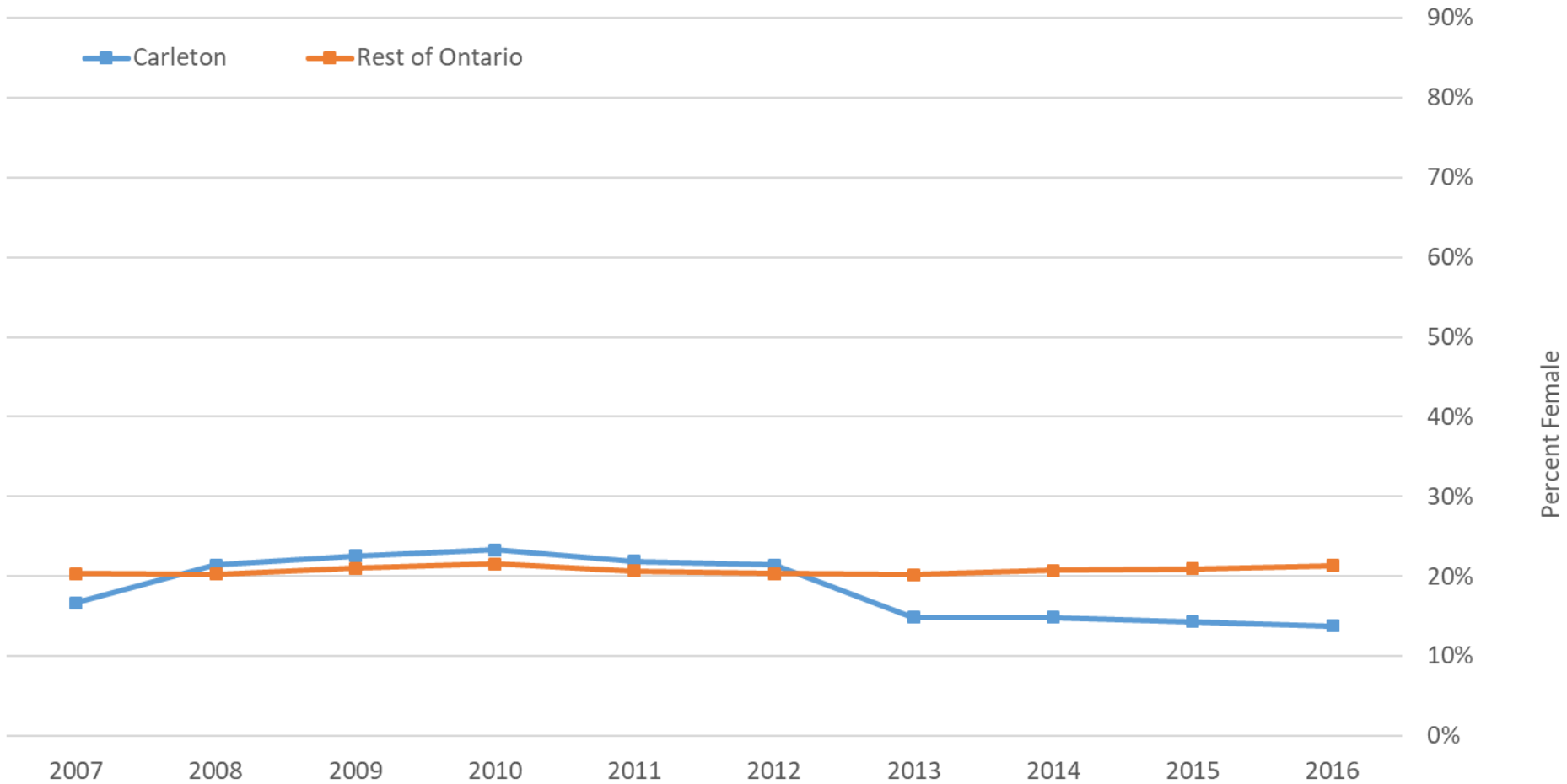




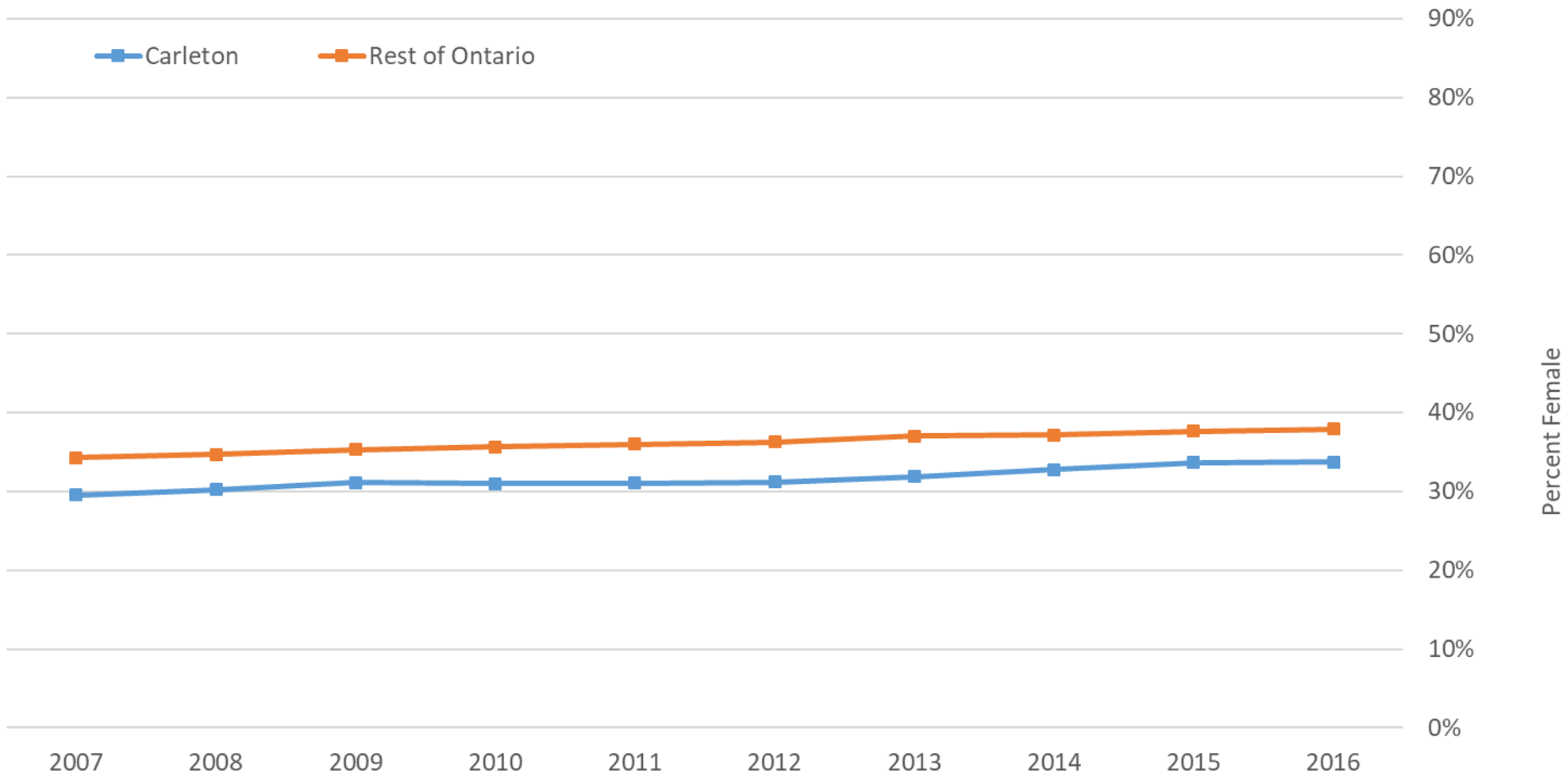








# Carleton University - Overall



**Motion for Senate from A. Shotwell**

**Subject:** Fair treatment of students in the event of a labour disruption, legal strike, or lock-out

**Date:** April 13, 2018

Whereas a labour disruption, legal strike, or lock-out at Carleton University may significantly affect students' ability to attend class, access resources, receive academic guidance, and complete academic assignments in a timely manner;

Whereas during a labour disruption, legal strike, or a lock-out it remains the obligation of Senate as the final academic authority on campus to ensure the maintenance of high academic standards and quality for all programs across the university:

Students who are unable to participate in certain academic activities during a labour disruption, legal strike, or lock-out on campus, due to either hardship or the demands of conscience, are entitled to academic accommodation in a manner consistent with existing policies on accommodation for illness or religious observance. Senate asks SCCASP to develop a formal policy governing the process of providing accommodation for students unable to participate in academic activities in the case of a labour disruption, legal strike, or lock-out while maintaining academic standards under these circumstances.

