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

Carleton University Senate
Meeting of March 1, 2024 at 2:00 pm
PK608

AGENDA

Closed Session:

1. **Welcome & Approval of Agenda (closed)**

2. **Minutes: November 24, 2023 (Closed Session)**

3. **Graduation:**
   a) Notification of Receipt of Graduation Lists (Clerk)
   b) Motion to Graduate All Recommended Students
   c) Posthumous Recognition (Clerk)
   d) Rescinding of Degree Granted in Error + Awarding of Correct Degree - DUC (Clerk)
   e) Special Features of the Graduation Classes (Deans)
   f) Motion to Graduate Recommended Students: Dominican University College

4. **Report on the Empowering Motion (graduation) (Clerk)**

5. **Report from Honorary Degrees Committee (R. Goubran)**

6. **Other Confidential Business**

Open Session:

1. **Approval of Agenda (open)**

2. **Minutes (Open):** January 26, 2024

3. **Matters Arising**

4. **Chair's Remarks**

5. **Question Period**

6. **Administration (Clerk)**
    a) Senate Meeting Schedule 2024-25
    b) Report on Senate membership nominations for July 2024
    c) Call for nominations – Senate committees

7. **Reports:**
    a) SCCASP (D. Siddiqi)
    b) SQAPC (D. Hornsby)
    c) SAGC (E. Sloan)

8. **Graduate Academic Governance – Motion**

9. **Motion from Senator J. Mason re Policy on Student Academic Accommodation During Labour Disputes**

10. **Motion from Senator N. Hagigi re Senate Statement**

11. **Reports for Information:**
    a) Senate Executive Minutes (January 16, 2024)

12. **Other Business**

13. **Adjournment**

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

Carleton University Senate
Meeting of January 26, 2024 at 2:00 pm
Pigiarvik 608

Minutes

Present in Person:, B. Albright-Peakall, J. Armstrong, M. Barbeau, S. Blanchard, A. Bordeleau, A. Bowker (Proxy: P. Keen), W. Chung, E. Cyr, M. DeRosa L. Dyke, R. Gorelick, S. Hawkins, K. Hellemans, D. Hornsby, L. Kostiuk, A. Lannon (proxy – E. Bilodeau), F. Lepore, A. MacDonald, B. MacLeod, J. Mason, D. Mendeloff, J. Murray, H. Nemiroff, A. North, P. Rankin, R. Renfroe, M. Rooney, S. Seneviratne, O. Shafiq, D. Siddiqi, E. Sloan (Clerk), D. Sprague, J. Tomberlin (Chair), G. Wainer,
Present via Zoom: H. Babb, F. Brouard, S. Burges, B. Campbell, J.P. Corriveau, S. Everts, R. Goubran, K. Graham, T. Haats, M. Haines, M. Huckvale, L. Madokoro, J. Malloy, P. Mkandawire, R. Nelson, B. O'Connor, A. Park, M. Pearson, S. Rajput, M. F. Riazudden, C. Smelser, P. Smith, C. Viau, J. Wallace, P. Wolff
Regrets: M. Baez, H. Becker, D. Caratao, N. Hagigi, L. Marshall, L. Moffitt, B. O'Neill, K. Taylor,
Absent: E. Abou Zeid, A. Clarke, Y. Gandhi, D. Howe, K. Moss, G. Pickton, J. Taber, M. Taghavishavazi,
Recording Secretary: K. McKinley

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1. Welcome & Approval of Agenda

The meeting was called to order at 2:01 pm. The Chair welcomed Senators to the first Senate meeting of 2024. He noted that January 27th is Holocaust Remembrance Day and that the O-train bridge will be illuminated in yellow as a symbol of Carleton's commitment to stand against antisemitism and all forms of hatred. The Chair also highlighted that on January 29th Carleton will be marking the National Day of Remembrance of the Québec City Mosque Attack and Action against Islamophobia. Carleton will illuminate the O-train bridge in green, as a reminder of the work that is needed to eradicate Islamophobia, and also to recognize the resilience and strength of Muslim communities.

The Chair also remarked that the state funeral for the Honorable Ed Broadbent, former leader of the NDP, will be held on Sunday January 28th in the Carleton Dominion Chalmers Centre. On campus, flags will be lowered to half-mast to mark the occasion. The Honorable Mr. Broadbent passed away on January 11, 2024.

It was **MOVED** (D. Siddiqi, D. Mendeloff) that Senate approve the agenda for the meeting of Senate on January 26, 2024, as presented.
The motion **PASSED**.

2. Minutes: November 24, 2023 (open session)

It was **MOVED** (D. Hornsby, D. Sprague) that Senate approve the minutes of the open session of the Senate meeting on November 24, 2023, as presented.
The motion **PASSED**.

3. Matters Arising

There were none.

4. Chair's Remarks

The Chair began his remarks with an update on the Presidential search, which was launched in the fall of 2023 with the establishment of the Advisory Committee on the President and Vice-Chancellor. Community feedback was received in the Fall of 2023, and community consultations were completed in December of 2023. Boyden Executive Search has been actively involved in generating candidate interest and referrals over the past 3 months. At present, a long list has been generated and interviews with shortlisted candidates are planned for February and March of 2024. Updates will be posted on the Presidential Search website as the process continues this term.

The Chair next noted the following recent Carleton successes:

- 85 Carleton researchers have made the 2022 Stanford Elsevier coveted list of world's most-cited scholars, ranking in the top 2% of most-cited scientists. Among them are Senators Maria DeRosa, Michel Barbeau and Gabriel Wainer. The Chair congratulated all on this achievement.
- Carleton researchers, backed by Natural Sciences and Engineering Research Council of Canada (NSERC) funding, are pioneering solar-powered heating technology to improve heating in northern communities. Mechanical and Aerospace Engineering Professor Jean Duquette and his team will be designing and prototyping a solar-

driven absorption thermal energy storage system. This project, which could be a game changer for northern communities, is being supported by a new five-year National Science & Engineering Research Council Alliance Grant.

- Dr. Rafik Goubran, the Vice-President, Research & International, and Chancellor's Professor at Carleton University, has been honoured with the 2023 AGE-WELL Honorary Fellow Award. As a longstanding AGE-WELL researcher and a key figure in the inception of Sensors and Analytics for Monitoring Mobility and Memory (SAM3), a national innovation hub, Dr. Goubran plays a crucial role in leading the Challenge Area dedicated to Supportive Homes and Communities. The Chair congratulated Dr. Rafik for this achievement.
- Carleton University has entered a multi-year partnership with Ross Video to spearhead innovation and foster development in robotics, artificial intelligence, and digital systems and hardware design.
- Four distinguished members of the Carleton University community - Nik Nanos, Noella Maria Milne, Firdaus Khara, and André Picard - have been honoured with the Order of Canada for their significant impacts on Canadian society and the world.

The Chair reminded Senators of the 5th annual Kinàmàgawin Symposium on Thursday February 8th. This year's theme is "Connecting to Indigenous Spirituality." More details on the schedule and speakers can be found on the website.

February is Black History Month, and Carleton will be hosting a number of events to celebrate the many achievements and contributions of Black people and their communities. More information will be posted soon on the website.

Finally, the Chair spoke to a recent announcement from the Federal Minister of Immigration, Refugees and Citizenship (IRCC) regarding changes to the student visa program in Canada.

IRCC recently announced a cap on the number of study permits that will be issued to international undergraduate students at post-secondary institutions. The cap will start in September 2024, and will extend for a period of 2 years. As of January 22, 2024, international students applying to undergraduate programs in Canadian colleges and universities will be required to submit a provincial attestation letter (PAL) along with their study permit application. The attestation letter will provide evidence that the student has been accommodated within the provincial allocation. Provinces are expected to be ready to issue PALs to international applicants by March 31, 2024. No visas will be issued until

the process is in place and the attestation template has been created. The Chair noted that students applying to Masters and Doctoral programs will not be required to submit a PAL.

This action was motivated by the impact of international students on housing demand, and the perception that small licensed private colleges in Ontario were using the system to provide low-quality education and a short-cut to Permanent Residency status.

The cap is expected to result in a reduction in the number of student permits across Canada from approximately 600,000 to 360,000. British Columbia and Ontario will be impacted most significantly. Ontario's estimated allotment will be 142,000 visa applications. It is not clear if unsuccessful applications would permit the province or institution to put another student into the mix.

Visa renewals and existing permits held by international students will not be affected. It is unclear if exchange students and international student applications from within Canada would be included in the cap.

Carleton currently hosts 4,168 international students including 2,927 undergraduate and 1,241 graduate students. Intake of new international undergraduate students has ranged from 548 to 867 in recent years, with some declines in recent years as a result of student permit processing delays.

The Ontario government is still developing a plan, and as such, it is unclear what the final impact on Carleton will be. Carleton is engaging directly with the Ministry of Colleges and Universities and working collaboratively with the Council of Ontario Universities on a regional response, to ensure that the Ontario government understands our perspective.

Discussion/Questions:

A Senator asked if there might be regional quotas or allocations established within Ontario. The Chair responded that it is not yet known whether the province will target certain sectors such as private colleges, or whether there may be allocations by institution, program or other factors.

In response to another question, the Chair emphasized that new incoming graduate students do not need the attestation from the province, so units should proceed as normal in making offers and processing applications.

A Senator asked if student groups (graduate and undergraduate) will be consulted for information-gathering as the university works towards a response to the situation. The Chair replied that input from student groups is welcome as much as time allows. He also noted that student organizations province-wide could work together in advocacy to have conversations with the ministry.

A Senator reported that students are very concerned by this announcement and are looking for more information. The Chair noted that communications to inform students are being prepared. The ISSO newsletter is one resource, and an FAQ page will be available soon, with information that will be updated regularly. The Chair also remarked that students already at Carleton should not be impacted by this event.

In response to another question, the Chair noted that online courses for international students could be an option in some programs, and expanding online offerings for international students will be explored. The Chair also reiterated that the ministry is still developing a process, and as such, how the policy will be implemented is not yet known.

5. Question Period

Questions were submitted by Senators Root Gorelick, Nir Hagigi and Morgan Rooney.

Questions from Root Gorelick:

- *Why has the Senate Educational Equity Committee not yet been reconstituted?*
- Response from Clerk of Senate: It is the intention of the Senate Academic Governance Committee to recommend to Senate the removal of this committee, which has not met in over a decade. However, the committee is tied to the Educational Equity Policy within the umbrella of Carleton's Human Rights Policies and Procedures. Until the policy has been updated, SAGC is not able to proceed with this recommendation.

