

Senate Annual Report

July 1, 2023 – June 30, 2024

Carleton
University





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Year in Review

The 2023-2024 academic year at Carleton University saw significant progress and achievements within the Senate. Starting in September, new members, including Provost and Vice-President Academic Pauline Rankin, were welcomed. Key developments included the renaming of the Faculty of Public Affairs to the Faculty of Public and Global Affairs, the successful restructuring of the Faculty of Graduate and Postdoctoral Affairs, initiated last year, and the revision of the Academic Governance of the University (AGU), streamlining roles and membership. Other significant highlights from the year include the approval of:

- 6,470 graduates
 - UG 722, G 510 (Fall 2023)
 - UG 926, G 408 (Winter 2024)
 - UG 3263, G 641 (Spring 2024)
- 257 medals and prizes
- 3 honorary degrees
- 8 new programs
- 3 new minors, concentrations, streams & specializations
- 16 cyclical reviews

About Senate

Senate is the highest academic body at Carleton University. As steward over the university's academic governance, Senate makes decisions of importance to students and faculty. Regular work of the Senate includes awarding degrees, approving medalists and scholarships, approving new programs and revising curricula, and establishing regulations concerning students' academic work. Additionally, Senators oversee and provide feedback on important university policies and strategies.

Senate Membership 2023/24

To help exercise its powers, Senate has 14 standing committees and is comprised of 82 members representing the Carleton community. Voting members include:

- 41 faculty members
- 2 contract instructors
- 10 elected undergraduate students
- 3 graduate students
- 21 ex-officio members
- 2 members of the Board of Governors
- 1 Academic Colleague
- 1 Alumni Representative
- 1 Clerk of Senate

Ex Officio Members

- Jerry Tomberlin, Interim President, Vice-Chancellor and Chair of Senate
- Elinor Sloan, Clerk of Senate
- Suzanne Blanchard, Vice-President (Students & Enrolment) & University Registrar
- Rafik Goubran, Vice-President (Research and International)
- L. Pauline Rankin, Provost and Vice-President (Academic)
- Lorraine Dyke, Vice-President (Finance and Administration)
- David Hornsby, Vice-Provost & Associate Vice-President (Academic)
- Maria DeRosa, Dean, Faculty of Science
- Larry Kostiuik, Dean, Faculty of Engineering & Design
- Anne Bowker, Dean, Faculty of Arts & Social Sciences
- Patrice Smith, Dean, Faculty of Graduate & Postdoctoral Affairs
- Brenda O'Neill, Dean, Faculty of Public Affairs
- Howard Nemiroff, Interim Dean, Sprott School of Business
- Amber Lannon, University Librarian
- Wonjoon Chung, Director, School of Industrial Design (Served until April 30, 2024)
- Chantal Trudel, Director, School of Industrial Design (from May 1, 2024)
- Michel Barbeau, Director, School of Computer Science
- Anne Bordeleau, Director, Azrieli School of Architecture & Urbanism
- Omair Shafiq, Interim Director, School of Information Technology
- Elie Abou Zeid, President, GSA, term ends April 30, 2024
- Sahil Rajput, Vice-President (Academic), GSA, term ended April 30, 2024
- Mohamed "Faris" Riazuddin, President, CUSA, term ended April 30, 2024
- Francesca Lepore, President, CASG, term ended April 30, 2024
- Jayesh Kundu, GSA President, term began May 1, 2024
- Mahsa Abarghouei, GSA VP Academic, term began May 1, 2024
- Sarah El Fitori, CUSA President, term began May 1, 2024
- Allan Buri, CASG President, term began May 1, 2024

Board of Governors Representatives

- Howard Babb
- Brenda O'Connor
- Jane Taber

Special Appointments

- Margaret Haines, Alumni Representative (term ends June 30, 2025)
- Kim Hellemans, COU Academic Colleague (term ends June 30, 2025)

Elected Faculty Senators

Terms end June 30, 2024

- Bernadette Campbell, Arts and Social Sciences
- Jonathan Malloy, Public Affairs
- Paul Mkandawire, Arts and Social Sciences
- Julie Murray, Arts and Social Sciences
- Augustine Park, Arts and Social Sciences