DATE: April 20, 2018

TO: Senate

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

RE: 2018-19 Calendar Curriculum Proposals  
**Undergraduate Major Modifications**

---

### **Background**

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

### **Library Reports (as required)**

In electronic communications dated March 20<sup>th</sup> & 26<sup>h</sup>, 2018 members of the Library staff, upon review of the proposals, confirmed no additional resources were required for the 2019-20 major modifications included below.

### **Documentation**

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

### **Omnibus Motion**

In order to expedite business with the multiple major modifications that are subject to Senate approval at this meeting, the following omnibus motion will be moved. Senators may wish to identify any of the following 2 major modifications that they feel warrant individual discussion that will then not be covered by the omnibus motion. Independent motions as set out below will nonetheless be written into the Senate minutes for those major modifications that Senators agree can be covered by the omnibus motion.

<b>THAT</b> Senate approve the major modifications as presented below with effect from Fall 2019.
---

### **Major Modifications**

- 1. Bachelor of Global and International Studies, Specialization and Stream in Global Religions: Identity and Community**  
CUCQA approval: April 11, 2018  
SCCASP approval: April 17, 2018

**SAPC Motion April 19, 2018**

THAT SAPC recommends to Senate the approval of the introduction of the Bachelor of Global and International Studies, Specialization and Stream in Global Religions: Identity and Community as presented with effect from Fall 2019.

**Senate Motion April 27, 2018**

**THAT** Senate approve the introduction of the Bachelor of Global and International Studies, Specialization and Stream in Global Religions: Identity and Community as presented with effect from Fall 2019.

**2. Bachelor of Science, Concentration in Biodiversity, Natural History and Conservation Science**

CUCQA approval: April 11, 2018

SCCASP approval: April 17, 2018

**SAPC Motion April 19, 2018**

THAT SAPC recommends to Senate the approval of the introduction of the Bachelor of Science, Concentration in Biodiversity, Natural History and Conservation Science as presented with effect from Fall 2019.

**Senate Motion April 27, 2018**

**THAT** Senate approve the introduction of the Bachelor of Science, Concentration in Biodiversity, Natural History and Conservation Science as presented with effect from Fall 2019.



DATE: April 20, 2018

TO: Senate

FROM: Dr. Lorraine Dyke Vice-Provost & Associate Vice-President (Academic) for Dr. Jerry Tomberlin, Acting Provost and Vice-President (Academic), and Chair, Senate Academic Program Committee

RE: Final Assessment Report and Executive Summary: Undergraduate programs in Human Rights

---

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

The request to Senate is based on a recommendation from the Senate Academic Program Committee (SAPC), which passed the following motion at its meeting of April 19, 2018:

**THAT** SAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the undergraduate programs in Human Rights.

The Final Assessment Report and Executive Summary is provided pursuant to articles 4.2.5-4.2.6 of the provincial Quality Assurance Framework and article 7.2.23 of Carleton's Institutional Quality Assurance Process (IQAP). Article 7.2.23.3 of Carleton's IQAP (passed by Senate on June 26<sup>th</sup>, 2015 and ratified by the Ontario Universities Council on Quality Assurance on September 25<sup>th</sup>, 2015) stipulates that, in approving Final Assessment Reports and Executive Summaries 'the role of SAPC and Senate is to ensure that due process has been followed and that the conclusions and recommendations contained in the Final Assessment Report and Executive Summary are reasonable in terms of the documentation on which they are based.'

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

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

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

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

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

**Senate Motion April 27, 2018**

**THAT** Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in Human Rights.

DATE: April 20, 2018

TO: Senate

FROM: Dr. Lorraine Dyke, Vice-Provost & Associate Vice-President (Academic) for Dr. Jerry Tomberlin, Acting Provost and Vice-President (Academic), and Chair, Senate Academic Program Committee

RE: Final Assessment Report and Executive Summary: Undergraduate programs in Religion

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

The request to Senate is based on a recommendation from the Senate Academic Program Committee (SAPC), which passed the following motion at its meeting of April 19, 2018:

**THAT** SAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the undergraduate programs in Religion.

The Final Assessment Report and Executive Summary is provided pursuant to articles 4.2.5-4.2.6 of the provincial Quality Assurance Framework and article 7.2.23 of Carleton's Institutional Quality Assurance Process (IQAP). Article 7.2.23.3 of Carleton's IQAP (passed by Senate on June 26<sup>th</sup>, 2015 and ratified by the Ontario Universities Council on Quality Assurance on September 25<sup>th</sup>, 2015) stipulates that, in approving Final Assessment Reports and Executive Summaries 'the role of SAPC and Senate is to ensure that due process has been followed and that the conclusions and recommendations contained in the Final Assessment Report and Executive Summary are reasonable in terms of the documentation on which they are based.'

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on the website of Carleton University's Office of the Vice-Provost and Associate Vice-President (Academic), as required by the provincial Quality Assurance Framework and Carleton's IQAP.

**Senate Motion April 27, 2018**

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



## MEMORANDUM

From the Senate Committee on  
Curriculum, Admission and Studies Policy

To: Senate  
From: Howard Nemiroff, Chair of SCCASP  
Date: May 4, 2018  
Subject: 18-19 Academic Regulations Changes

---

### For Senate approval:

1. Admissions requirements B.Science Honours Interdisciplinary Science and Practice (ISAP)

**Motion: That Senate approve Admission requirements for B. Science Honours (ISAP) for the 2018/19 Calendar as presented**

- Attachment: *TBD1374 BScH ISAP*

2. Transfers from Post-Secondary Institutions (Ontario Colleges)

**Motion: That Senate approve amendment to calendar language pertaining to Ontario College Admissions in the 2018/19 Calendar as presented.**

- Attachment: *TBD-1347 R-ADMColleges;*

3. Transfers from Post-Secondary Institutions (General Information)

**Motion: That Senate approve amendment to calendar language pertaining to General Information on transfers from Post-Secondary Institutions in the 2018/19 Calendar as presented.**

- Attachment: *TBD-1345 R-ADMGeneral*

4. 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.**

- Attachments: *R-UG-2.5 Deferred Final Examinations*

### For Information to Senate:

SCCASP has approved for inclusion in the 2018-19 calendar the Academic Year Entry revisions as listed in the attached documents: *AY fall term; AY summer term*

Date Submitted: 04/12/18 9:20 am

## Viewing: **AY-Summer : R-UG-Academic Year Summer 2019**

Last approved: 12/22/17 10:58 am

Last edit: 04/12/18 9:20 am

Last modified by: dottynwakanma

**Changes proposed by: dottynwakanma**

### In Workflow

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

### History

1. Oct 26, 2015 by Sandra Bauer (sandrabauer)
2. Nov 2, 2015 by Rebecca Hoskins (rebeccahoskins)
3. Nov 2, 2015 by Sandra Bauer (sandrabauer)
4. May 31, 2016 by Lisa Ralph (lisaralph)
5. Jun 22, 2016 by Sandra Bauer (sandrabauer)
6. Jun 29, 2016 by Sandra Bauer (sandrabauer)
7. Sep 12, 2016 by Sandra Bauer (sandrabauer)
8. Dec 12, 2016 by Sandra Bauer (sandrabauer)
9. Mar 20, 2017 by Sandra Bauer (sandrabauer)
10. Aug 30, 2017 by Sandra Bauer (sandrabauer)
11. Nov 16, 2017 by Sandra Bauer (sandrabauer)
12. Nov 16, 2017 by Sandra Bauer (sandrabauer)
13. Dec 22, 2017 by Carol Gariepy (carolgariepy)