- *Carleton's administration is proposing budget cuts of 3% for academic programs in 2024/2025. Concomitantly, multiple rumours circulate that Carleton is preparing to start a new medical school and/or a new nursing school, either of which is an expensive new program to establish. Less than a decade ago, Carleton severely underestimated costs for the new Health Science building, especially its animal care facilities. In fall 2023, Carleton University's Strategic Integrated Planning Committee (SIPC) commissioned a report from Ken Steele on how to cope with budget austerity. With that rambling preamble, here are seven related questions:*

- *1. Is a new medical or nursing school at Carleton mentioned in the current Strategic Mandate Agreement (SMA) or any other formal agreement between Carleton University and the Ontario Ministry of Colleges and Universities (MCU)? If so, could senate be provided with that document?*
- *2. Are rumours true that Carleton is preparing to start either a medical or nursing school? If such rumours are false, please ignore questions 3-4 and proceed to questions 5-7.*
- *3. If such rumours are true, why has senate never been consulted?*
- *4. If such rumours are true, how is Carleton justifying budget cuts to existing programs when large monetary sums will need to be redeployed to establish a new medical school and/or new nursing school?*
- *5. Regardless of whether there are plans for a new medical or nursing school, will Carleton be following Ken Steele's November 2023 recommendations to SIPC to "revamp low performing programs with potential" and to eliminate "underperforming programs" in order to "redeploy resources"?*
- *6. If Carleton will be adopting Ken Steele's November 2023 recommendations to SIPC, how will Carleton gauge what constitutes "low performing programs with potential" and "under-performing programs"? Eliminating academic programs in the face of financial stringency falls under purview of Carleton's senate.*
- *7. Has the Senate Review Committee considered Ken Steele's November 2023 recommendations to SIPC?*

- Response from Provost Pauline Rankin: The Provost first noted an error in the preamble to the series of questions from Senator Gorelick. Carleton University did not commission a report from Ken Steele, nor was a report provided by Mr. Steele when he visited Carleton in the Fall of 2023. The Provost reported that a medical or nursing school is not included in the current SMA, but Carleton is preparing to introduce a nursing program in collaboration with the Queensway Carleton Hospital. The new program will be housed in the Faculty of Science. The nursing program will address a pressing society need for additional nurses in Ontario and will be an opportunity to attract new students to Carleton. Revenue estimated to flow from the new program will be an important component of budgetary considerations moving forward. A comprehensive business plan has been prepared by OIRP, and the program will come to Senate for approval via the normal channels.

Questions from Nir Hagigi:

In the wake of the substantial walkout that happened on Thursday, November 9th, a powerful display of solidarity supporting Palestinians that harmoniously brought together students of diverse backgrounds, including Jews, Muslims, and Christians, students are eager to seek an extensive update from the Carleton University Senate.

Could the Senate shed light on the university's stance and provide clarity on the progress or plans in place to address the following demands, as presented during the walkout:

1. *Properly addressing the needs of Carleton University's Palestinian student population, many of whom have familial ties to individuals affected by displacement, injury, and loss of life. Additionally, explicitly condemning the growing instances of anti-Palestinian and Islamophobic racism on campus.*
2. *Initiating a divestment strategy from weapons manufacturers implicated in the ongoing conflict, with a focus on dismantling any association with entities that contribute to the genocide of Palestinians.*
3. *Divesting from defense contractors and weapons manufacturing co-op employers, aligning the university's investments with ethical considerations and human rights principles.*
4. *Commencing the process of renaming buildings and programs associated with individuals complicit in ethnic cleansing, ensuring that the university's institutional history reflects a commitment to justice and inclusivity.*
5. *Addressing student concerns regarding study trips to Israel, fostering an environment where all student voices are heard and taken into consideration.*

In light of the visible and widespread support for Palestine demonstrated by the diverse student body and the call for a ceasefire, could the Carleton University Senate provide insights into the university's plans to address these crucial matters? Understanding the steps being taken to acknowledge and respond to these concerns would undoubtedly contribute to fostering an atmosphere of transparency and understanding on our campus.

<u>Response from Chair</u>:

The Chair noted that questions 2 – 5 are not in the purview of Senate. With regards to question #1, the Chair responded that as indicated in earlier messages to the community, Carleton remains focused on our mission to ensure that all students, faculty and staff are able to pursue studies, work, research, and teaching in a safe and supportive and welcoming environment. Issues such as anti-Palestinian racism, Islamophobia, and anti-Semitism will be addressed as they arise.

Question 2/3: The Chair confirmed that Carleton's general endowment does not include investments directly with weapons manufacturers or defense contractors. Carleton follows responsible investment policies for all investment decisions, and all investment managers are signatories to the UN Principles for Responsible Investment. As required by the province, Carleton has a responsible investment policy in place, and investors are encouraged to consult that policy when making investment decisions.

Question 3: Co-op is not a work placement program, but rather a work-integrated learning program to support the development of future professionals. Students themselves choose which opportunities to apply for and are able to decline any

offers without penalty. Employers are vetted according to Carleton's employer terms and conditions.

Question 4: Carleton's Philanthropic Naming Policy outlines the conditions under which buildings are renamed, in recognition of outstanding individuals or as a result of donor agreements.

Question 5: Study trips are not mandatory; students can choose among the opportunities provided by the university.

Questions from Morgan Rooney:

- *In October 2023, Senate passed the Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances. This policy defines "extenuating circumstances" as circumstances that "are beyond a student's control; have a significant impact on the student's capacity to meet their academic obligations; and could not have been reasonably prevented" (p.2). Meanwhile, in its recent response to the April 2023 "question on academic accommodations in the event of a labor dispute," SCCASP cited Carleton's response to the 2008 OC Transpo strike as evidence that "Transit disruptions are normally considered circumstances that require accommodation." But a city-wide stoppage of all OC Transpo busses/trains is not equivalent to OC Transpo bus operators refusing to cross a picket line (which they don't ever do during a strike). In such circumstances, city-wide transit continues to operate, but passengers coming to Carleton are dropped off at the campus entrance. According to Google Maps, the distance from the Bronson gate to the transit stop in front of the Minto Building is 600 metres and takes roughly 9 minutes to walk.* ***Could the chair of SCCASP clarify if, based on the terms of the new Academic Consideration Policy, adding a 9-minute walk to students' commute would be considered "extenuating circumstances" that warrant accommodations under the policy? Or, by the terms of the policy, is such a circumstance not "extenuating" and therefore does not merit accommodation, meaning Senate will not see a repetition of the events of March 2023, when the University "recommended" that courses move online for the duration of a strike?***

  Response from Chair of Senate and Chair of SCCASP:
  The Chair first called attention to an error of fact in the final part of the question. Instructors in March of 2023 were advised that they may choose to move their classes online, at their discretion; the university administration did not recommend that action, as was stated in the question.

The Chair of SCCASP remarked that the circumstances referred to in the policy are specific and unusual extenuating circumstances related to a labour dispute. Other extenuating circumstances such as a traffic accident can be accommodated at the discretion of the instructor and the Dean of the Faculty.

- *During the October 2023 discussion of the Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances, Senate was promised a number of changes to the self-declaration process – i.e., that "all submissions will go through the Registrar's Office," that the RO "will track the data and assess supports needed for students," and so on. As of the date of writing this (January 12, 2024), however, the updates needed to fulfill these promises are incomplete. The main landing page of the RO's website still does not reference the policy: instead, one has to click "additional services" from the main menu, then click the ambiguously named "academic consideration for coursework" link, only to be brought to a new page that mentions forms for short- and long-term requests that are only linked to in the FAQs below (here and here). Meanwhile, the first four items that appear in a Google search for "Carleton University Self-Declaration Form" link to the old PDF form, which features outdated instructions and does not allow for tracking.* ***When can instructors expect that this information will be cleaned up and made more accessible for students (and the old form removed from online)? When that work is done, will all instructors, staff, and students be sent a communication with updated information and links? And is there any reason why we opted for a Wordpress form for short-term requests (which will facilitate easier tracking) but a PDF form for long-term requests (which will make tracking more cumbersome)?***

  Response from the VP Students & Enrollment:
  Although the revised Academic Consideration Policy was discussed in Senate in October of 2023, the new policy has only become operational as of January 2024. Information will be sent to students and instructors in order to familiarize everyone with the new policy, and the RO website will be updated to include an Accommodations tab on the homepage for easy access. Finally, the long-term accommodation request form will require more IT assistance to convert into Wordpress, due to confidentiality issues.

  A Senator asked how to make students more aware that providing false information on these forms is an academic offense. The VPSE responded that students are already required to attest that they are providing true and accurate information, but that the RO will look for additional opportunities to advise students of this through various publications.

6. Administration (Clerk)

The Clerk of Senate presented 3 motions for Senate approval.

- Ratification of Paul Williams (FASS faculty member) to Senate:
  It was **MOVED** (B. MacLeod, D. Siddiqi) that Senate ratify the new Senate member, as presented, for service beginning immediately upon approval.
  The motion **PASSED**.

- Approve 4 new Convocation dates and one change to an existing date:
  It was **MOVED** (J. Mason, J. Armstrong) that Senate approve the Convocation dates from 2024-27, as presented.
  The motion **PASSED**.

- Ratification of a new member of the Athletics Board. Senate is responsible for appointing faculty members to this Board:
  It was **MOVED** (D. Hornsby, D. Mendeloff) that Senate ratify the membership of Sean Burges to the Athletics Board, for service beginning immediately upon approval.

  A Senator asked why Senate is involved in membership for this non-academic entity. The Clerk responded that as part of the last revision to the AGU, the Senate Office contacted all of the non-Senate committees and Boards listed in Section 9.6 of the AGU, to determine whether Senate should be involved in their membership processes. Some committees were removed from the list, but others, such as the Athletics Board, felt it was advantageous for Senate to assist in the membership process for the faculty members on their Board.

  The motion **PASSED**.

7. Reports:

a. Senate Committee on Curriculum Admissions & Studies Policy (SCCASP) (D. Siddiqi)

Committee Chair Dan Siddiqi presented 8 items for approval, and 7 items for information.

Items for Approval:

RBD-1363 R-ADM-Program-BCOM – change to admission requirement for the Bachelor of Commerce

It was **MOVED** (D. Siddiqi, H. Nemiroff) that Senate approves the revisions to admission requirements for TBD-1363 R-ADM-Program-BCOM effective for the 2024/25 Undergraduate Calendar as presented.

The motion **PASSED**.

TBD-1371 R-ADM-Program-BIT – change to admission requirement for the OSS program in Bachelor of Information Technology

It was **MOVED** (D. Siddiqi, O. Shafiq) that Senate approves the revision to admission requirements for TBD-1371 R-ADM-Program-BIT effective for the 2025/26 Undergraduate Calendar as presented.

The motion **PASSED**.

TBD 1596 R-ADM-Program-PBD Professional Writing – deletion of admission regulation in tandem with deletion of program (post-baccalaureate diploma in professional writing)

It was **MOVED** (D. Siddiqi, D. Sprague) that Senate approves the revision to regulation TBD-1596 R-ADM-Program-PBD effective for the 2024/25 Undergraduate Calendar as presented.

The motion **PASSED**.

TBD-1597 R-ADM-Program-CPW (Certificate in Professional Writing) – deletion of admission regulation in tandem with deletion of program.

It was **MOVED** (D. Siddiqi, D. Sprague) that Senate approves the revision to regulation TBD-1597 R-ADM-Program-CPW effective for the 2024/25 Undergraduate Calendar as presented.

The motion **PASSED**.

TBD-1569 R-UG-COOP-BAS Adm and Cont Requirements – Change to the overall CGPA requirement for Bachelor of Architectural Studies Co-op

It was **MOVED** (D. Siddiqi, A. Bordeleau) that Senate approves the revision to regulation TBD-1569 R-UG-COOP-BAS Adm and Continuation requirements effective for the 2024/25 Undergraduate Calendar, as presented.

The motion **PASSED**.

TBD-1760 R-UG-COOP-BA, BSc Geomatics Adm and Cont Requirements – change to the course pre-requisites for BA Geomatics Co-op

It was **MOVED** (D. Siddiqi, S. Blanchard) that Senate approves the revision to regulation TBD-1760 R-UG-COOP-BA, BSc Geomatics Adm and Continuation Requirements effective for the 2024/25 Undergraduate Calendar as presented.

The motion **PASSED**.

TBD-1817 R-UG-COOP-BMPD Adm and Cont Requirements – change to the work-study pattern for Media Production and Design Co-op

It was **MOVED** (D. Siddiq, S. Blanchard) that Senate approves the revision to regulation TBD-1817 R-UG-COOP-BMPD Adm and Continuation Requirements effective for the 2024/25 Undergraduate Calendar as presented.

The motion **PASSED**.