Terms end June 30, 2025

- Jeni Armstrong, Public Affairs
- Hilary Becker, Sprott School of Business
- François Brouard, Sprott School of Business (Secretary of the Faculty Board)
- Sean Burges, Public Affairs
- Amanda Clark, Public Affairs
- Edward Cyr, Engineering and Design
- Sarah Everts, Public Affairs
- Root Gorelick, Science
- Kevin Graham, Science
- Tim Haats, Engineering and Design / Industrial Design
- Douglas Howe, Science/Computer Science
- Lynn Marshall, Engineering and Design
- Lisa Moffitt, Engineering and Design / Architecture
- Matthew Pearson, Public Affairs
- Rebecca Renfroe, Sprott School of Business
- Daniel Siddiqi, Arts and Social Sciences
- Christopher Smelser, Engineering and Design
- Karen Taylor, Engineering and Design (Secretary of the Faculty Board)
- Christian Viau, Engineering and Design
- Julia Wallace, Science (Secretary of the Faculty Board)
- Pamela Wolff, Science

Terms end June 30, 2026

- Manuel Baez, Engineering and Design / Architecture
- Jean-Pierre Corriveau, Science / Computer Science

- Shane Hawkins, Arts and Social Sciences
- Beth MacLeod, Arts and Social Sciences (Secretary of the Faculty Board)
- Laura Madokoro, Arts and Social Sciences
- Jody Mason, Arts and Social Sciences
- David Mendeloff, Public Affairs (Secretary of the Faculty Board)
- David Sprague, Engineering and Design / Information Technology
- Gabriel Wainer, Engineering and Design
- Paul Williams, Arts & Social Sciences

Elected Contract Instructors

- Morgan Rooney, Arts and Social Sciences (term ends June 30, 2026)

Elected Student Senators

Graduate Students - Terms end June 30, 2024

- Mehrnaz Taghavishavazi
- Robert Nelson

Undergraduate Students - Terms end June 30, 2024

- Benjamin Albright-Peakall, Arts and Social Sciences
- Davin Caratao, Public Affairs
- Yash Gandhi, Sprott School of Business
- Nir Hagigi, Public Affairs
- Mackenzie Huckvale, Science
- Alexandria MacDonald, Engineering and Design
- Aaron North, Arts and Social Sciences
- Gabriella Pickton, Public Affairs
- Shaun Seneviratne, Engineering and Design

Nominations and Elections

The Senate Office is responsible for managing the membership of Senate and its committees. The Senate Office also manages the elections for academic staff and student positions on Advisory Committees. To this end, Senate held two elections for advisory committee members, three elections for Senate membership positions, and one election for the Senate faculty-member representative on the Board of Governors:

- August 29 – 30, 2023: Advisory Committee on the President & Vice-Chancellor (election for academic staff and student positions)
- September 12 – 13, 2023: Contract Instructor Representative on Senate
- March 12 – 13, 2024: Sprott Faculty Representative on Senate
- March 12 – 13, 2024: FED Undergraduate Student Representative on Senate
- April 30 – May 1, 2024: Senate Faculty member Representative on the Board of Governors
- May 21 - 22, 2024: Advisory Committee on the Vice-President Finance & Administration (election for student positions)

New Senator Ratifications

Between September 2023 and January 2024, Senate ratified four Senators for service beginning immediately upon approval.

Between April 2024 and May 2024, Senate ratified thirteen new Senators for service beginning July 1, 2024.

New Senate Committee Members

Between September 2023 and March 2024, Senate ratified twenty-seven committee members for service beginning immediately upon approval.

In May and June of 2024, Senate ratified nineteen committee members for service beginning July 1, 2024.

Each Call for Nominations required development and implementation of a strategic communications plan. For outreach to faculty members, the University Secretariat employed the aid of the Provost's office and Carleton Top 5, while connecting with the Office of the Vice-President (Students and Enrolment) and Faculty of Graduate and Postdoctoral Affairs to engage students; email campaigns were also developed for the entire community of students and faculty. The use of department newsletters, Twitter, and direct emailing were also integral features that helped to increase applicant interest and response.