Calendar Pages Using this Program

[The Academic Year \(Graduate and Undergraduate Studies\)](#)

Effective Date	2018-19
Workflow	majormod
Program Code	AY-Summer
Level	Undergraduate
Faculty	Not Applicable

Academic Unit                      Regulations: RO

Degree

Title                                      R-UG-Academic Year Summer 2019

## Program Requirements

### Academic Year

Date	Activity
SUMMER TERM 2019	
March 1, 2019	Last day for receipt of applications for admission to an undergraduate degree program for the summer term.
<b>April 29, 2019</b>	<b>Deadline for course outlines to be made available to students registered in the course for early and full summer courses.</b>
May 1, 2019	Last day for receipt of applications for undergraduate degree program transfers for the summer term.
May 6, 2019	Early summer and full summer classes begin.
May 10, 2019	Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in spring 2019 and must register for the summer 2019 term.
May 13, 2019	Last day for registration and course changes (including auditing) for early summer courses.
May 17, 2019	Last day for registration and course changes (including auditing) for full summer courses.
May 17- 29, 2019	Fall/winter and winter term deferred final examinations will be held.
May 20, 2019	Statutory holiday. University closed. No examinations take place.
May 24, 2019	Last day to withdraw from early summer and full summer courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.
May 31, 2019	Last day to request Formal Examination Accommodation Forms for June examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.
June 11, 2019	Last day for summative tests or examinations, or formative tests or examinations totalling more than 15% of the final grade, for early summer courses before the official examination period (see Examination Regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
June 18, 2019	Last day of early summer classes. (NOTE: full summer classes resume July 2.)
	Last day for take home examinations to be assigned, with the exception of those conforming to the Examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
	Last day for academic withdrawal from early summer courses.
	Last day for handing in term assignments, subject to any earlier course deadline.
June 19- 20, 2019	No classes or examinations take place.
June 21- 27, 2019	Final examinations in early summer courses and mid-term examinations in full summer courses may be held. Examinations are normally held all seven days of the week.
<b>June 25, 2019</b>	<b>Deadline for course outlines to be made available to students registered in the course for late summer courses.</b>

<b>Date</b>	<b>Activity</b>
June 27, 2019	All take home examinations are due on this day, with the exception of those conforming to the Examinations regulations in the Academic Regulations University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
July 1, 2019	Statutory holiday. University closed.
July 2, 2019	Late summer classes begin. Full summer classes resume.
July 9, 2019	Last day for registration and course changes (including auditing) for late summer courses.
July 19-21, 2019	Early summer term deferred final examinations to be held.
July 22, 2019	Last day to withdraw from late summer courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.
July 26, 2019	Last day to request Formal Examination Accommodation Forms for August examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.
August 1, 2019	Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.
August 5, 2019	Statutory holiday. University closed.
August 7, 2019	Last day for summative tests or examinations, or formative tests or examinations totalling more than 15% of the final grade, before the official examination period (see Examination Regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
August 14, 2019	Last day of late summer and full summer classes.  Classes follow a Monday schedule. Last day for take home examinations to be assigned, with the exception of those conforming to the Examination Regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar. Last day for academic withdrawal from late summer and full summer courses and any other courses that end this term. Last day for handing in term assignments, subject to any earlier course deadline.
August 15-16, 2019	No classes or examinations take place.
August 17-23, 2019	Final examinations in late summer and full summer courses may be held. Examinations are normally held all seven days of the week.
August 23, 2019	All take home examinations are due on this day, with the exception of those conforming to the Examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
September 13-15, 2019	Full and late summer term deferred final examinations to be held.

---

New Resources	No New Resources
Summary	The course outline entry in the calendar states The course outline must be made available to all Carleton students on or before the required date found in the schedule for The Academic Year, normally one week prior to the start of a term."
Rationale for change	As per the Course Outline entry in calendar

#### Transition/Implementation

---

Program reviewer comments





Date Submitted: 04/12/18 9:20 am

## Viewing: **AY-Fall : R-UG-Academic Year Fall 2018**

Last approved: 12/22/17 10:58 am

Last edit: 04/12/18 9:20 am

Last modified by: dottynwakanma

**Changes proposed by: dottynwakanma**

### In Workflow

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

### Approval Path

1. 04/03/18 10:42 am  
Dan Begin (danbegin):  
Rollback to Initiator

### History

1. Sep 25, 2015 by Sandra Bauer (sandrabauer)
2. Nov 2, 2015 by Rebecca Hoskins (rebeccahoskins)
3. Nov 2, 2015 by Sandra Bauer (sandrabauer)
4. Jun 22, 2016 by Sandra Bauer (sandrabauer)
5. Jun 29, 2016 by Sandra Bauer (sandrabauer)
6. Sep 12, 2016 by Sandra Bauer (sandrabauer)
7. Dec 12, 2016 by Sandra Bauer (sandrabauer)
8. Mar 20, 2017 by Sandra Bauer (sandrabauer)
9. Aug 30, 2017 by Sandra Bauer (sandrabauer)
10. Nov 16, 2017 by Sandra Bauer (sandrabauer)
11. Nov 16, 2017 by Sandra Bauer (sandrabauer)
12. Nov 16, 2017 by Sandra Bauer (sandrabauer)
13. Dec 22, 2017 by Carol Gariepy (carolgariepy)

Calendar Pages Using this Program

[The Academic Year \(Graduate and Undergraduate Studies\)](#)

Effective Date

2018-19

Workflow	majormod
Program Code	AY-Fall
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-Academic Year Fall 2018

## Program Requirements

Date	Activity	Academic Year
FALL TERM 2018		
<b>August 29, 2018</b>	<b>Deadline for course outlines to be made available to students registered in the course for fall and fall/winter term courses.</b>	
September 1, 2018	Last day for receipt of applications from potential fall (November) graduates.	
September 3, 2018	Statutory holiday. University closed.	
September 4, 2018	Academic orientation (undergraduate and graduate students).  Orientation for new Teaching Assistants. All students are expected to be on campus. Class and laboratory preparations, departmental introductions for students and other academic preparation activities will be held.	
September 5, 2018	Fall term begins. Fall and fall/winter classes begin.	
September 14- 16, 2018	Full and late summer term deferred final examinations to be held.	
September 18, 2018	Last day of registration for fall term and fall/winter courses.  Last day to change courses or sections (including auditing) for fall term and fall/winter courses. Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in fall 2018 and must register for the fall 2018 term.	
September 30, 2018	Last day to withdraw from fall term and fall/winter courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.	
October 5, 2018	December examination schedule (fall term final and fall/winter mid-terms) available online.	
October 8, 2018	Statutory holiday. University closed.	
October 15, 2018	Last day for receipt of applications for admission to an undergraduate degree program for the winter term from applicants whose documents originate from outside Canada or the United States.	
October 22-26, 2018	Fall break, no classes.	
November 9, 2018	Last day to request Formal Examination Accommodation Forms for December examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.	
November 15, 2018	Last day for receipt of applications for admission to an undergraduate degree program for the winter term.	

Date	Activity
November 23, 2018	Last day for summative tests or examinations or formative tests or examinations totalling more than 15% of the final grade before the official examination period (see examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
December 1, 2018	Last day for receipt of applications from potential winter (February) graduates.
December 7, 2018	Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.
December 7, 2018	Fall term ends.
December 8, 2018	Last day of fall term classes. Classes follow a Monday schedule.
December 9-21, 2018	Last day for take home examinations to be assigned, with the exception of those conforming to the examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
December 21, 2018	Last day for academic withdrawal from fall term courses.
December 21, 2018	Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall term courses.
December 21, 2018	Last day for receipt of applications for undergraduate degree program transfers for winter term.
December 8, 2018	No classes or examinations take place.
December 9-21, 2018	Final examinations in fall term courses and mid-term examinations in fall/winter courses may be held.
December 21, 2018	Examinations are normally held all seven days of the week.
December 21, 2018	All take home examinations are due on this day, with the exception of those conforming to the examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
December 24, 2018	<b>Deadline for course outlines to be made available to students registered in the course for winter term courses.</b>
December 25 through January 1, 2019 inclusive	University closed.