TBD-1844 R-UG-2.1.2 Full and Part-time Courses – addition of Regularly Scheduled Break language for undergraduate students (international students – for immigration purposes)

It was **MOVED** (D. Siddiqi, L. Kostiuk) that Senate approves the revision to regulation TBD-1844 R-UG-2.1.2 Full-and Part-time Study effective for the 2023/24 Undergraduate Calendar as presented.

The motion **PASSED**.

Items for Information:

- Minor modifications for November 2023, December 2023 and January 2024 (5 attachments)
- Micro-credentials – Decommissioned Micro-credentials as of January 2024
- TBD-1871 R-UG-3.2.4 – The Cumulative Grade Point Average – new wording to emphasize best grade and its application.

b. Senate Quality Assurance and Planning Committee (SQAPC) (D. Hornsby)

Committee Chair David Hornsby presented 3 cyclical review reports, 9 major modifications, and one school name change for Senate approval, plus minor modifications from the Dominican University College for information.

Cyclical Review Reports – These were combined into an omnibus motion.

It was **MOVED** (D. Hornsby, D. Mendeloff) that Senate approve the Final Assessment Reports and Executive Summaries arising from the Cyclical Reviews of the programs.
The motion **PASSED**.

Individual motions from the Omnibus:

- MOTION: That Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the graduate programs in Philanthropy and Nonprofit Leadership.
- MOTION: That Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate and graduate programs in Psychology.
- MOTION: That Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in Greek and Roman Studies.

Major Modifications: These were combined into an omnibus motion.

It was **MOVED** (D. Hornsby, L. Dyke) that Senate approve the major modifications as presented below.
The motion **PASSED**.

Individual Motions from the Omnibus:

- MOTION: That Senate approve the introduction of the collaborative specialization in African Studies to the PHD program in English as presented with effect from Fall 2024.
- MOTION: That Senate approve the introduction of the collaborative specialization in African Studies to the PHD program in Political Science as presented with effect from Fall 2024.
- MOTION: That Senate approve the major modification to the MA program in Geography as presented with effect from Fall 2024.
- MOTION: That Senate approve the introduction of the collaborative specialization in African Studies to the PHD program in Architecture as presented with effect from Fall 2024.
- MOTION: That Senate approve the major modification to ARTH 4909 as presented with effect from Fall 2024.

- MOTION: That Senate approve the major modification to CHST 2904 & 2905 as presented with effect from Fall 2024.
- MOTION: That Senate approve the major modification to HRSJ 4906 as presented with effect from Fall 2024.
- MOTION: That Senate approve the deletion of the Certificate and Post-Baccalaureate Diploma and the major modification to the Minor in Professional Writing and the addition of ENGL 3420 as presented with effect from Fall 2024.
- MOTION: That Senate approve the standalone PHD program in Canadian Studies as presented with effect from Fall 2024.

Academic Unit Name Change: School of Canadian & Indigenous Studies

It was **MOVED** (D. Hornsby, D. Siddiqi) that Senate recommends to the Board of Governors the change in the name of the School of Canadian and Indigenous Studies to School of Canadian Studies as presented to take effect immediately upon approval.
The motion **PASSED**.

Item for Information:

- Minor Modifications from Dominican University College

c. Senate Academic Governance Committee (SAGC) (E. Sloan)

This item was not presented, as there was no report from the committee.

d. Senate Review Committee (D. Siddiqi)

The Senate Review Committee met on January 16, 2024 to review the draft Fall 2023 Enrolment Report from the Office of the VP Students & Enrolment. The committee composed a series of questions related to the report. The questions were sent to the OVPSE, and were circulated to Senators, along with the draft Enrolment Report.

VP Students & Enrolment Suzanne Blanchard presented a revised 2023 Enrolment Report to Senators, including extra information in response to the questions submitted by the Senate Review Committee.

The revised Enrolment Report showed full-time new undergraduate enrolment at the first-year level, and overall full-time undergraduate enrolment in degree programs with data from 2019 to 2022 for comparison. Fall 2023 new full-time undergraduate enrolment was down 3.6%, largely due to visa issues for international students. International student enrolment at the undergraduate level has been dropping since 2019. In Fall of 2022, international students were required to be on campus which provided an additional limitation for enrolment.

Overall, undergraduate enrolment is stable, with a slight increase in domestic students, and decrease in international students. Retention levels are high. In terms of corridor funding, the provincial grant has not changed for several years, and the enrolment numbers are within the corridor specified in the SMA.

New Full Time undergraduate student numbers have fallen below the projected targets, largely due to decreased international student enrolment. Within individual Faculties, FASS numbers are up, FPA enrolment has been in decline since 2019, Sprott enrolment increased in 2021, but has decreased since then, and Science has fluctuated over the past few years but is now ahead of 2019 numbers. FED enrolment has fluctuated over the past 5 years due to various trends within the Faculty.

For graduate degrees, which often include more part-time students, Full-Time Equivalents (FTEs) provide a more accurate count. Master's student enrolment shows steady growth over the past 4 years, with a spike for the MBA online enrolment between 2022 and 2023. Doctoral student enrolment overall shows growth and is stable.

The report included a number of graphs that showed enrolment trends within each Faculty over a 12-year period. For undergraduate enrolment, the Sprott School of Business experienced a peak in 2021, due to the completion of the new Nicol Building, and the increase in online offerings. Similarly, FPA experienced a peak in 2012 with the introduction of the BGINS program. FASS, Science and Engineering show overall growth.

Master's enrolment has increased significantly over the past year for Sprott with the introduction of the online MBA. FED has seen some peaks and declines over the past few years, FPA overall is slowly declining, FASS is stable and Science enrolment is stable with a slight decrease this year.

Doctoral student enrolment has seen slow increases in Business and Science, with a peak for Science enrolment in 2021. FPA and FED enrolment is stable and FASS enrolment at the PhD level is stable with some slight peaks.

Discussion:
A Senator noted that departments within FED are undergoing budget cuts, and asked if these can be tied directly to decreases in international student enrolment. The VP Students & Enrolment replied that the impact of changes in international student enrolment on specific programs is difficult to predict. She noted that Carleton continues to be very active in international recruitment and engages a number of international agents who are intentional in their targets and are looking at emerging markets. Domestic enrolments are showing positive trends at the undergraduate level, which is also encouraging.

A Senator asked if comparison data can be provided provincially for undergraduate intake by Faculty. The VPSE noted in response that numbers do vary and this can be attributed to different strategies undertaken by other institutions. For example, during Covid, some of the top tier universities in Ontario opened up enrolments to increase numbers, which negatively impacted Carleton's enrolments. Other variations can be attributed to the changing popularity of various programs over time. Carleton continues to add recruitment strategies to maximize opportunities, but it is a very competitive field.

A Senator asked how to reconcile budget cuts with healthy enrolments. It was noted, in response, that universities in Ontario have faced declining revenue for several years, as the province has frozen domestic tuition fees and has not increased the government grant to universities. Expenses, however, are constantly increasing, which puts enormous pressure on the budget. Recruitment towards healthy enrolments can help to reduce some of this stress. Since Carleton has resumed face-to-face recruitment, applications from Ontario high schools have increased overall 5%, and are up 12% for first-choice applications. Domestic numbers are encouraging; international enrolment trends for the future are not yet known.

A Senator asked if the planned re-opening of the O-Train line to campus might have an effect on enrolment. The VP Students & Enrolment acknowledged that currently some students are facing a difficult and long commute to campus, but there are indications that the new line could be open later in 2024, which would help Carleton competitively.

In response to another question, the VP Students & Enrolment noted that the university is looking at additional strategies to increase enrolment, including for example many small initiatives in the GTA and increased integration with Faculties.

Finally, there was a request not to use colour-delineated graphs for future presentations, in consideration for Senators who are colour-blind.

The Chair thanked the VP Students & Enrolment for the presentation and Senators for their engagement.

8. Report from Senate Ad Hoc Committee on Graduate Academic Governance

Provost Pauline Rankin introduced this item, and welcomed Professor Donald Russell, Chair of the Ad Hoc Committee on Graduate Academic Governance, back to Senate.

Before Professor Russell presented the report to Senate, the Provost introduced the motion for Senate:

It was **MOVED** (P. Rankin, D. Siddiqi) that Senate receive the final report of the Senate Ad Hoc Committee on Graduate Academic Governance and refer the report to the Senate Academic Governance Committee for further action.

Presentation by Professor Russell:
The Ad Hoc Committee on Graduate Academic Governance (CGAG) was mandated by Senate in June of 2023 to review the impact of the transfer of graduate curriculum approval authority from FGPA to the line Faculties, and to provide recommendations to address any concerns or issues resulting from this change.

The committee was formed in the summer of 2023, and met nine times between September 2023 and January of 2024. Professor Russell thanked the members of the committee for their productive and insightful work in carrying out their mandate and producing the report, which was circulated in advance to Senators.

It was noted that the committee's scope of work was limited to those issues under the purview of Senate as outlined in the Carleton University Act. The committee also came to an agreement on a number of definitions and underlying principles that formed the basis for the work of the committee. These are listed at the beginning of the report.

The report includes a total of 13 recommendations, which are presented as a package to be accepted together. In terms of academic issues, the committee recommends that:

- Graduate curricular approvals be devolved to the 5 line Faculties and 4 independent schools (Architecture, Information Technology, Industrial Design, Computer Science);

- Grade approvals, academic integrity (as per the AI Policy) and graduation should not be separated from control of curriculum, and should also move to the line Faculties; and
- Graduation regulations, policies and procedures should remain a central process, for consistency and uniformity across the university.

In terms of Academic Governance Issues, the committee recommends that:

- The Graduate Faculty Board no longer be a faculty board in the AGU of the university, since, if the above recommendations are adopted, it would no longer have responsibilities that would define it as a faculty board (curriculum approval, control of grades and graduation);
- Senate remove ex officio membership on Senate for the Dean of FGPA; and
- Senate removes or changes FGPA representation on and reviews the Terms of Reference of relevant Senate standing committees.

The committee also recommends that:

- Oversight of graduate awards be reviewed;
- Issues related to post-doctoral Fellows be handled centrally;
- Cross-Faculty programs be governed following the undergraduate model;
- Joint Institutes be overseen centrally;
- Granting of graduate supervisory privileges be managed centrally;
- A consultative committee of Associate Deans, Graduate Studies be established; and
- The Academic Governance of the University (AGU) joint policy and the By-Laws of the University be revised accordingly.

Discussion:

A Senator asked which central body would be responsible for some of these recommendations, if FGPA is devolving. In response, Professor Russell noted that this work (granting of supervisory privileges, post-doctoral Fellow issues, etc.) already is being carried out within Graduate Studies, and would remain centrally managed. However, the definition of what that central body would be is beyond the scope of CGAG.

A Senator asked whether supervisory privilege is really an employment issue and not an academic issue. Is the question not whether an instructor is qualified to supervise graduate students? In response, it was noted that the question is related to employment issues, specifically whether or not the faculty member has tenure, and not academic qualifications. The condition of tenure for supervisory privileges is to protect the student's interests, by guaranteeing the continuing relationship with the student.

Another Senator asked for clarification regarding the process for de-establishing the Faculty of Graduate and Postdoctoral Affairs, since according to the Carleton University

Act, Senate does not have the power to do this. The Chair noted that the Board of Governors has the power to de-establish FGPA, upon a recommendation by Senate. The Chair recognized the University Secretary, who added that the recommendation from Senate would first go to the Board's Governance Committee for review. This review would then trigger a review of the Bylaws by the Governance Committee plus a review of the recommended changes of the AGU (from Senate). The final step would be a suite of recommendations for the Board, including revisions to the Bylaw and the AGU.

The motion **PASSED**.
Senator Laura Madokoro requested that her vote to abstain be recorded in the minutes.