2023/2024 Senate Meetings

Orientation

An orientation session was held September 22, 2023, in the Senate Room with the option for Senators to attend either in-person or virtually. The session, led by Elinor Sloan, Clerk of Senate, and Kathy McKinley, Assistant University Secretary, gave incoming Senators an overview on the role of the Senate and Senators as well as Motions Frequently Used.

For those unable to attend, Orientation materials were distributed via email and individual Q&A sessions were offered to Senators who requested more information.

Hybrid Meetings

The Senate Office held eight scheduled meetings during the 2023-24 academic year. Senate meetings were held in person; a hybrid option via Zoom videoconferencing was available for those unable to attend in person.

- 2023: Sept. 22, Oct. 20, Nov. 24
- 2024: Jan. 26, Mar. 1, Apr 5, May 3, June 7

Assistant University Secretary, Kathy McKinley is responsible for the scheduling of Senate meetings, oversight of meeting procedures, distribution of meeting materials, the creation of the official minutes of the meetings, and communication of decisions following meetings.

The Senate Office also provides additional support on items related to distribution of meeting materials, preparation of chair notes, on-site meeting support, post-meeting communications, guest speaker coordination, AV, and tech support.

Senate Standing Committees

Senate's Standing Committees met throughout the Fall 2023 and Winter 2024 semesters to conduct Senate business as needed.

The Assistant University Secretary provides administrative support to five of these committees and is responsible for scheduling meetings, distributing meeting binders, minute taking, and communicating key decisions to stakeholders following the meetings. The Secretariat Office in collaboration with Corporate Records and Archives also oversees records management practices of all Senate committees and provides guidance and assistance regarding records retention procedures and administration best practices.

Clerk of Senate

Senate approved the extension of Clerk of Senate Elinor Sloan's term of service for one year, to provide governance stability during the on-boarding of a new President and to support the work of the Academic Governance Committee in the FGPA restructuring process.

Governance and Policies

Academic Consideration Policy for Students in Medical or Other Extenuating Circumstances

Senate approved the Academic Consideration Policy for Students in Medical or Other Extenuating Circumstances. With an online self-declaration form, this policy will aid the equitable provision of academic consideration to all students for a range of medical or other extenuating circumstances.

Academic Accommodations During Labour Disputes Policy

Senate voted to repeal the Policy on Academic Accommodations During Labour Disputes. The policy was created by Senate in 2020 to provide a framework for bringing recommendations to Senate for academic accommodations for students during labour disputes. The motion to repeal the policy was brought forward by Senators concerned that the policy prevents Senate from remaining neutral during labour disputes.

Senate Ad-Hoc Committee on Graduate Academic Governance

Carleton University has made significant strides in improving its graduate curriculum processes, prompted by the rapid expansion of graduate programs and enrollments. This necessitated a re-evaluation of procedures initially designed for a smaller graduate enterprise. In Winter 2021, external assessors conducted a thorough review of the Faculty of Graduate and Postdoctoral Affairs (FGPA), examining best practices and models from across Canada to recommend continuous improvement.

A key recommendation was to reconceptualize the FGPA as an administrative unit, allowing academic decisions to be primarily made by the line Faculties. Following this, all Faculties passed motions to support the transfer of responsibility for graduate curriculum to their respective departments, establishing new in-house procedures. In Summer 2023, the Senate formed an ad hoc committee to evaluate the impact of this transfer. By January 2024, the committee's final report was

presented to the Senate, which then referred it to the Senate Academic Governance Committee (SAGC) for further action.

On March 1, 2024, the Senate approved a motion to devolve curricular matters to the relevant Faculty Boards and develop processes for managing cross-Faculty programs. The motion also included delegating specific responsibilities to the line Deans for a set period. The SAGC, along with the Senate Quality Assurance and Planning Committee, were tasked with implementing certain recommendations and supporting the Provost in acting on others. The full implementation of these changes is expected to be completed by June 2025, marking a pivotal step in enhancing Carleton's graduate academic governance.