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New Resources	No New Resources
Summary	The course outline entry in the calendar states "The course outline must be made available to all Carleton students on or before the required date found in the schedule for The Academic Year, normally one week prior to the start of a term."
Rationale for change	As per the Course Outline entry in calendar

#### Transition/Implementation

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Program reviewer comments **danbegin (04/03/18 10:42 am):** Rollback: Rolling back for further editing.

*MEMORANDUM*  
from the Clerk of Senate



**TO:** Senate  
**FROM:** D. Russell, Clerk of Senate  
**DATE:** April 26, 2018  
**SUBJECT:** Student Membership on Senate

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Currently, the Academic Governance of the University (AGU) document specifies the distribution of student senators by explicitly listing programs:

**3.3.2. Students** The membership of Senate includes students to be elected as follows:

- i.** Three members from and elected by the students in Bachelor of Humanities, Bachelor of Music and Bachelor of Arts in disciplines of the Faculty of Arts and Social Sciences;
- ii.** Three members from and elected by the students in Bachelor of Journalism, Bachelor of Social Work, Bachelor of Public Affairs and Policy Management and Bachelor of Arts in disciplines of the Faculty of Public Affairs
- iii.** One member from and elected by the students in Bachelor of Commerce and Bachelor of International Business;
- iv.** Two members from and elected by the students in Bachelor of Engineering, Bachelor of Architectural Studies, Bachelor of Industrial Design, and Bachelor of Information Technology
- v.** One member from and elected by the students in Bachelor of Science, Bachelor of Mathematics, and Bachelor of Computer Science;
- vi.** Three members from and elected by the students in all graduate degree programs with at least one of these members being a doctoral student.

**Note:** Students in combined BA Honours with constituent disciplines in both FASS and FPA may choose to represent either constituency (i) or (ii).

This language is now out of date and prevents students in many new programs from participating. The Senate Governance Committee recommends modifying the AGU (see attached as there are several changes to the document associated with this) to remove the detailed distribution of student senators between programs from the AGU and allow the distribution to be modified by Senate. Modification of the AGU requires Board approval in addition to Senate approval. SAGC

is also recommending that Senate expand the number of students who can vote and participate by including students in all programs and not just degree programs. For example, students in CTESL or a Post-Baccalaureate Diploma would be included.

In addition, SAGC is recommending that the appendices to the document be removed to make it clear that Senate can modify the terms of reference for Senate Committees without requiring Board approval.

**Motion:** THAT Senate approve the attached modifications to the Academic Governance of the University document.



# ACADEMIC GOVERNANCE OF THE UNIVERSITY

A joint policy of the Board of Governors and the  
Senate of Carleton University

# Academic Governance of the University

A joint policy of the Board of Governors and the Senate of Carleton University

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### Approval and Revision History

Approved by Senate on January 30, 2009

Approved by the Board of Governors on March 26, 2009

Revised by Senate on April 29, 2011

Revisions approved by the Board of Governors on June 21, 2011

Revised by Senate on March 30, 2012

Revisions approved by the Board of Governors on April 30, 2012

Revisions approved by the Board of Governors on November 24, 2012

Revisions approved by the Board of Governors on December 2, 2014

Revisions approved by the Board of Governors on November 24, 2015 (592<sup>nd</sup> meeting)



## Article 1. Governance Structure

Carleton University is governed by a bicameral system that is established by the Carleton University Act, a statute of the Province of Ontario. The two bodies are the Board of Governors (the senior body) and the Senate. In general terms, the Board of Governors is the corporate head of the university while Senate, subject to Bylaws as may be passed by the Board from time to time, is the academic head. This policy document is concerned with the academic governance structure of the university. It begins with the organization of Senate.

## Article 2. Authority

### 2.1. The Carleton University Act

The following extracts from the Carleton University Act pertain to Senate. [For more information contact the University Secretariate.](#)

*From the Carleton University Act...*

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.
  - (d) The establishment and maintenance of a non-sectarian college with University powers, having its seat in or about the City of Ottawa. 1952, c.117, s.3; 1957, c.130, s.1....
21. (1) There shall be a Senate of the University consisting of such persons chosen in such a manner and at such times as are determined by Bylaw, provided that at least one-half the total number of persons comprising the Senate shall be elected by the Faculty Boards of the University from the members of the Faculty Boards, in such manner as such Bylaws may specify.
- (2) No person shall be ineligible to be a member of a Faculty Board or of the Senate or of the Board of Governors by reason only of his being under twenty-one years of age, and no act of any such bodies of the University shall be invalid by reason only of a member or members of such bodies being under twenty-one years of age. 1968-69, c.145, s.2.

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22. Unless otherwise determined by Bylaw of the Board, the Senate shall,
- (a) Consider and determine all courses of study, including requirements for admission;
  - (b) Recommend the establishment of additional faculties, schools, departments, chairs, or courses of instruction in the University;
  - (c) Receive and consider recommendations respecting academic matters from the Faculty Boards of the University;
  - (d) Conduct examinations and appoint examiners;
  - (e) Grant degrees and honorary degrees, and diplomas;
  - (f) Award University scholarships, medals and prizes;
  - (g) Make rules and regulations respecting the conduct and activities of the students of the University;
  - (h) Publish the University calendars;
  - (i) Make such recommendations as may be deemed proper for achieving the objects and purposes of the University.

## 2.2. The Bylaws of the Board of Governors

The Board of Governors has delegated authority to Senate in certain areas through its bylaws. The following Articles add detail and specification in these areas but do not take precedence over the bylaws of the Board.

### **Article 3. Composition of Senate**

#### 3.1. Overall Structure

The composition of Senate is specified in Article III Bylaw 3.1 of the Board. Senate may at any time recommend, to the Board, changes to the composition of Senate.

There are up to 86 members of Senate distributed as 23 *ex officio* members, 40 elected members of faculty, 13 elected student members, 2 Contract Instructors, 4 representatives of the Board of Governors and up to 4 special appointments.

#### 3.2. *Ex Officio* members

The Chancellor;  
The President and Vice-Chancellor;  
The Clerk;  
The Provost & Vice-President (Academic);  
The Vice-President (Finance and Administration);  
The Vice-President (Research and International);  
The Dean of Graduate and Postdoctoral Affairs  
The Vice-Provost and Associate Vice-President (Academic)  
The Vice-President (Students and Enrolment) and University Registrar  
The Dean of Arts and Social Sciences;  
The Dean of Public Affairs;

The Dean of the Sprott School of Business;  
The Dean of Science;  
The Dean of Engineering and Design;  
The Director of the Azrieli School of Architecture and Urbanism;  
The Director of the School of Computer Science;  
The Director of the School of Industrial Design;  
The Director of the School of Information Technology;  
The University Librarian;  
The President of the Carleton University Students' Association;  
The President of the Graduate Students' Association;  
The President of the Carleton Academic Student Government;  
The Vice-President (Academic) of the Graduate Students' Association

### 3.3. Elected members

#### 3.3.1. Faculty

The membership of Senate includes forty members of the teaching staff who are members of the Faculty Boards of: Arts and Social Sciences, Public Affairs, Sprott School of Business, Science, Engineering, Architecture, Computer Science, Industrial Design and Information Technology.

Such members shall be elected by their respective Faculty Boards; and of the forty, the numbers from each Faculty Board shall be as determined, from time-to-time, by Senate, following the principles that, as nearly as possible, the distribution shall be proportional to the number of faculty members serving on each Faculty Board (including those on leave) and that each Faculty Board has at least one elected faculty representative on Senate.

The elected faculty members of Senate include the Secretaries of the Faculty Boards (as described in Section 11.4) who have, in turn, been elected by their Faculty Boards.

#### 3.3.2. Students [\(13 members\)](#)

[The membership of Senate includes ten \(10\) students who are registered in an undergraduate program and three \(3\) students who are registered in a graduate program. Such members shall be elected by the students in the respective programs; and the distribution of students between programs shall be as determined, from time-to-time, by Senate, following the principles that, as nearly as possible, the distribution shall be proportional to the number of students registered in each program and that at least one \(1\) of those members is a doctoral student. At least seven \(7\) of the ten \(10\) undergraduate students must be registered in a degree program.](#)

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### 3.3.3 Contract Instructors

The membership of Senate includes two members of the teaching staff who are Contract Instructors. A Contract Instructor is an employee hired to teach a course approved for credit by Senate, excluding:

- (a) retired academic staff and professional librarians who, prior to their retirement, had an academic position at Carleton University.