9. Review of Senate Policy on Academic Accommodations During Labour Disputes – Motion from Senators Mason and Murray

Senator Jody Mason introduced this motion and spoke to the reasons for its submission. She remarked that when the Senate Policy on Academic Accommodations During Labour Disputes was passed in 2020, it was not known how the policy might come into conflict with Senate's mandate. The CUPE 4600 strike in March of 2023 demonstrated that the policy can be used to politicize Senate and to undermine the position and power of the striking workers. The first part of the motion thus asks SCCASP to determine whether or not Senate can remain neutral while implementing this policy in the context of labour disputes.

It was MOVED (J. Mason, M. Rooney) that SCCASP make its review of the *Academic Accommodations During Labour Disputes Policy* its next order of business (i.e., that SCCASP report to Senate at the earliest opportunity, and no later than the April 2024 meeting). Specifically, SCCASP shall investigate and report back with a reasoned response to the following question: "Is it possible for Senate to implement the *Academic Accommodations During Labour Disputes Policy* while also remaining neutral in the context of a labour dispute?" Should it decide that the answer is "no," SCCASP shall either recommend revisions to the policy that will allow Senate to remain neutral or, if deemed impossible, recommend the policy's repeal.

Discussion:
The Chair of SCCASP indicated that the committee met earlier in the week to review the motion, and to discuss the question regarding Senate's neutrality. SCCASP first determined that there is no provision within the Bylaw or AGU that stipulates that Senate must remain neutral during labour disputes. However, if there is an assumption that Senate should remain neutral, that neutrality is incompatible with the Policy on Academic Accommodations During Labour Disputes, and in fact, the creation of the policy has rendered neutrality impossible for Senate. The Chair of SCCASP added that the committee does not believe that the issue of neutrality could be resolved by revising the policy.

A Senator noted for the information of those who recently joined Senate, that the policy was created in 2020 at the request of Senate and in response to the CUPE 2424 strike of 2018.

The Chair of SCCASP called for a motion to table the motion on the floor, or alternately for the mover of the motion to withdraw it. However, he withdrew his motion after Senators pointed out that there had been no opportunity for them to discuss the original motion first.

Several Senators then spoke in support of the call for an immediate review of the policy, with perhaps the result that SCCASP would recommend that Senate repeal the motion, as indicated in the last section of the motion.

The Chair of SCCASP indicated that the question driving the first part of the motion, the request to determine Senate's neutrality while the policy is in place, has been answered. The second part of the motion, asking SCCASP to recommend the repeal of the policy, is not in order since Senate cannot tell committees what to recommend to Senate. The Chair concurred that this part of the motion is not in order.

Senator Mason then agreed to withdraw her motion, and to submit another motion for Senate within 10 days of the next Senate meeting. There was no objection from Senate to the withdrawal of the main motion.

10. Reports for Information:

a. **Senate Executive Minutes – November 14, 2023**
b. **Report from the COU Academic Colleague**
c. **Report on New Awards from Senate Undergraduate Student Awards Committee**

There was no discussion of these items.

11. Other Business

There was none.

12. Adjournment

The meeting was adjourned (D. Howe, L. Dyke) at 4:18 p.m.

Senate Question Period Submissions – March 1, 2024

Question from Laura Madokoro

Following on the questions posted by Nir Hagigi in the January 2024 meeting, I wish to know what measures the university is taking to protect academic freedom on campus (including physical and virtual contexts).

Senate Meeting Schedule 2024-25

September 27, 2024

October 18, 2024

November 29, 2024

December 13, 2024

January 31, 2025

February 28, 2025

March 28, 2025

April 25, 2025

June 6, 2025

Senate Executive Committee Meeting Schedule 2024-25

September 17, 2024

October 8, 2024

November 19, 2024

December 3, 2024

January 21, 2025

February 18, 2025

March 18, 2025

April 15, 2025

May 27, 2025

Senate Medals & Prizes Committee Meeting Schedule

October 17, 2024

June 5, 2025

MEMORANDUM

The Senate Committee on Curriculum, Admission and Studies Policy (SCCASP)

To: Senate
From: **Daniel Siddiqi**, Chair of SCCASP
Date: March 1, 2024
Subject: Regulation changes 2023-24, 2024-25

For Senate approval

1. *Graduate Regulations: Academic Standing*

Motion: That Senate approves the revision to R-G-11: General Regulations 11 Academic Standing effective for the 2024/25 Graduate Calendar as presented.

Attachment: R-GR-11 General Regulations 11 Academic Standing

Program Change Request

Date Submitted: 01/18/24 3:51 pm

Viewing: R-GR-11 ~~TBD-1801~~ : R-GR-General Regulations: 11. Academic Standing

Last approved: 06/10/21 1:48 pm

Last edit: 01/18/24 4:06 pm

Last modified by: sandrabauer

Changes proposed by: sandrabauer

In Workflow

1. **REGS RO GR Review**
2. **GRAD FBoard**
3. **PRE SCCASP**
4. **SCCASP**
5. Senate
6. PRE CalEditor
7. CalEditor

Approval Path

1. 01/19/24 2:18 pm Sandra Bauer (sandrabauer): Approved for REGS RO GR Review
2. 01/24/24 10:56 am Sandra Bauer (sandrabauer): Approved for GRAD FBoard
3. 02/01/24 11:22 am Sandra Bauer (sandrabauer): Approved for PRE SCCASP

History

1. Nov 15, 2017 by Sandra Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra Bauer (sandrabauer)
3. Mar 9, 2020 by Sandra Bauer (sandrabauer)
4. Jun 10, 2021 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program	General Regulations
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR-11 ~~TBD-1801~~

Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-General Regulations: 11. Academic Standing

Program Requirements

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11. Academic Standing

11.1 Qualifying-Year ~~Program~~

Students should note that admission to the master's program from qualifying year is governed by the admission requirements in Section 2, Admission Requirements and Eligibility.

11.2 Graduate Diploma Programs

Type 2 Graduate Diplomas

Students enrolled in Type 2 (concurrent) graduate diplomas are governed by the academic standing regulations of their primary degree (master's or doctoral).

Type 3 Graduate Diplomas

Type 3 (stand-alone, direct entry) graduate diplomas are governed by master's degree academic standing regulations.

11.3 ~~11.2~~ Master's Programs ~~Program~~

A grade of B- or better must normally be obtained in each course credited towards the master's degree. A candidate may, with the support of the departmental graduate supervisor/associate chair (graduate affairs) and the approval of the Dean of the Faculty of Graduate and Postdoctoral Affairs, be allowed a grade of C+ in 1.0 credit. Some programs do not permit the C+ option and apply a B- minimum rule.

Full-Time Continuation

Full-time master's students who fail to achieve a weighted GPA of 7.0 after two terms of study, or to maintain it subsequently, will be required to withdraw from the program. In the event of special or extenuating circumstances, the student may apply through the program graduate supervisor/associate chair (graduate affairs) to the Dean of the Faculty of Graduate and Postdoctoral Affairs for permission to continue in the program.

Part-Time Continuation

Part-time master's students who fail to achieve or maintain a weighted GPA of 7.0 after completing 2.0 credits, or to maintain it subsequently, will be required to withdraw from the program. In the event of special or extenuating circumstances, the student may apply through the program graduate supervisor/associate chair (graduate affairs) to the Dean of the Faculty of Graduate and Postdoctoral Affairs for permission to continue in the program.

11.4 ~~11.3~~ Doctoral Programs ~~Program~~

Doctoral students must obtain a grade of B- or better in each course credited towards the degree.

11.5 ~~11.4~~ Doctoral Progress Reporting

Doctoral students must make consistent progress in their studies and must document their progress by completing an annual progress report that details the previous year's achievements and the objectives for the following year. Students must complete their progress report in consultation with their supervisor and committee. Reports must be submitted to the program graduate chair/director or equivalent for review and approval.

In the event that progress is deemed unsatisfactory, the program director or equivalent may recommend to the Dean of the Faculty of Graduate and Postdoctoral Affairs that the student be required to withdraw.

11.6 ~~11.5~~ Religious Accommodation

Carleton University accommodates students who, by reason of religious obligation, must miss an examination, test, assignment deadline, laboratory, or other compulsory event.

Accommodation will be worked out directly and on an individual basis between the student and the instructor(s) involved. Students should make a formal request to the instructor(s) in writing for alternative dates and/or means of satisfying requirements. Such requests should be made during the first two weeks of any given academic term, or as soon as possible after a need for accommodation is known to exist. Instructors will make reasonable accommodation in a way that shall avoid academic disadvantage to the student.

Students unable to reach a satisfactory arrangement with their instructor(s) should contact the Office of Equity Services at http://www.carleton.ca/equity/.

Instructors who have questions or wish to verify the nature of the religious event or practice involved should also contact this office.

New Resources	No New Resources
Summary	Add academic standing requirements for graduate diplomas Type 2 and 3, renumber subsequent items
Rationale for change	Graduate diploma academic standing requirements are the same as master's requirements. This should be made explicit in the calendar rather than left to inference.
Transition/Implementation	n/a - no change in requirements

Program reviewer comments

Key: 1801

Carleton University

Office of the Vice-Provost and Associate Vice-President (Academic)

memorandum

DATE: February 23, 2024

TO: Senate

FROM: Dr. David Hornsby, Vice-Provost and Associate Vice-President (Academic), and Chair, Senate Quality Assurance and Planning Committee

RE: Final Assessment Reports and Executive Summaries

The purpose of this memorandum is to request that Senate approve the Final Assessment Reports and Executive Summaries arising from cyclical program reviews. The request to Senate is based on recommendations from the Senate Quality Assurance and Planning Committee (SQAPC).

The Final Assessment Reports and Executive Summaries are provided pursuant to article 5.4.1. of the provincial Quality Assurance Framework and article 7.2.24 of Carleton's Institutional Quality Assurance Process (IQAP). Article 7.2.24.3 of Carleton's IQAP (passed by Senate in November 2021 and ratified by the Ontario Universities Council on Quality Assurance in April 2022) stipulates that, in approving Final Assessment Reports and Executive Summaries 'the role of SQAPC 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 recommendations to Senate and fulfilling their responsibilities under the IQAP, members of SQAPC were provided with all the appendices listed on page 2 of the Final Assessment Reports and Executive Summaries. 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.

Any major modifications described in the Implementation Plans, contained within the Final Assessment Reports, are subject to approval by the Senate Committee on Curriculum, Admission, and Studies Policy, the Senate Quality Assurance and Planning Committee (SQAPC) and Senate as outlined in articles 7.4.1 and 5.1 of Carleton's IQAP.

Once approved by Senate, the Final Assessment Reports, Executive Summaries and Implementation Plans will be forwarded to the Ontario Universities' Council on Quality Assurance and reported to Carleton's Board of Governors for information. The Executive Summaries and Implementation Plans 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.

Omnibus Motion

In order to expedite business with the multiple Final Assessment Reports and Executive Summaries 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 Final Assessment Reports and Executive Summaries 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 Final Assessment Reports and Executive Summaries that Senators agree can be covered by the omnibus motion.

THAT Senate approve the Final Assessment Reports and Executive Summaries arising from the Cyclical Reviews of the programs.

Final Assessment Reports and Executive Summaries

1. **Undergraduate and Graduate Programs in European, Russian and Eurasian Studies**
   SQAPC approval: February 8, 2024

SQAPC Motion:
THAT SQAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the undergraduate and graduate programs in European, Russian and Eurasian Studies.

Senate Motion March 1, 2024:

THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate and graduate programs in European, Russian and Eurasian Studies.

2. **Undergraduate and Graduate Programs in History**
   SQAPC approval: February 8, 2024

SQAPC Motion:
THAT SQAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the undergraduate and graduate programs in History.