Revised Academic Governance of the University

Carleton University made significant revisions to its academic governance in the 2023-2024 academic year, aimed at enhancing institutional oversight, transparency, and inclusivity. These changes were primarily driven by the university's commitment to aligning governance structures with evolving academic needs and stakeholder expectations. Hence, Senate approved a revised version of the Academic Governance of the University (AGU), notable revisions of which include:

- Removal of the FGPA Dean from Senate membership, and removal of the Graduate Faculty Board from the Faculty Boards section, as per recommendations from the Ad Hoc Committee on Graduate Academic Governance
- The readjustment of the term of service for Contract Instructors which will now run from October 1 – September 30, instead of July 1 – June 30
- The removal of the Special Appointment membership category, to make the COU Academic Colleague and Alumni Representative regular and permanent elected positions on Senate
- The readjustment of the Clerk of Senate position from ex officio category to elected category
- A reduction in total Senate membership, from “up to” 86 members to a set 82 members, and an increase in the number of elected faculty members from 40 to 41.

Senate Rules of Order

Senate approved revised Senate Rules of Order. Sections were reorganized for clarity, and the classification and rules of motions have been edited to align with the AIP Standard Code of Parliamentary Procedure, which is the standard reference guide for Carleton's Senate.

Graduation & Convocation

Senate's responsibilities include the approval of graduates, medal and prize recipients, and honorary degree candidates in preparation for Convocation. The University Secretariat office supports this process by posting the graduate lists, and assisting with Convocation tasks including logistics, communications, convocation booklets, script planning, and securing volunteers.

Over 6,000 strong

Senate was pleased to approve the graduation of 4,911 undergraduate and 1,559 graduate students during the 2023/2024 academic year.

On November 4, 2023, more than 1,200 students from the Class of 2023 received degrees recognizing their hard work and commitment to education. Similarly, the week of June 12-16, 2023, Carleton hosted its Spring convocation to celebrate the excellence and accomplishments of over 5,000 graduates.

Medals and Prizes

In the 2023/24 academic year, Senate was pleased to approve 257 medalist nominations. The medals and prizes awarded include:

Fall 2023

1 Governor General's Gold Medal at the PhD Level

1 University Medal at the PhD Level

5 Senate Medals at the PhD Level

1 University Medal at the Masters Level

7 Senate Medals at the Masters Level

1 Governor General's Silver Medal at the Undergraduate Level

1 Chancellor's Medal at the Undergraduate Level

1 President's Medal at the Undergraduate Level

10 University Medals at the Undergraduate Level

27 Senate Medals at the Undergraduate Level

Spring 2024

1 Governor General's Gold Medal at the PhD Level

1 University Medal at the PhD Level

5 Senate Medals at the PhD Level

1 University Medal at the Masters Level

7 Senate Medals at the Masters Level

2 Governor General's Silver Medals at the Undergraduate Level

5 Chancellor's Medals at the Undergraduate Level

1 President's Medal at the Undergraduate Level

45 University Medals at the Undergraduate Level

134 Senate Medals at the Undergraduate Level

Honorary Degree Recipients

Six honorary degrees were awarded to the following individuals for the 2023/24 academic year:

- David Sinclair, D. Sci.

- Frank Graves, LL.D.
- Mallik Tatipamula, D.Eng.
- David Morley, LL.D.
- Theresa Tam, LL.D.
- Jean-Paul Gladu, LL.D.

Academic Programs & Curricula

Major Modifications

Major modifications are integral to the continuous improvement of Carleton's programs. Over the course of the academic year, Senate approved 34 major modifications. The following are highlights of new programs, certificates, minors, and concentrations:

New PhD Programs

- PHD program in Canadian Studies

New Graduate Programs:

- Master of Science in Clinical Trials and Regulatory Affairs

New Undergraduate Programs:

- Bachelor of Accounting
- Bachelor of Data Science
- Bachelor of Science in Nursing
- BA General Studies
- Mechatronics Engineering (BEng)
- Bachelor of Cybersecurity

New School and New Institute

Senate approved proposals by the Faculty of Science to create the Institute for Data Science (IDS) and the School of Nursing. These units will house the new undergraduate programs in Data Science and Nursing, respectively.