Such members shall be elected by Contract Instructors teaching at least 0.5 credits in the academic year (July 1 to June 30) in which the election takes place.

### 3.4. Board of Governors Representatives on Senate

The Board appoints four of its members to serve as representatives on Senate. At any meeting of Senate only two of these representatives are allowed to vote.

### 3.5. Special Appointments

The Board may also make up to four special appointments to Senate of persons who have been nominated by the Senate Executive and recommended by Senate to the Board of Governors for special appointment to Senate. Senate may also enact such regulations, as it may deem necessary, concerning these special appointments. The typical examples of special appointments are: the Academic Colleague [as defined in Article 9.8(ii)] and representatives of the Alumni Association.

## **Article 4. Membership**

- 4.1. Members of the Senate, in their function as members of this body, do not act as delegates of the bodies or constituencies from which they were drawn; rather, as members, all must endeavour to serve the interest of the entire University to the best of their ability; and all must observe the policies and practices of the body on which they serve with respect to the disclosure of its proceedings.
- 4.2. Members of Senate are free to discuss matters brought before the Senate and express opinions on these matters with persons outside the Senate unless the Senate has declared the same matters to be confidential.
- 4.3. Terms of Office
  - 4.3.1. *Ex officio* members serve on Senate for the term of their office. Elected student members serve for terms of one year, and are eligible for re-election. The term on Senate for elected faculty and appointed members is three years, and such members are eligible for re-election. Senate may also recommend that the term of a Special Appointment coincide with the incumbent's term in a particular position.

The term limit on Senate for elected contract instructors is three years, and such members are eligible for re-election. To serve the full term, contract instructors must continue to teach at least 0.5 credits at Carleton for each academic year (July 1- June 30) they serve on Senate.

4.3.2. Senate elects two of its faculty members to serve three-year terms on the Board of Governors. Senators, who serve in this capacity, shall have their Senate term extended to be coterminous with their Board term.

4.3.3. Undergraduate student members of the Senate shall have their term at the departmental (and Faculty Board) level extended to expire at the same time as their term on the Senate. A student senator who has his or her term at the departmental (and Faculty Board) level extended, under this rule, is in addition to those students who are elected to the governance positions at the departmental level in accordance with Article 12.2.

4.3.4. The terms of office, as Senators, of the student Presidents begin on May 1<sup>st</sup> or as soon as possible after this date subject to completion of the associations' election processes. Other elected and appointed members of Senate begin their terms on July 1.

#### 4.4. Eligibility and Elections

4.4.1. Senate is empowered to pass such regulations as it may, from time to time, consider appropriate prescribing procedures for nominating, qualifications of voters and candidates, and elections, and for the final determination of any dispute or question of qualification, eligibility and constituency of voters and candidates, and of validity of ballots or votes.

4.4.2. All members of faculty are eligible to serve on Senate.

4.4.3. To be eligible for elected service on Senate, students must have been previously elected to a governance position under this policy at the faculty or department level. An exception is made for students who have completed an undergraduate degree. These students are eligible as candidates for student positions on Senate after they have accepted an offer of admission to a Carleton program. The student is expected to have previous experience in a governance position at Carleton or another university and is eligible to serve only after registration.

4.4.4. To be eligible for elected service on Senate, Contract Instructors must have taught at least 1.5 credits in the past two years and be teaching at least 0.5 credits at Carleton in each academic year (July 1- June 30) in which they serve on Senate.

4.4.5. A Senator taking sabbatical (or other) leave must relinquish her or his Senate membership. On returning from leave, the faculty member, wishing to serve on Senate, must stand for a new three-year term.

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4.5.6. Any full-time faculty member who is not formally a member of a Faculty Board that has the power to elect Senators is, for purposes of election of members to the Senate, considered a member of the most appropriate Faculty Board. Cross-representatives from one faculty to another do not participate in elections from the latter faculty to the Senate.

4.6.7. *Ex officio* and special appointment members of Senate are not eligible for elected positions during the period they occupy their *ex officio* or appointed positions.

4.6.8. If a vacancy in an elected position occurs on Senate and the remaining term is four months or less, the position will be left vacant until the next academic year. Except in the case of elected student Senators, if more than four months remain, a by-election will be held to fill the position and the elected member will serve for the remainder of the academic year plus an additional three-year term. In the case of elected student Senators, if a vacancy occurs and more than four months remain, a by-election will be held to fill the position and the elected member will serve for the remainder of the academic year.

#### 4.7. Attendance

Any elected member of Senate who, without having given prior notification and not being prevented by circumstances beyond his/her control in each instance, is absent from two-thirds or more of the meetings of the Senate in any period from the first day of July to the thirtieth day of June following in any year shall be conclusively deemed to have retired from the Senate at the end of that period, and an entry of such retirement in the minutes of the proceedings of Senate shall be sufficient evidence thereof.

#### 4.8. Minimum Academic Requirements for Student Participation

To be eligible to serve as a student member of Senate or on a Senate Committee, students must meet the following requirements. If any of these requirements is not satisfied during the term of service, the student must resign from this position.

##### 4.8.1. Undergraduate Students

1. Be registered at the University as a student in an undergraduate program;
2. Be registered in at least one course in each of the Fall and Winter Terms in the academic year when they were elected and during their period of service;
3. Have completed successfully at least 4.0 credits prior to service; and
4. Maintain the academic status of Good Standing throughout their period of service.

For Requirement 4, the academic status of the student will be assessed at the start of each academic term during service using the Senate-approved regulations for Academic Performance Evaluation for the student's program.

##### 4.8.1. Graduate Students

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1. Be registered as a degree student in a graduate program during the period of service;
2. Be actively engaged in pursuit of this degree during each term of service or, if on academic leave from studies, still able to fulfill the obligations of service.

## **Article 5. Senate Procedures**

### 5.1. Chair

The President serves as Chair of Senate. In the absence of the President, the Provost serves as Chair. If both the President and the Provost are absent, then Senate will elect one of its members to serve as Chair.

### 5.2. Meetings

5.2.1. The meetings of Senate are conducted under the Senate Rules of Order – [contact the Senate Office for more information.](#)

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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 the request, to the Clerk, of at least 10 members of Senate. Senate Executive may call a meeting with short notice when an issue arises that requires a timely response.

5.2.3. Senate may declare all or any portion of a meeting to be a Closed Session. In particular, all meetings that deal with graduation or with individual student files are held in Closed Session. Only members of Senate and Officers of the University may remain in the meeting room during a Closed Session.

5.2.4. A Question Period is required at the beginning of each Senate meeting, and up to one-half hour of the Senate meeting is devoted to it. Questions should be in writing and be submitted to the Senate Office prior to the Senate meeting to permit preparation of an answer and to ensure proper recording in the minutes.

5.2.5. Following the customary procedure of elected parliamentary bodies, Senate sets aside space at its meetings for spectators from the Carleton University community and representatives of the news media. Senate has the right to make exceptions to this provision and decisions to that effect shall be made at an open meeting of Senate.

5.2.6. Quorum for a meeting of Senate is 25% of the membership of Senate at the time of the meeting.

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

5.2.8 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. For an electronic poll of members of Senate to be valid, there must be a response from 25% of the membership of Senate at the time of the poll.

### 5.3. Communication and Records

#### 5.3.1. Agendas and Minutes

Once approved by Senate Executive, the agenda and supporting documentation for each Senate meeting are made available to all members of Senate approximately one week prior to the meeting.

After approval by Senate, the minutes of each Senate meeting are posted at the Senate Website. Original copies of all minutes and documentation are available in the Senate Office (for the last ten years) and the University Archives (earlier years), and complete sets are available in the Carleton University Corporate Archives.

#### 5.3.2. Communication

The standard mode of communication between the Senate Office and senators is via electronic mail. Canonical e-mail addresses are used for on-campus members of Senate and external members provide an e-mail address that the office uses for communication.