Senate Motion March 1, 2024:

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

Carleton University

Office of the Vice-Provost and Associate Vice-President (Academic)

memorandum

DATE: February 23, 2024

TO: Senate

FROM: Dr. David Hornsby, Vice-Provost and Associate Vice-President (Academic), and Chair, Senate Quality Assurance and Planning Committee

RE: 2024-25 & 2025-26 Calendar Curriculum Proposals
Undergraduate and Graduate Major Modifications & Governance change

Background

Following Faculty Board approval, as part of academic quality assurance, major curriculum modifications are considered by the Senate Quality Assurance and Planning Committee (SQAPC) before being recommended to Senate. Major curriculum modifications are also considered by the Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP).

Library Reports (as required)

In electronic communication members of the Library staff, upon review of the proposals, confirmed no additional resources were required for the 2024-25 & 2025-26 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 changes 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 7 major modifications and 1 governance change 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.

THAT Senate approve the major modifications as presented below.

Major Modifications

1. **Environmental Studies**
   SCCASP approval: January 16, 2024
   SQAPC approval: January 25, 2024

Senate Motion March 1, 2024

THAT Senate approve the name change of the undergraduate programs in Environmental Studies to Environmental and Climate Change Studies as presented with effect from Fall 2025.

2. **Law and Legal Studies**
   SCCASP approval: January 16, 2024
   SQAPC approval: January 25, 2024

Senate Motion March 1, 2024

THAT Senate approve the introduction of the concentration in Criminal Law and Social Order to the undergraduate programs in Law as presented with effect from Fall 2024.

3. **Bachelor of Media Production and Design**
   SCCASP approval: January 16, 2024
   SQAPC approval: January 25, 2024

Senate Motion March 1, 2024

THAT Senate approve the major modification to the Bachelor of Media Production and Design program and the introduction of MPAD 4906 as presented with effect from Fall 2024.

4. **MA in French**
   SCCASP approval: January 16, 2024
   SQAPC approval: January 25, 2024

Senate Motion March 1, 2024

THAT Senate approve the deletion of the MA programs in French as presented with effect from Fall 2024.

5. **Master of Information Technology**
   SCCASP approval: February 6, 2024
   SQAPC approval: February 8, 2024

Senate Motion March 1, 2024

THAT Senate approve the change to the MIT degrees in Digital Media and Network Technology as presented with effect from Fall 2024.

6. **ENSC 4909 & ISAP 4909**
   SCCASP approval: February 6, 2024
   SQAPC approval: February 8, 2024

Senate Motion March 1, 2024

THAT Senate approve introduction of ENSC 4909 & ISAP 4909 and the modifications to the associated programs as presented with effect from Fall 2024.

7. **Technology Innovation Management**
   SCCASP approval: N/A
   SQAPC approval: February 8, 2024

Senate Motion March 1, 2024

THAT Senate approve the governance change for the Technology Innovation Management programs from the Faculty of Engineering and Design to the Sprott School of Business as presented with effect from Fall 2024.

8. **Linguistics**
   SCCASP approval: February 6, 2024
   SQAPC approval: February 8, 2024

Senate Motion March 1, 2024

THAT Senate approve the deletion of the concentration in Linguistic Theory from the BA Hons program and the BSC Hons Linguistics streams in Psychology, Neuroscience and Computer Science and the change of name to the BSc Hons in Linguistics with a concentration in Psycholinguistics and Communication Difference for the streams in Psychology, Neuroscience and Computer Science as presented with effect from Fall 2025.

Carleton University

Office of the Vice-Provost and Associate Vice-President (Academic)

memorandum

DATE: February 23, 2024

TO: Senate

FROM: Dr. David Hornsby, Vice-Provost and Associate Vice-President (Academic), and Chair, Senate Quality Assurance and Planning Committee

RE: MSc Clinical Trials and Regulatory Affairs
New Program Approval

SAPC Motion

THAT SQAPC recommends to SENATE the approval of the proposed Graduate Program in Clinical Trials and Regulatory Affairs as presented to commence in Fall 2025.

Senate Motion

THAT Senate approve the proposed Graduate Program in Clinical Trials and Regulatory Affairs as presented to commence in Fall 2025.

Background

The program is an MSc in Clinical Trials and Regulatory Affairs offered through the Department of Health Sciences in the Faculty of Science. This is a full cost recovery program. The program will prepare students to design, carry out, manage and evaluate clinical trials for a wide variety of health products in different settings. This program will provide graduates with the necessary knowledge and skills to be effective practitioners in clinical trials and regulatory affairs.

Attachments

Discussant Report
External Reviewers' Report
Internal Reviewer's Report
Unit response to the External Reviewers' Report and Implementation plan
Dean's response to the External Reviewers' Report
External Reviewer Biographies
Self-Study with Appendices (Volume I)
Courseleaf Entries
Faculty CVs (Volume II)

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

Upon the above motion being passed by Senate, the required documentation will be submitted to the Quality Council for its review and a decision on whether the Graduate Program in Clinical Trials and Regulatory Affairs will be authorized to commence.

Carleton University

MEMORANDUM

From: Senate Academic Governance Committee
To: Senate
Date: March 1, 2024
Subject: Senate committee ratification

MOTION: That Senate ratify the nominees for Senate committees, as presented, for service beginning immediately upon approval.

1) Senate Quality Assurance and Planning Committee
    - Jennifer Stewart (Faculty member – FPA)

MEMORANDUM

From: Senate Academic Governance Committee
To: Senate
Date: March 1, 2024
Subject: Senate Rules of Order

The Senate Academic Governance Committee has updated the Senate Rules of Order, combining the previous two documents (Senate Rules of Order + Annex to the Senate Rules of Order) into one and reorganizing some sections for clarity. 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.

MOTION: That Senate approve the revised Senate Rules of Order, as presented.

Carleton University Senate Rules of Order

Approved by Senate xxxxx

1. The Chair shall conduct the meetings of Senate according to the provisions of these Rules and, for any matter not present in these Rules, be guided by the American Institute of Parliamentarians – Standard Code of Parliamentary Procedure (AIPSCPP).

2. Quorum is 25% of Senate's voting membership. If a quorum is present when the Chair calls the meeting to order, the quorum is presumed to continue until adjournment.

3. Call to Order: After the Chair has called the meeting to order, only one person may speak at a time, and only after being recognized by the Chair, except as provided below.

4. Agenda: The Chair shall recommend an agenda at the beginning of each meeting, which shall become the order of business unless a motion to amend it is made and adopted. Discussion will be in order of the agenda and may be on any aspect of each subject until a motion is introduced.

5. Notice of Motion: The normal Notice of Motion period for main motions is ten days. The standard procedure for placing a motion before Senate is for the motion, along with its supporting rationale, to be communicated to Senate Executive, through the Clerk, in time for the meeting of Senate Executive preceding the relevant Senate meeting. Senate Executive meets ten days before the Senate meeting, giving the ten-day notice period requirement. One way for a member of Senate to meet this deadline is to raise the issue under Other Business at a meeting of Senate; this then becomes a Notice of Motion for the next meeting. See Rule 6 for cases where this advance notification of a motion is not possible. Procedural and courtesy motions do not require advance notice.

6. Waiver of Notice of Motion for main motions: The requirement for Notice is an important principle and should only be waived in the most serious situations. A Senator may place a motion before Senate without proper notice (see Rule 5) only if all of the following conditions are met:

    (a) The motion has been received by the Clerk at or before the start of the meeting;
    (b) The motion responds to circumstances that developed after the date for proper notice;
    (c) The action specified in the motion cannot be delayed to permit consideration at the next meeting of Senate;
    (d) The motion addresses an issue of importance to the University;
    (e) A 2/3 majority of those present agrees to waive the requirement for notice after hearing the motion read.

    The Chair will rule a motion as out of order if any of these conditions fails to be met.

7. The Chair may request a motion when they believe a motion will aid the discussion. In doing so, the Chair may not go against the principle of giving Senators proper notice of main motions.

8. When a motion is properly made and is seconded and stated by the Chair, it becomes the business on the floor, and all discussion must apply to it until it is disposed of, except for those procedural motions that are in order.

9. Only members of Senate may speak at a Senate meeting, with the exception that the Chair may allow a person who is not a Senator to provide Senate with information.

10. The Chair may summarize discussions and present alternatives for consideration when no motion is pending but may state their own opinion only (a) during general discussion when no other member requests the floor, (b) by relinquishing the Chair, (c) in deciding a point of order, or (d) if the pending question is an appeal from a ruling on a point of order.

11. Voting and Records

    11.1. All members of Senate are entitled to vote on Senate business with the exceptions of the Chair and the representatives of the Board of Governors. The Chair does not vote except to break a tie. The Board of Governors designates up to four of its members as representatives to Senate. These representatives may all attend Senate but only two may vote on any issue. When more than two Board members attend a Senate meeting, they must inform the Chair at the beginning of the meeting regarding which two will vote.

    11.2. In order to vote, a Senator must be present. Proxy votes are not allowed. Individuals formally appointed into an Acting position that carries an ex officio voting membership on Senate may participate in Senate as voting members. (A Senator may only have one vote on each motion.)

    11.3. When a motion has been made and seconded, the Chair shall state it and call for discussion on it. When every member who wishes to speak has done so, the Chair shall call for a vote. Approval by a majority of those voting or by consent without objection shall be necessary to adopt a motion, unless otherwise specified in these Rules. A tie vote shall defeat the pending motion.

    11.4. Voting shall be by show of hands (actual or, in the case of online attendees, virtual) unless some other method is decided upon by motion, except that in elections, voting shall be by secret ballot wherever there are more nominees than places. Votes shall be counted by the Clerk and the vote count recorded, whenever the Chair is in doubt as to the result or any member requests a count through a point of order.

    11.5. The record of a vote in the minutes is normally one of: Passed unanimously, passed, and defeated. When a vote is counted, pursuant to 11.4, the decision and the count of the vote will be recorded. In particular, the fact that a Senator chooses not to vote is not normally recorded. However, a Senator may request (at the time of voting) that their abstention be recorded in the minutes.

    11.6. Proposals may also be approved by consent. This means that, in the absence of opposition, the Chair declares the item approved. This method of approval is usually restricted to items of regular business such as approving the agenda, approval of minutes and adjournment of the meeting.

12. Motions:

Senate does much of its work through the consideration of clear statements called motions. A comprehensive list of motions including the order of precedence and the essential governing rules is presented in the reference chart at the end of this document.

There are 4 types of Motions: Main, Subsidiary, Privileged and Incidental.

12.1 A **Main Motion** pertains to the main work of Senate and may establish a policy, set up a committee, award a degree or propose a new program, for example. Once a main motion has been introduced, it becomes the focus of attention; it must be dealt with in some way before another main motion is introduced.

Specific main motions that act upon previously considered motions include the following (a complete list is provided in the reference chart at the end of this document).

12.1.1 **Motion to reconsider**: This motion asks that the vote on a main motion already taken at the same meeting be set aside and that the motion be reconsidered again as though no vote had been taken on it. The effect is to remove the previous vote as if it had never happened and debate is resumed.

12.1.2 **Motion to rescind**: This motion asks that a motion or part of a motion approved at a previous meeting now be considered defeated. Such a motion is not retroactive, and actions already taken as a result of the rescinded motion remain unchanged.

12.2 **Subsidiary Motions** propose some action to the main motion on the floor. These include:

12.2.1 **Motion to amend**: This motion proposes a change in the wording of a main motion already on the floor. The motion to amend can, itself be amended.

12.2.1.1 Amendments, which are still pending are considered one at a time as presented. Amendments to amendments (amendments in the second degree) may be made, but not amendments in the third degree.