FPA Name Change

Senate approved the proposal to rename the Faculty of Public Affairs (FPA) to the Faculty of Public and Global Affairs (FPGA), pending final approval from the Board of Governors. The new name, effective July 1, 2024, reflects the whole range of scholarly activities undertaken by faculty members in different countries and with global partners, as well as the global dimension of many of the academic programs.

Academic Unit name Change: School of Canadian and Indigenous Studies

Senate recommended that the Board of Governors approves the name change of School of Indigenous and Canadian Studies (SICS) to The School of Canadian Studies. The change is a result of the relocation of the Indigenous Studies faculty and programs to the Institute of Interdisciplinary Studies, which took place on July 1, 2023. The adjustment will enable the school to solidify its position as a leader in Canadian Studies, and broaden its faculty, pedagogical approaches, and research priorities. The Board of Governors approved the change in the June 6, 2024, Full Board Meeting.

New Concentrations and Specializations:

- New collaborative specialization in African Studies to the PHD program in English
- New collaborative specialization in African Studies to the PHD program in Architecture
- New collaborative specialization in African Studies to the PHD program in Political Science
- New concentration in Criminal Law and Social Order to the undergraduate programs in Law
- Introduction of the Concentration in Environmental Geosciences

Minor Modifications

Senate approved 33 minor modifications and received over 250 additional minor modifications for information. Minor modifications are the most common type of academic change. They involve a wide variety of academic changes to existing programs such as calendar and regulation modifications, the addition or deletion of courses, revisions to existing concentrations or minors, assigning course requirements, and course modifications.

Cyclical Reviews

As part of Carleton University's Institutional Quality Assurance Process, all undergraduate and graduate programs are reviewed on a seven-year basis and the outcomes are brought to Senate for approval.

Senate approved 16 final assessment reports and executive summaries arising from the cyclical reviews of the following programs:

- Undergraduate and Graduate Programs in Geography and Environmental Studies
- Undergraduate Programs in Criminology and Criminal Justice
- Undergraduate Programs in Art History and The History and Theory of Architecture, and Graduate Programs in Art and Architectural History
- Undergraduate and Graduate Programs in Sociology
- Graduate Programs in the School of Public Policy and Administration
- Undergraduate Programs in Humanities
- Undergraduate and Graduate Programs in Religion
- Graduate programs in Philanthropy and Nonprofit Leadership
- Undergraduate and Graduate programs in Psychology

- Undergraduate programs in Greek and Roman Studies
- Undergraduate and Graduate programs in European, Russian and Eurasian Studies
- Undergraduate and Graduate programs in History
- Undergraduate and Graduate programs in Cognitive Science
- PhD program in Canadian Studies
- Graduate programs in Political Economy
- Undergraduate programs in Health Sciences

Community Presentations

Senate encourages consultations and presentations from the Carleton community. During the academic year, Senate received eight presentations:

- Strategic Integrated Plan (SIP) Implementation Report (September 2023)
- Working Group on the Use of Artificial Intelligence (AI) in Teaching and Learning (September 2023)
- Enrolment Report (January 2024)
- Ad Hoc Committee on Graduate Academic Governance Report to Senate (January 2024)
- Graduate Academic Governance Presentation (March 2024)
- Budget Preview (April 2024)
- Research Update (April 2024)
- Operating Budget 2024/25 Presentation (May 2024)

Communications

Inside Senate

Eight issues of [Inside Senate summaries](#) were distributed to the community through Carleton's Top 5 newsletter and posted on the Senate website. These high-level summaries ensure that Senate's key decisions are made accessible to the Carleton community shortly after each meeting.

Senate Survey

The Senate Office conducts a Senate Survey on an annual basis in the spring, to gather feedback from Senators on their experience of serving on Senate. The survey helps the Senate Office identify areas of strength and improvement.

The 2024 Senate Survey was conducted from April 1 to May 1, 2024. The survey consisted of several questions regarding orientation, communication efforts, and service on standing committees. The results of the survey will be shared in September 2024.