## **Article 6. Clerk of Senate and Senate Office**

### 6.1. Clerk – Term of Office

The Clerk of Senate shall be a full-time tenured faculty member, serve for a term of three years and be eligible for re-election.

### 6.2. Clerk – Responsibilities



The Clerk of Senate shall:

- (a) Manage the affairs of Senate
- (b) Serve as Marshal of Convocation
- (c) Serve as Secretary of the General Faculty Board
- (d) Serve as Senate Electoral Officer
- (e) Manage Senate Committees memberships

Annually, with the approval of Senate, the Clerk may designate a full-time, tenured faculty member to act as Marshall of Convocation.

### 6.3. Senate Office

There is a Senate Office with responsibility for:

- (a) Managing the affairs of the Senate
- (b) Maintaining the records of Senate, Senate Executive, Tenure Appeal Committee and Honorary Degrees
- (c) Coordinating Convocation

## **Article 7. Senate Executive Committee**

### 7.1. Responsibilities

The Executive's duties are to:

- a. Arrange the agenda and plan the forthcoming business of Senate;
- b. Nominate members for Senate committees, Special appointments to Senate, the Clerk of Senate and Senate representatives as required;
- c. Approve Honorary degree candidates in special circumstances;
- d. Approve late, or early, graduates, rescind degrees and make post-graduation changes to student's records;
- e. Undertake other tasks as assigned by Senate.

In addition, Senate annually, at the last regular meeting of the academic year, empowers the Executive to act for Senate on urgent items of regular business during the months of 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) shall be given to all members of Senate who may attend and vote. Any actions under this authority are reported to Senate at its next meeting.

### 7.2. Composition

Senate Executive consists of:

- The President and Vice-Chancellor (as Chair);
- The Provost and Vice-President (Academic);
- The Clerk of Senate;
- Three members of faculty, elected from and by Senate; and
- Two students (one undergraduate and one graduate), elected from and by Senate.

The term of a member of Senate Executive is coterminous with her or his term on Senate.

**Article 8. General Faculty Board**

- 8.1 The General Faculty Board is a Committee of Senate. The role of the General Faculty Board is to provide a forum for discussion of issues of urgent and general concern to the whole Carleton academic community.
- 8.2 The membership of the General Faculty Board consists of all members of other Faculty Boards. The Clerk of Senate serves as Secretary of the General Faculty Board.
- 8.3 A meeting of the General Faculty Board can be called either by the President or by a petition from at least 25 members of the General Faculty Board. The petition is submitted to the Senate Office and must state the matter to be raised at the meeting.
- 8.4 The Secretary of the General Faculty Board will arrange the meeting as soon as possible, and in any case the notice of the meeting will be sent out within seven days and the meeting itself will occur within 21 days of the receipt of the petition.
- 8.5 The Secretary will call the meeting to order. The first item of business will be the election of a chair from among the members of the General Faculty Board.
- 8.6 The General Faculty Board may pass motions making recommendations for action by Senate. As well, an account of the proceedings of the General Faculty Board will be transmitted to Senate as a report to be appended to the Senate minutes.

**Article 9. Senate Committees and Representatives**

9.1. Introduction

In addition to the Executive, a number of standing and ad hoc committees of Senate exist. Senate is also required to appoint representatives to the Board of Governors and various joint committees, advisory committees, search committees and panels.

The composition of Senate Committees should represent the capacity, interests and energy of members appointed, but should not be based on a rigid representation from different areas of the University.

As far as possible, Senate committees are expected to delegate administrative matters to administrative officers and concern themselves primarily with matters of policy.

9.2. Nomination and election procedures

It is the responsibility of the Senate Executive to nominate faculty and students members for Senate committees, Advisory Committees and Senate representatives. These nominations are then forwarded to Senate for ratification.

The Executive reviews the composition of the standing Senate committees annually in the spring, with a view to nominating, in May, a revised list of membership for the following academic year, beginning on 1 July.

First, all elected members of Senate will be canvassed each year about their interest in serving on Committees. Additional nominations to fill subsequent vacancies are derived from the advice of members of Senate Executive, current committee chairs and others. Senate Executive decides on the final nomination slate in all cases.

Senate committees may include members of faculty, students and members of the non-academic staff. In special cases, non-university members may be included. Nominations must clearly state the status and affiliation of the nominee.

As a general rule, new members of faculty are not nominated to Senate committees during their first year of appointment to the University. Similarly, as a general rule, students in their first year of study at Carleton are not nominated to Senate committees. A student may serve on a Senate Committee without having been previously elected to a governance position under this policy.

In order to be closely associated with Senate, a faculty member nominated for Chair of a Senate Committee should, whenever possible, be a member of Senate. Committee Chairs do not usually remain in office as chairs for more than three years.

The term of office on Committees is three years for faculty and non-academic staff, and one year for students. Committee members are eligible for re-election.

### 9.3. Committee Procedures

All members of Senate Committees, including secretaries, have the right to vote.

Chairs of Committees will be asked by the Clerk to report by a certain date every year any committee activity that has not already been reported to Senate, and to bring forward, at that time, any proposals their Committees may have for changes to their composition and/or terms of reference. When the report comes to Senate, the Committee Chair is asked to be present in order to introduce and defend the Committee's proposals.

The attendance of deputies for members of Senate Committees, and their voting power, are left to the individual committee Chair's discretion.

Observers and interested parties are normally allowed to attend Senate Committee and Advisory Committee meetings. However, questions of openness and publicity of Committee meetings are left to each Committee to decide.

Attendance: Any member of a Senate Committee, other than an *ex-officio* member, who is absent without prior stated cause from more than two successive committee meetings or more than half of the meetings in an academic year may be deemed to have relinquished the appointment. On receipt of a minute to that effect by the Clerk of Senate, the Senate Executive shall be informed that a vacancy exists.

#### 9.4. Student Participation

At the level of Senate Committees, as a guideline, any matters referring to academic review of particular student files or cases are not proper subjects for student participation. If a Senate Committee wishes to exclude student members from discussions of matters other than academic review of student files, it must receive approval from the Senate before including it in the Committee's terms of reference.

#### 9.5. Standing Committees

The Standing Committees of Senate are:

Senate Executive

Senate Academic [Program](#) Committee  
Senate Committee on Curriculum, Admissions and Studies Policy  
Senate Committee on Student Awards  
Senate Committee on Medals and Prizes  
Senate Honorary Degrees Committee

Senate Library Committee  
Senate Educational Equity Committee  
Senate Review Committee  
Senate Academic Governance Committee

Senate Undergraduate Studies Committee  
Student Academic Integrity Appeal Committee  
Student Academic Accommodations Appeal Committee  
Senate Graduate Student Appeal Committee

The terms of reference and composition of these Committees are [available from the Senate Office](#).

#### 9.6. Faculty Boards

The Faculty Boards are an important element of the governance structure of the university and are mentioned in the Carleton University Act (see Section 0). While maintaining extensive autonomy, these Boards are creatures of, and report to, Senate. Each Faculty Board serves as the plenary academic organ of the Faculty or School to which it belongs. The role of Faculty Boards is expanded in Article 11 below.

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9.7. Advisory Committees

Senate selects some or all of the members for the following Advisory Committees:

- Athletics Board
- Bookstore Advisory Committee
- Animal Care Committee
- Technology, Society, Environment Committee
- Ombuds Advisory Committee

9.8. Representatives

- (i) Senate elects two representatives to serve on the Board of Governors for three-year terms. Those eligible for election are the faculty members of Senate including elected, special appointment and *ex officio* members.
- (ii) Senate elects a faculty member, not necessarily a member of Senate, to serve as the Academic Colleague of the President at meetings of the Council of Ontario Universities (COU). The Academic Colleague makes regular reports to Senate on the activities of COU. Senate also elects an additional faculty member to serve as alternate to the Academic Colleague. If the Academic Colleague is not a member of Senate then he or she may be appointed as a Special Appointment.

**Article 10. Senate Policies**

10.1 Senate may establish policies with scope within its mandate. As policies are established from time to time they are [made available on](#) the Senate website.

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**Deleted:** (iii) Under the terms of the Collective Agreement with the Carleton University Academic Staff Association, Senate appoints, through nomination and election, eight full professors to the University Promotion Committee. These representatives are chosen in a distribution that matches the distribution of faculty amongst the Faculties and need not be members of Senate. .