12.2.1.2 An amendment does not require previous notice. It must be germane to the motion and may not negate the motion.

12.2.1.3 **Friendly amendment**: During the course of debate, the mover and seconder may receive suggestions from the floor about the wording of motions. If the mover and seconder agree that the intent of the motion would be clarified by a change of wording, they may, with the agreement of the Chair, alter the wording of the motion accordingly. This is called a friendly amendment.

12.2.2 **Motion to refer to a committee**: This motion directs that the debate be terminated in Senate and the issue be referred to a specified committee, which may be required to report back to Senate at a specific time.

12.2.3 **Motion to postpone to a certain time**: this motion closes debate at this point but requires that Senate return to consideration at a specified time.

12.2.4 **Motion to limit or extend debate** (requires a 2/3 majority vote)

12.2.5 **Motion to close debate and vote immediately** (requires a 2/3 majority vote)

12.2.6 **Motion to Postpone until an unspecified time**: This motion ends the debate without a conclusion or a specific time to return. It thus closes debate for today.

12.3 **Privileged Motions** are undebatable and include:

12.3.1 **Point of privilege**: A point of privilege is a statement relating to the rights and privileges of Senate or any of its members. For example, the issue may be that a statement reflects on the reputation of a member, Senate or the university. It may also relate to the conduct of a person or the physical conditions of the meeting. Action to be taken in response to a point of privilege is decided by the Chair without debate.

12.3.2 **Motion to recess**: Normally includes the length of the recess or time for reconvening the meeting.

12.3.3 **Motion to adjourn**: Ends the meeting.

12.4 **Incidental Motions** are concerned with procedure and process. A full list of incidental motions is provided in the reference chart at the end of this document. The most common examples include:

12.4.1 **Motion to appeal**: When a decision is made by the Chair rather than by vote, a member may appeal that decision by calling out, “I appeal the ruling of the Chair”. In that case the Chair and the member making the appeal shall state briefly the reasons for their views, after which an immediate vote shall be taken, a majority of those voting being sufficient to uphold or overrule the ruling of the Chair. The Chair does not participate in this vote.

12.4.2 **Request to divide the question**: If a motion has been presented in a sequence of distinct parts, a member may request that these parts be considered separately. The request does not require a seconder and is decided by the Chair.

12.4.3 **Request to withdraw**: If discussion of the motion convinces the mover that the motion was ill advised, the mover may request that the motion be withdrawn. The Chair makes the ruling on the request. The mover may withdraw a motion at any time if there is no objection from Senate.

12.4.4 **Point of order**: A member who believes that the Rules are being violated or that action is needed to handle an emergency, or who wishes a count on a vote may call out "point of order" at any time, in which case he/she shall be recognized for the sole purpose of stating briefly what he/she believes to be the correct procedures. Action to be taken in response to a point of order is decided by the Chair without debate.

12.4.5 **Point of information**: Any member wishing information on a point under discussion when no one else has the floor may call out "point of information", in which case the Chair shall recognize the member for a brief question, and either give an answer or recognize someone to do so. Points of information may also be raised while a member is speaking, unless the speaker has asked not to be interrupted, and such questions will be directed by the Chair to the speaker.

12.4.6 **Request to divide assembly**: Request for a standing vote.

12.5 Finally, a **Courtesy Motion** is a brief statement of the will of Senate in a special situation, typically as a vote of thanks, congratulations, or condolence. A courtesy motion does not need to be submitted in advance.

13. Rules applicable to all Motions:

13.1 All motions require a mover and a seconder, except Point of Order, Point of Information, Point of Privilege, and requests of the Chair.

13.2 Motions that are noted as not subject to debate or amendment may be debated and amended by two-thirds majority consent or at the discretion of the Chair.

13.3 It shall be the duty of the Chair to rule out of order all motions and tactics designed to delay or divert the work of Senate and any undignified behavior or remarks. Such rulings by the Chair remain open to appeal except in the case that the behavior ruled against is a repetition of an appeal from a ruling of the Chair on the same or similar issue where this ruling has already been upheld at the meeting.

Principal Rules Governing Motions (adapted from AIP Standard Code of Parliamentary Procedure)[1]

Motions in order of Precedence (highest to lowest)[2]

Motion	Debatable	Amendable	Vote Required
Privileged Motions			
Adjourn	No	Yes[3]	Majority
Recess	No	Yes	Majority
Point of Privilege	No	No	None
Subsidiary Motions			
Postpone to unspecified time[4]	No	No	2/3
Close Debate	No	Yes[5]	2/3
Limit or Extend Debate	No	Yes	2/3
Postpone to a certain time	Yes	Yes	Majority
Refer to committee	Yes	Yes	Majority
Amend	Yes	Yes	Majority
Main Motions			
The main motion	Yes	Yes	Majority
Restorative Main motions:			
Adopt in Lieu of	Yes	Yes	Majority
Amend a previous action	Yes	Yes	Same as original motion
Ratify	Yes	No	Majority
Recall from Committee	Yes	No	Majority
Reconsider	Yes	No	Majority
Rescind	Yes	No	Same as original motion

Incidental Motions (no order of precedence)

Motion/Request	Debatable	Amendable	Votes Required
Appeal	Yes	No	Majority
Suspend Rules	No	No	2/3
Consider by Paragraph	No	No	Majority
Counted Vote	No	No	Majority
Request: Point of Order	No	No	None
Request: Point of Information	No	No	None
Request: Withdraw a motion	No	No	None
Request: Divide the question	No	No	None
Request: Divide the assembly	No	No	None

[1] American Institute of Parliamentarians Standard Code of Parliamentary Procedure, 2nd edition, 2023.
[2] Motions are in order if no motion higher on the list is pending.
[3] Can be amended to establish a continued meeting.
[4] The AIP Standard Code (2023) refers to this motion as "Table."
[5] Amendable as to the motion(s) to which it applies, if more than one vote is pending (for example if there is a main motion plus amendments pending).

Senate Rules of Order

Annex to the Rules of Order – Motions in Order at a Senate Meeting

1. The Chair shall conduct the meetings of Senate according to the provisions of these Rules and, for any matter not present in these Rules, be guided by the American Institute of Parliamentarians – Standard Code of Parliamentary Procedure (AIPSCPP) (formerly known as Sturgis Standard Code of Parliamentary Procedure).

2. Quorum: If a quorum is present when the Chair calls the meeting to order, the quorum is presumed to continue until adjournment unless, in the course of the meeting, it is challenged and it is ascertained that a quorum is no longer present.

3. Call to Order: After the Chair has called the meeting to order, only one person may speak at a time, and only after being recognized by the Chair, except as provided below.

4. Agenda: The Chair shall recommend an agenda at the beginning of each meeting, which shall become the order of business unless a motion to amend it is made and adopted. Discussion will be in order on each subject as it comes up on the agenda, and may be on any aspect of each subject as a whole until a specific motion is introduced.

5. Types of Motions: Senate does much of its work through the consideration of clear statements called motions. Motions are main, procedural or courtesy. A main motion pertains to the main work of Senate and may establish a policy, set up a committee, award a degree or propose a new program, for example. A procedural motion pertains to the management of the meeting itself and its business. A courtesy motion is a brief statement of the will of Senate in a special situation, typically as a vote of thanks, congratulation or condolence. (See the Annex to this Appendix for more information.)

6. Notice of Motion: The normal Notice of Motion period is ten days. The standard procedure for placing a motion before Senate is for the motion, along with its supporting rationale, to be communicated to Senate Executive, through the Clerk, in time for the meeting of Senate Executive preceding the relevant Senate meeting. Senate Executive meets ten days before the Senate meeting, giving the ten-day notice period requirement. One way for a member of Senate to meet this deadline is to raise the issue under Other Business at a meeting of Senate; this then becomes a Notice of Motion for the next meeting. See Rule 7 for cases where this advance notification of a motion is not possible. Procedural and courtesy motions do not require advance notice.

7. Waiver of Notice of Motion: A Senator may place a motion before Senate without proper notice (see Rule 6) only if all of the following conditions are met:

    (a) The motion has been handed to the Clerk at or before the start of the meeting;

    (b) The motion responds to circumstances that developed after the date for proper notice;

    (c) The action specified in the motion cannot be delayed to permit consideration at the next meeting of Senate;

    (d) The motion addresses an issue of importance to the University;

    (e) A 2/3 majority of those present agrees to waive the requirement for notice after hearing the motion read.

    The Chair will rule a motion as out of order if any of these conditions fails to hold. The requirement for Notice is an important principle and should only be waived in the most serious situations.

8. The Chair may request a motion when she/he believes a motion will aid the discussion. In doing so, the Chair may not go against the principle of giving Senators proper notice of main motions.

9. When a motion properly made is seconded and stated by the Chair, it becomes the business on the floor, and all discussion must apply to it until it is disposed of, except for those procedural motions that are in order.

10. Only members of Senate may speak at a Senate meeting, with the exception that the Chair may allow a person who is not a senator to provide Senate with information.

11. The Chair may summarize discussions and present alternatives for consideration when no motion is pending, but may state his/her own opinion only (a) during general discussion when no other member requests the floor, (b) by relinquishing the Chair, (c) in deciding a point of order, or (d) if the pending question is an appeal from a ruling on a point of order.

12. Motions:

12.1. The principal forms of motions, their order of precedence, and their essential governing rules are presented in the Annex to these Rules of Order. In addition, the following rules shall be applicable.

12.2. Amendments, which are still pending, are considered one at a time as presented. Amendments to amendments (amendments in the second degree) may be made, but not amendments in the third degree.

12.3. An amendment does not require previous notice. It must be germane to the motion and may not negate the motion.

12.4. The mover may withdraw a motion at any time, with the consent of Senate.

12.5. During the course of debate, the mover and seconder may receive suggestions from the floor about the wording of motions. If the mover and seconder agree that the intent of the motion would be clarified by a change of wording, they may, with the agreement of the Chair, alter the wording of the motion accordingly. This is called a friendly amendment.

12.6. Motions that are noted as not subject to debate or amendment may be debated and amended by two-thirds majority consent or at the discretion of the Chair.

13. Voting and Records

13.1. All members of Senate are entitled to vote on Senate business with the exceptions of the Chair and the representatives of the Board of Governors. The Chair does not vote except to break a tie. The Board of Governors has two votes at Senate. The Board designates up to four of its members as representatives to Senate. These representatives may all attend Senate but only two may vote on any issue.

13.2. In order to vote, a Senator must be present. Proxy votes are not allowed.

13.3. When a motion has been made and seconded, the Chair shall state it and call for discussion on it. When every member who wishes to speak has done so, the Chair shall call for a vote. Approval by a majority of those voting or by consent without objection shall be the

necessary vote to adopt a motion, unless otherwise specified in these Rules. A tie vote shall defeat the pending motion.

13.4. Voting shall be by show of hands unless some other method is decided upon by motion, except that in elections, voting shall be by secret ballot wherever there are more nominees than places. Votes shall be counted, and recorded, whenever the Chair is in doubt as to the result or any member requests a count through a point of order.

13.5. The record of a vote in the minutes is normally one of: Passed unanimously, passed, and defeated. When a vote is counted, pursuant to 13.4, the decision and the count of the vote will be recorded. In particular, the fact that a senator chooses not to vote is not normally recorded. However, a Senator may request (at the time of voting) that his/her abstention be recorded in the minutes.

13.6. Once a decision has been taken on a main motion, it may not be reconsidered at the same meeting.

13.7. Proposals may also be approved by consent. This means that, in the absence of opposition, the Chair declares the item approved. This method of approval is usually restricted to items of regular business such as approving the agenda, approval of minutes and adjournment when all business is complete.

14. Points of Privilege, Order and Information

14.1. Points of Privilege: A point of privilege is a statement relating to the rights and privileges of Senate or any of its members. For example, the issue may be that a statement reflects on the reputation of a member or Senate or the university. It may also relate to the conduct of a person or the physical conditions of the meeting. Action to be taken in response to a point of privilege is decided by the Chair without debate.