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## Article 11. Faculty Boards

### 11.1. Existence and Constitutions

The Faculty Boards are an essential part of the governance structure of the University. Each serves as a forum for discussion and decision on academic concerns related to the students and programs within its scope. The Faculty Boards are as follows:

<b>Faculty Board</b>	<b>Degrees</b>	<b>Administrative Unit</b>
Graduate Faculty Board	All graduate degrees and certificates	Faculty of Graduate Studies and Research
Arts and Social Science Faculty Board	BA (jointly), BHum, BMus, , CTESL	Faculty of Arts and Social Science
Public Affairs Faculty Board	BA (jointly), BJ, BSW, BPAPM, CPSS	Faculty of Public Affairs
Business Faculty Board	BCom, BIB	Sprott School of Business
Science Faculty Board	BSc, BMath	Faculty of Science
Engineering Faculty Board	BEng	Faculty of Engineering and Design
Computer Science Faculty Board	BCS	School of Computer Science
Architecture Faculty Board	BAS	School of Architecture
Industrial Design Faculty Board	BID	School of Industrial Design
Information Technology Faculty Board	BIT	School of Information Technology

Subject to the provision of any Bylaw in this respect, passed from time to time by the Board of Governors, Senate approves the existence and basic structure of each Faculty Board. In some cases the faculty boards have agreed on formal constitutions appropriate to their individual circumstances. Senate approves these constitutions and any substantial revision thereof.

### 11.2. Responsibilities

Though each Faculty Board operates with autonomy in pursuit of the objectives and purposes of the University, certain responsibilities are assigned to all Faculty Boards. These include consideration of and making recommendations to Senate on:

- (a) New and revised academic degrees, programs and courses;
- (b) New or revised academic regulations;
- (c) The awarding of degrees, certificates and diplomas within its scope;
- (d) The establishment, deletion, renaming or reorganization of academic units responsible for the delivery of academic programs.

### 11.3. Composition of the Faculty Boards

Note that the following are minimum requirements and Faculty Boards may establish supplementary membership rules for themselves. More information about the Faculty Boards is [available from the Senate Office](#).

Each of the undergraduate Faculty boards shall consist of:

- (a) The following persons '*ex officio*':
  - (i) The Dean of the Faculty or the Director of the School;
  - (ii) Every person who holds an appointment of professor, associate professor, assistant professor, or lecturer in that School, or in a department or School within that Faculty;
  - (iii) Those students who are elected or appointed members of departmental boards or school councils of that Faculty;
- (b) In the case of the Faculty Boards of the Schools of Architecture, Computer Science, Industrial Design, and Information Technology, those students elected to the Faculty Board in accordance with such regulations as set by the Faculty Board and approved by Senate;
- (c) Such other persons holding full-time appointments as professor, associate professor, assistant professor, and lecturer in departments or schools not within the Faculty or School as are appointed from time to time by the Faculty Board;
- (d) Such other students who are members of another Faculty Board and as are appointed from time to time by the Faculty Board.

### 11.4. Secretary of the Faculty Board

All undergraduate Faculty Boards elect at least one of their faculty members to serve on Senate in addition to their *ex officio* representation. Some, but not all, undergraduate Faculty Boards establish a position of Secretary of the Faculty Board with responsibilities that depend on the Faculty Board. When a Faculty Board elects a Secretary, that person is deemed to have been elected to serve on Senate as one of the faculty members elected to serve on Senate as described in Section 3.3.1.

### 11.5. Representation of First-Year Students

In addition to the students who serve as departmental representatives within the Faculty, the Arts and Social Sciences, Public Affairs and Science Faculty Boards include one student elected from and by the first year students in the Faculty.

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## 11.6. Procedures

Each Faculty Board is required to determine, and have approved by Senate, the following minimum procedural rules: composition including participation by students, quorum rule, minimum frequency of regular meetings, and procedure for calling an extraordinary meeting. These procedures may be part of a comprehensive constitution for the Faculty Board. [Contact the Senate Office for more information.](#)

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## Article 12. Departments, Schools, Institutes, Colleges

### 12.1. Departments – definition

For purposes of this policy, “department” is used to signify any academic department, school, institute, college or the like responsible for a program of instruction and reporting to a Faculty Board.

### 12.2. Department Board

#### 12.2.1. Membership

All faculty members of the department are members of the Department Board. In addition students are elected as Academic Student Government (ASG) representatives on the Department Board. The number and distribution of ASG representatives is determined by the Department Board subject to the minima given in Table 1. Exceptions to this rule require the approval of Senate. The Department Board may exceed these minima and is required to inform the Academic Student Governance Coordinator of this decision by September 15 each year to allow election of the proper number of representatives.

# of full-time faculty in the department	Minimum number of ASG representatives			
	Total	2 <sup>nd</sup> year	3 <sup>rd</sup> and 4 <sup>th</sup>	Graduate
10 or more	3	1	1	1
5 to 9	2	1	1	
2 to 4	1	1		

Table 1: Minimum Number of Departmental Student Governance Representatives

The Departmental Board may include, as it sees fit, representatives of the non-academic staff of the department and representatives of other departments.

Carleton Academic Student Government Faculty Coordinators are allowed to participate in Department Board meetings that fall under their faculty if the appropriate Department Representative is unavailable.

For Engineering Department Boards one representative is elected by and from the full-time Engineering students in first, second, and third years; one representative elected by and from the students in fourth year (departmental membership for Electrical Engineering students is determined by the Engineering project advisor's membership); one representative elected by and from the full-time graduate students; and additional



students as desired by the Department Board.

### 12.2.2. Student Participation

At the department level, student participation takes place at least in the Department Board meeting and students shall be involved in all deliberations and decisions with the exceptions of: (1) appointments and other personnel matters of faculty and staff members; and (2) all academic review of individual student files. It is understood that student representatives to the Departmental Board shall take part in deciding how the department is to arrive at its recommendation to the Dean and the President regarding the selection of a chair, or the appointment of a new department member.

### 12.2.3. Student Elections

All students who are registered in undergraduate or graduate programs can vote on, and stand for election to, their department boards.

The election of departmental CASG representatives takes place in the fall as soon after registration as possible. The election is carried out by an appropriate student body under the supervision of the Senate Electoral Officer.

CASG representatives are elected for one-year terms and take office immediately upon being elected.

The group from which the departmental representatives are drawn and the constituency for the electors of those representatives are those students whose declared major or graduate discipline is the discipline of the relevant department. Students in first year who are undeclared may choose a department for voting purposes only. The department would have to be one in which they were enrolled in at least one full course. In the case of combined majors, the student selects only one department for voting purposes. Undeclared students, however, may not be candidates.

## **Article 13. Student Participation in Governance of the University**

### 13.1. General principles

There is student participation on Senate and all Faculty and Department Boards as well as Senate and advisory committees subject to the restrictions in Section 13.2 below.

For the purpose of this policy "student" is defined as a person enrolled full-time or part-time in an undergraduate or graduate program at Carleton University. For the purposes of this document "part-time student" refers to any part-time undergraduate student who has successfully completed four full credits at Carleton University or to any part-time graduate student at Carleton University. All students, as defined above, have voting privileges in elections for CASG representatives.

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Student representatives in their function as members of Departments and Faculty Boards should act as participants in their own right in the deliberations and decisions of these bodies, while at the same time serving to communicate ideas, views and suggestions between students and these bodies.

### 13.2 Exclusions

Unless explicitly determined by Senate, students do not participate in meetings or portions of meetings at any level, that are concerned with either (i) personnel matters of faculty or staff members; or (ii) academic review of individual student records.

## **Article 14. Appointments**

### 14.1. Appointment Powers

Pursuant to the Bylaws of the Board of Governors, the President may appoint, in her or his discretion, all academic and administrative officers and other employees of the University, other than Chancellor, President, Vice-Presidents, University Secretary, Secretary of the Board of Governors, and Director of Internal Audit and Advisory Services.