14.2. Points of Order: A member who believes that the Rules are being violated or that action is needed to handle an emergency, or who wishes a count on a vote may call out “point of order” at any time, in which case he/she shall be recognized for the sole purpose of stating briefly what he/she believes to be the correct procedures. Action to be taken in response to a point of order is decided by the Chair without debate.

14.3. Points of Information: Any member wishing information on a point under discussion when no one else has the floor may call out “point of information”, in which case the Chair shall recognize the member for a brief question, and either give an answer or recognize someone to do so. Points of information may also be raised while a member is speaking, unless the speaker has asked not to be interrupted, and such questions will be directed by the Chair to the speaker.

14.4. Appeal: The Chair shall decide all points of order and privilege, but any member may appeal such decisions by calling out, “I appeal the ruling of the Chair”. In that case the Chair and the member making the appeal shall state briefly the reasons for their views, after which an immediate vote shall be taken, a majority of those voting being sufficient to uphold or overrule the ruling of the Chair. The Chair does not participate in this vote.

14.5. It shall be the duty of the Chair to rule out of order all motions and tactics designed to delay or divert the work of Senate and any undignified behavior or remarks. Such rulings by the Chair remain open to appeal except in the case that the behavior ruled against is a repetition of an appeal from a ruling of the Chair on the same or similar issue where this ruling has already been upheld at the meeting.

Annex to Senate Rules of Order – Motions in Order at a Senate Meeting

The business of Senate is conducted through motions. The motions in use by the Carleton University Senate are presented here. Over the years these have proven to be sufficient to conduct the work of Senate in an orderly fashion. There are a few additional types of motion in use by other assemblies. The standard reference for Carleton is Sturgis Standard Code of Parliamentary Procedure. A type of motion that is novel to Carleton but mentioned in the reference can be used if the Chair rules it in order.

I Main Motions

Most of these motions, will be concerned with the substantive work of Senate and hence are called main motions. Once a main motion has been introduced, it becomes the focus of attention; it must be dealt with in some way before another main motion is introduced.

There are also a number of procedural motions that can be introduced during the debate on a main motion.

Amendment This is a motion that proposes a change in the wording of a main motion already on the floor.

Request to divide the Motion: If a motion has been presented is a sequence of distinct parts, a member may request that these parts be considered separately. This is a request, does not require a seconder and is decided by the Chair.

II Procedural Motions: Motions that end a debate

Postpone consideration until another unspecified time: this motion ends the debate without a conclusion or a specific time to return. It thus closes debate for today.

Postpone until a specific time: this motion closes debate at this point but requires that Senate return to consideration at a specified time.

Refer the matter to a committee: this motion directs that the debate be terminated in Senate and the issue be referred to a specified committee, which may be required to report back to Senate at a specific time.

Limit the debate in some way: Rather than seeking to close debate immediately, it may be desirable to limit the discussion in some way such as total remaining time, time per speaker, only those on the current speakers list may speak etc.

Call for a vote immediately: the Chair will call a vote once discussion has concluded, but a member of Senate may ask for an immediate vote at an earlier stage if he or she feels that this is in the best interests of Senate.

Withdraw the motion: if discussion of the motion convinces the mover that the motion was ill advised, the mover may request that the motion be withdrawn. The Chair makes the ruling on the request.

III Procedural Motions: Previously Consider Motions

Motion to reconsider: This motion asks that a motion previously approved be reopened for renewed debate. The effect is to remove the previous vote as if it had never happened and debate is resumed.

Motion to rescind: This motion asks that a previously approved motion or part of a motion now be considered defeated. Such a motion is not retroactive and actions already taken as a result of the rescinded motion remain un changed.

Motion to resume consideration: this motion responds to an earlier motion to postpone further discussion. It asks for the discussion to resume.

III Procedural Motions: General

Adjourn: Senate is adjourned automatically when there is no further business to discuss. At an earlier stage, a member may move for adjournment if this is in the best interests of Senate. The effect is to terminate consideration of any pending business.

Recess: This motion proposes a break in proceedings without terminating pending business. It must state the time to resume the meeting.

Appeal a decision of the Chair: There are frequent occasions during a meeting when the Chair decides on an issue of procedure, privilege, order, method of voting etc. Such decisions by the Chair may be appealed.

Request for a counted vote: This is a request to the Chair to count the votes when the Chair has declared an outcome without an actual count.

IV Precedence and Properties of Motion

A motion appearing higher in the table takes precedent over a motion further down. For example, no matter what else is happening you can always move to close the meeting.

Order of Precedence	Debatable	Amendable	Vote Required
Close the meeting	No	Yes	Majority
Recess the meeting	No	Yes	Majority
Question of Privilege	No	No	No vote
Close debate and vote	No	No	2/3
Limit or extend debate	Yes	Yes	2/3
Postpone to a certain time	Yes	Yes	Majority
Refer to a committee	Yes	Yes	Majority

Amend the motion	Yes	Yes	Majority
Make the main motion	Yes	Yes	Majority

Seconders: All motions require a mover and a seconder except Questions of Privilege, Order or Information and requests of the Chair (e.g. request a count of the votes)

Interruption: Interruption of the speaker who has the floor is allowed only in rare circumstances. These include: Points of Order, Points of Privilege, Appeals from a decision of the Chair, Request to withdraw the motion, Request for a counted vote.

Graduate Academic Governance

L. Pauline Rankin, Provost and Vice-President (Academic)

Presentation to Senate

March 1, 2024

Carleton University

Rethinking Graduate Studies at Carleton

- Carleton has been engaged in a process of rethinking graduate studies over the past few years.

- Catalyst was an expansion in graduate programs and enrolments that necessitated a review of procedures designed when Carleton had a much smaller graduate enterprise.

- Led to questions about whether FGPA processes matched the needs of a research-intensive university.

External Assessment

- FGPA was reviewed by external assessors in Winter, 2021
- Assessors were asked to look at best practices and models across Canada with a view to renewal and continuous improvement
- Review focused on role and mandate, including administrative and leadership functions, curricular role, TA assignment and management, registrarial functions and staffing
- Central recommendation was to reconceptualize FGPA as an administrative unit with academic decisions to be made primarily by the line Faculties

Progress to Date

- All Faculties passed motions of support for transfer of responsibility for graduate curriculum
- Faculties are establishing procedures for handling graduate curriculum “in house”
- In Summer 2023, Senate struck an ad hoc committee to review the impact of the transfer of approved authority for graduate curricula
- Senate received the final report from the Ad Hoc Committee on Graduate Academic Governance at the January 2024 Senate meeting
- Report referred to Senate Academic Governance Committee for further action
- SAGC determined next steps must involve the Provost, who holds responsibility for implementation

Next Step: March 1 Senate Motion

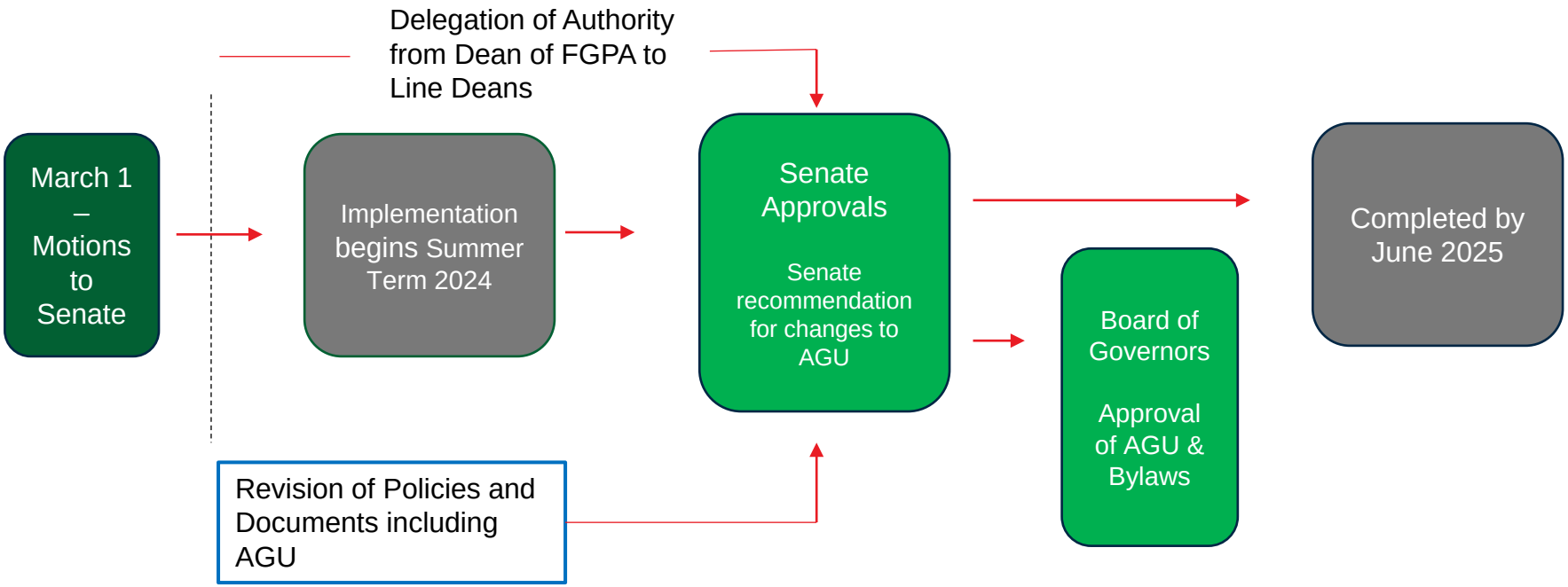
- Today I am bringing to Senate a three-part motion arising from the Ad Hoc Committee's recommendations. The purpose of this motion is to:

  - Proceed with the devolution of curricular matters to the relevant Faculty Boards and the development of a process for handling cross-Faculty programs;

  - Pass a motion to delegate various responsibilities to the line deans for a specific time period; and

  - Direct the Senate Academic Governance Committee and the Senate Quality Assurance and Planning Committee to initiate implementation of certain recommendations and support the Provost in acting on other recommendations

Graduate Academic Governance - Implementation Timeline



Questions?

Carleton University

Graduate Academic Governance – Motion for Senate

March 1, 2024

It is MOVED that:

- Senate devolve curriculum approvals from Graduate Faculty Board to the Faculty Board that offers the program, as per recommendation R1 of the Ad Hoc Committee report, beginning with the 2025-2026 Academic Calendar, and direct the Programs and Planning Committee of GFB to develop the processes and policies necessary to implement recommendation R9 by April 30, 2024.

- In the interim and notwithstanding the Academic Governance of the University policy, other Senate policies, and the Faculty Constitutions, Senate delegate the following authorities to the Dean of the line Faculty responsible for a graduate course:
    - the approval of grades;
    - the resolution of appeals of grades; and,
    - the resolution of all allegations of a violation of the Academic Integrity Policy;

  and, Senate delegate the following authority to the Dean of the line Faculty responsible for a graduate program
    - the process for endorsing the lists of proposed graduate students eligible to graduate and related graduation issues.

  These delegations are effective beginning with the Summer term, 2024. If all of the actions required under this motion are not implemented by June 30, 2025, these delegations will end.

- Senate instruct SQAPC and/or SAGC to initiate implementation of recommendations R3, R6, R6.1, R6.2, R6.3, R7, and R13 (AGU) to be completed by June 30, 2025, and Senate supports the Provost in taking actions required for an effective and timely transition of the services affected by recommendations R6, R6.1, and R7.