### 14.2. Board Appointments

The Board of Governors retains the power to appoint the Chancellor, President, Vice-Presidents, University Secretary, Secretary of the Board of Governors, and Director of Internal Audit and Advisory Services, all in accordance with procedures passed from time to time by the Board. In the case of the appointment of the Chancellor and the President, it is the longstanding practice at the University that the Board makes these appointments only after meaningful consultation with Senate, ordinarily accomplished by having equal representation of Senate and the Board on the appropriate search committee.

The membership of Senate includes students to be elected as follows:

Three members from and elected by the students in Bachelor of Humanities, Bachelor of Music and Bachelor of Arts in disciplines of the Faculty of Arts and Social Sciences;

Three members from and elected by the students in Bachelor of Journalism, Bachelor of Social Work, Bachelor of Public Affairs and Policy Management and Bachelor of Arts in disciplines of the Faculty of Public Affairs

One member from and elected by the students in Bachelor of Commerce and Bachelor of International Business;

Two members from and elected by the students in Bachelor of Engineering, Bachelor of Architectural Studies, Bachelor of Industrial Design, and Bachelor of Information Technology

One member from and elected by the students in Bachelor of Science, Bachelor of Mathematics, and Bachelor of Computer Science;

Three members from and elected by the students in all graduate degree programs with at least one of these members being a doctoral student.

Note: Students in combined BA Honours with constituent disciplines in both FASS and FPA may choose to represent either constituency (i) or (ii).

at the following address: [http://www.carleton.ca/senate/Senate\\_policies.html](http://www.carleton.ca/senate/Senate_policies.html)

See Appendix E for more information about these policies.

*MEMORANDUM*  
from the Clerk of Senate



**TO:** Senate  
**FROM:** D. Russell, Clerk of Senate  
**DATE:** April 26, 2018  
**SUBJECT:** **Student Membership on Senate - Term Extension**

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Given the changes to the AGU that have been proposed to expand the numbers of students eligible to participate on Senate and in Senate elections; the fact that Board approval is required for this process to be implemented; that it is not effective to run student election processes over the summer months; and, that we desire the changes to be applied to next years Senate election processes, SAGC recommends that Senate extend the terms of current student Senators and student Senate committee members until the first Senate meeting of the 2018-19 academic year.

**Motion:** THAT Senate extend the terms of student Senators and student members on Senate committees until the first Senate meeting of the 2018-19 academic year.

*MEMORANDUM*  
from the Clerk of Senate



**TO:** Senate  
**FROM:** D. Russell, Clerk of Senate  
**DATE:** April 26, 2018  
**SUBJECT:** University Medal in Health Science

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In reviewing the list of medals recently added for new degree programs, it was noted that a University Medal for Health Sciences has not yet been approved by Senate and was not included on the recent list of medals sent to Senate in the revised Senate Medals Policy on February 16, 2018. The Senate Committee on Medals and Prizes requests that Senate add this medal.

**MOTION:** THAT Senate approve the addition of a a University Medal in Health Sciences to the Senate Medals Policy.

**Senate Executive Committee**  
**March 13, 2018**  
**11:00 a.m. in 503C Tory Building**

**MINUTES**

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

**Regrets:** B. Amell

**Recording Secretary:** K. McKinley

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

**1. Approval of the Agenda:**

The Committee approved the Senate Executive Committee agenda for March 13, 2018.

**2. Approval of the Minutes:**

The Committee approved the minutes from the meeting of the Senate Executive Committee on February 6, 2018.

**3. Approval of Senate agenda:**

The Committee approved the Senate agenda for March 23, 2018, with these modifications:

- Posthumous Degrees need to be added to the Closed Session
- Ratification of CUCQA membership should be added to Senate Administration (Open Session)
- SAPC will include a report on the new Bachelor of Science Degree in Interdisciplinary Science and Practice
- Electoral Procedure for Clerk of Senate position should be moved to Reports for Information (Open Session), since the Senate Executive is responsible for approving the procedure.

#### 4. Items for discussion:

##### a. Procedure for Election of new Clerk for Senate

A memo outlining a procedure for the nomination and election of a new Clerk of Senate was circulated to the committee. According to the memo, an open Call for Nominations would begin the process, and the Senate Executive Committee would be responsible for reviewing the nominees and recommending one candidate to Senate for approval. The procedure outlined in the memo was approved by the committee with the following corrections:

- The current Clerk is taking Administrative Leave in 2018/19, not Sabbatical Leave.
- The Clerk may delegate the position of Marshal of Convocation to another faculty member, if necessary. This information was added in a footnote.

An announcement will be made at Senate regarding the Call for Nominations and the Procedure will be circulated to Senators with meeting materials, as an Item for Information.

##### b. Smudging at Senate meeting

In January, an Indigenous member of Senate had requested permission to conduct a smudging ceremony at the beginning of a Senate meeting to mark his recent election to Senate. The smudging has been approved and will occur at the next Senate meeting, on March 23.

The Secretary to Senate was directed to inform Senators that the Senate meeting will open at 2:00 pm with a smudging ceremony, and that Senate business will begin at approximately 2:15 pm.

It was confirmed that smudging will not be a regular part of every Senate meeting, and that moving forward, Senate will hold a smudging at its first meeting of each academic year.

##### c. Senate and Committee membership updates + Review of Procedure for filling 2018 – 19 vacancies

Student Appointments to Committees: Senate Executive will continue to exercise its authority to choose student members for Senate Standing Committees based on criteria including fit and balanced representation. When presenting the chosen candidates for committee membership to Senate for ratification, the Clerk will explain the process (quoting the AGU), and the criteria used to arrive at the final decisions. There is no need to circulate biographies of student nominees, but including their degree program in the list for Senate would be useful.

Faculty Appointments to Senate: The process needs to be clearly defined and articulated. The first step is to circulate an open Call to all Faculty regarding vacancies on Senate. The Call for Nominations should be circulated early, with a well defined timeline and deadline. After the deadline, the Senate Office will circulate a message to faculty members asking interested individuals to put their name forward to the Dean of their Faculty. This will ensure that faculty still have equal opportunity to apply for a Senate position, even after the deadline. The Dean then can choose the most appropriate candidate, or forward names to Senate for an election.

ACTION ITEM: Clerk of Senate will prepare the Call for Nominations.

d. UPC/TPAC and Senate.

The committee discussed the relationship of the University Promotions Committee and Tenure and Promotions Appeal Committee to Senate. According to the Collective Agreement, Senate coordinates the nominations and elections of members for these committees, but Senate is not responsible for approving or even ratifying the results. The report on UPC/TPAC membership should be included for information, but there is no motion for Senate.

**5. Other Business:**

There was no other business.

**6. Adjournment:**

The meeting was adjourned at 11:40 am





**Carleton University**  
**Senate Executive Committee**

**Minutes of E-Mail Poll**

**Conducted between April 10 and 12, 2018**

**A. Summerlee, presiding**

Members polled: J. Tomberlin, A. Chandler, B. Hughes, J. Debanne, C. Miller, B. Amell, D. Russell, L. Dyke (non-voting)

Members of the Senate Executive Committee were asked to approve a change of date of the next Senate meeting, from April 27, 2018 to May 4, 2018.

The result of the e-poll is as follows:

- In favour (6): Summerlee, Tomberlin, Hughes, Miller, Amell, Debanné
- Opposed (0)
- Abstain (2): Chandler, Russell

The Senate Executive Committee **APPROVED** moving the date of the Senate meeting from April 27, 2018 to May 4, 2018.

## **UNIVERSITY COMMITTEE MEMBERSHIP REPORT**

### **TENURE AND PROMOTIONS APPEAL COMMITTEE**

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

#### **Membership:**

- 2 members each from FASS, FPA, FED, Science and Sprott
- **Eligibility:** Election to the University Promotions Committee (UPC) is restricted to CUASA Faculty members at the rank of Associate or Full Professor. At least one member from each Faculty on the committee must be a Full Professor.

#### FED (2)

- Andrei Artemev (MAE)
- Roshdy Hafez (SCE)

#### FASS (2)

- Chris Herdman (Psych & ICS)
- Stewart Murray (English)

#### Science (2)

- George Dix
- Michel Barbeau

#### Sprott (2)

- Moses N. Kiggundu
- Vinod Kumar

#### FPA (2)

- Farhang Rajaei
- Christina Gabriel