Final Report of the

Senate Ad Hoc Committee on Graduate Academic Governance
Carleton University

January 26, 2024

Contents:

1. Initial Work: Principles on which we based our Recommendations
2. Summary of Recommendations
3. Our Recommendations

Appendix A: Terms of Reference
Appendix B: Membership
Appendix C: Meetings
Appendix D: Faculties and Deans – Two Perspectives

For clarity we use the following terminology in this report.

Terminology:

Line Faculty - this term refers to the five Faculties: the Faculty of Arts and Social Sciences; the Faculty of Engineering and Design; the Faculty of Public Affairs; the Faculty of Science; and the Sprott School of Business.

FGPA - the current Faculty of Graduate and Postdoctoral Affairs which comprises both Graduate Faculty Board and Graduate Studies.

GFB - Graduate Faculty Board.

Graduate Studies - this term refers to the administrative structures that are part of FGPA that are distinct from its role in administering GFB.

We also recognize that the terms Faculty and Dean have different implications depending on whether the terms are being used in the context of administrative issues (e.g. finances or space) or academic governance issues (e.g. their relationship to Senate). See Appendix D for details.

1. Initial Work: Principles on which we based our Recommendations

At its meeting of June 2, 2023, Senate accepted the following three recommendations and requested the associated parties to act on them.

> "Recommendations:
>
> 1. All Line Faculties and GFB revise their constitutions and/or processes to support the transfer of graduate curriculum approvals. The revised constitutions and/or processes be brought to SAGC for consideration. SAGC will bring the revised constitutions and/or processes to Senate for approval.
>
> 2. Once an individual Line Faculty's constitution and/or process is approved at Senate, that line Faculty will use its new approach for graduate curriculum approvals.
>
> 3. Form an Ad Hoc committee (terms for reference below) immediately to provide a detailed review of the impact of the transfer of approval authority and responsibility for graduate curricula from the Faculty of Graduate and Post-doctoral Affairs to the Faculty of Arts and Social Sciences, the Faculty of Engineering and Design, the Faculty of Public Affairs, the Faculty of Science, and the Sprott School of Business, and to propose solutions to address concerns resulting from the change."

This concise but thorough report reflects the work of the Ad Hoc Committee established as a result of the above recommendations of Senate. Our terms of reference as approved by Senate are contained in Appendix A of this report and our membership was approved by Senate Executive on July 14, 2023 and is contained in Appendix B. We met nine times in the process of generating this report. We began our work by discussing the Terms of Reference (See Appendix A) given to the committee, the scope of our work and established some general principles upon which we would base our work.

As a Senate committee, we agreed that the scope of our work would be limited to those issues that fall under the purview of Senate. The authority of Senate is defined in the Carleton University Act as follows:

> "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."

In addition, the following two brief excerpts from the Academic Governance of the University (AGU) Document define and give the responsibilities of a Faculty Board.

"Definition of a Faculty Board [from Section 11.1]

> The Faculty Boards are an essential part of the governance structure of the university and are mentioned in the Carleton University Act (see Sections 1(e), 21(1), 21(2), 22(c)). 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. They are a forum for discussion and decision on academic concerns related to the students and programs within their scope."

"Responsibilities of a Faculty Board [Section 11.2.]

> 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."

Note that issues surrounding finances, resources, and the organization and management of support staff and other employees do not fall within our mandate.

Establishing a Basis for Making Recommendations:

In our discussions we agreed that the following principles will support our work. In doing this work we considered the existing academic governance of graduate programs at Carleton University, the existing and parallel model of academic governance used for undergraduate programs at Carleton University, and models of academic governance used at other Universities. In considering other Universities we quickly discovered that there are a wide variety of solutions to the challenges of academic governance and, beyond some broad general ideas, most of these were unique to each institution. We did not identify anything that could be considered "best practice." As a result, our recommendations are largely based on the existing solutions to the academic governance issues here at Carleton University.

Principles:

P1: Boards and committees that make recommendations generally have a member that represents them on the body that receives their recommendations.

> Comment: We deviate from this when it would make the body receiving the recommendations too large to be effective.

P2: Graduate rules and regulations should maintain as much consistency as is reasonably possible across the University.

> Comment: This is a foundational principle that Senate adopted many years ago when the centralized registrar's office for the undergraduate programs was established. With justification programs can ask Senate (through the regular curriculum approval processes) for program-specific rules or regulations which are not to be unreasonably denied.

P3: The Faculty responsible for a program or course should also have the responsibility of properly supporting the course, evaluating the students in the course or program, and in ensuring the course or program is regularly evaluated and required modifications are made in a timely manner.

> Comment: In practice, as in the undergraduate programs, this means the Faculty that creates a course or program has responsibility for effectively offering the course or program (including providing appropriate resources for the course or program), for evaluating the students in the program (since that Faculty best knows what is expected of the students), and for maintaining the course or program. Collegial cooperation between Faculties allows for the offering of interdisciplinary programs. This does not and should not preclude quality assurance and the expected oversight of student success by other parts of the University.

P4: We recognize that there are common, beneficial, and regular interactions between graduate and undergraduate curricula that take place when undergraduate students take graduate courses or graduate students take undergraduate courses.

It is beyond the mandate of the Ad Hoc Committee to recommend the administrative structures that might evolve from the current FGPA. There are many roles currently within FGPA that will continue to need to be supported centrally but decisions regarding how this is accomplished belong to the administration.

2. Summary of Recommendations

In this report the Ad Hoc Committee makes a total of 13 recommendations.

In direct response to our mandate we recommend (R1) that curricular approvals should be devolved to the five line Faculties and the four independent. Recommendations R2 through R4 relate to activities that we believe cannot and should not be separated from control of curriculum: grade approval (R2), academic integrity (R3), and graduation (R4). We recommend that graduate regulations, policies and procedures (R5) remain a central activity to promote consistency and uniformity across the institution.

The recommendation that FGPA no longer be a Faculty (R6) is perhaps the most significant of our recommendations and results directly from the mandate of the Committee, the existing Academic Governance documents, and the first five recommendations. Recommendation R6 also speaks to the most direct implications of this structural change.

Recommendations R7 through R12 relate to more specific responsibilities of the current FGPA, specifically, Awards: scholarships, medals and prizes (R7), post doctoral fellows (R8), cross-Faculty programs (R9), the administration of Joint Institutes (R10), supervisory privileges (R11) and the establishment of a consultative committee of Associate Deans, Graduate Studies (R12). Our final recommendation makes clear that the acceptance of these recommendations will require careful and significant modifications to the Academic Governance of the University document and the By-Laws of the University (R13).

3. Our Recommendations

The Committee reviewed the academic responsibilities falling within the current FGPA to identify any activities related to our established principles and falling under the purview of Senate, and then to determine if any actions should be recommended related to those activities. After lengthy and thorough discussion, the Committee agreed upon the following recommendations. These recommendations represent a set of activities and responsibilities that the Ad Hoc Committee believes must all be accepted together with the proposed movement of curricular approval to the line Faculties.

R1. Devolution of Curricular Approvals: The Ad Hoc Committee recommends that Academic Governance of the University be revised to reflect that curricular approvals currently associated with Graduate Faculty Board are instead associated with the Faculty Board that offers the program. This list both includes the five *line Faculty Boards* and the four *School Faculty Boards* corresponding to the four independent Schools (Computer Science, Architecture, Industrial Design and Information Technology). Course approvals will be paired with program approvals.

> Comment: This represents a modification of the motion presented at Senate to recognize the roles of the Faculty Boards of the four independent schools in this process. The Ad Hoc Committee reviewed all the governance proposals from the five line Faculties. The proposals from Science and FED assumed that the four School Faculty Boards would have curricular approvals. The Committee sees these proposals as broadly workable.

R2. Grade Approval: The Ad Hoc Committee recommends that the approval of grades in graduate courses be assigned to the Dean of the Faculty responsible for the curriculum. Appeals of grade would, similarly, be the responsibility of the *line Faculty*.

> Comment: With the proposed changes this means that the responsibility for grade approval for graduate courses should move from the current Dean of FGPA to the Dean of the *line Faculty* responsible for approving the course description. The basis for this recommendation is that it is the Dean of the line Faculty who is most directly connected to the expected outcomes of the course, the resourcing of the course and issues that may have arisen during the offering of the course.

R3: Academic Integrity: The Ad Hoc Committee has identified two recommendations for changes to the Academic Integrity Policy. These recommendations are limited to issues related to formal allegations that a student has violated the Academic Integrity Policy and does not refer to issues related to the administration of a thesis defence or aspects of graduate study.

R3.1 Academic Integrity issues related to coursework and other non-thesis academic activities: The Ad Hoc Committee recommends that the Dean of the appropriate *line Faculty* be designated to resolve all non-thesis-based allegations of a violation of the Academic Integrity Policy. These issues are primarily allegations of academic integrity violations that occur within the context of a course offering but also include other interactions between the student and the University.

> Comment: This change is recommended as the penalty phase of an academic integrity process often involves a change of the student's grade and the authority to change these grades lies with the Dean of the *line Faculty.* In addition, this change ensures that allegations of an academic integrity violation against undergraduate and graduate students in the same course will be handled consistently while recognizing that higher expectations for academic integrity are reasonably applied to graduate students.

R3.2 Academic Integrity issues related to graduate or undergraduate theses, research projects, and academic activities associated with academic-milestones (such as Qualifying Papers and Comprehensive Exams): The Ad Hoc Committee recommends that a process be developed and incorporated into the Academic Integrity Policy to ensure that allegations of academic integrity violations related to work on a thesis (or similar milestone/capstone activity) at both the graduate and undergraduate level be handled in a manner that recognizes the need to maintain a consistent and high level of expectations in thesis-related activities.

> Comment: The Ad Hoc Committee recognizes that violations of the Academic Integrity Policy of thesis-related work are generally more significant and can have an impact on the public image of the University. We also recognize that issues related to supervision and defences are different in kind from most course-based academic integrity issues. As a result, we envision a University-wide process involving input from multiple *line Faculties* will be best suited to handle these allegations. It is beyond the scope of our mandate and timelines to propose a specific process. The Committee further notes that similar undergraduate academic activities, such as honours theses, should also be the purview of this architecture.

R4: Graduation: The Ad Hoc Committee recommends that processes for endorsing the lists of proposed graduate students eligible to graduate and related issues move to the Faculty Boards within the *line Faculties*.

> Comment: This recommendation follows from the previous in that the Faculty Board most closely associated with the curriculum is the appropriate Faculty Board to endorse the list of proposed graduates for Senate approval. The preparation of graduation lists should remain a central responsibility. It is beyond the mandate of the Committee to recommend the administrative structures that might evolve from the current FGPA.

R5: Graduate Regulations, Policies and Procedures: The Ad Hoc Committee has identified three recommendations for changes to the Regulations, Policies, and Procedures:

R5.1 Graduate Regulations: The Ad Hoc Committee recommends that the *proposal* of general Graduate Regulations remain a central responsibility, but *approvals* of regulations ought to follow existing procedures as established by Senate.

> Comment: The Ad Hoc Committee suggests that the current Graduate Faculty Board should evolve into a new advisory committee (such as a Graduate Council) that is available to advise the Provost and Senate subcommittees on graduate issues and may propose new or revised general Graduate Regulations. Program specific Graduate Regulations should be proposed by the relevant Faculty Board(s). The committee sees the value of having a graduate-specific body involved in the development of graduate regulations. The needs of graduate students are in many cases different from those of undergraduate students.

R5.2 Policies and Procedures related to Graduate Studies: The Ad Hoc Committee recommends that these policies and procedures (related to activities such as the composition of thesis defence committees and other thesis policies, the organization and operation of thesis defences, part-time/full-time status, leaves of absence, cotutelle agreements, Dual Masters agreements, exchange programs, admissions, extensions, and registration in general) remain a central responsibility.

Comment: It is beyond the mandate of the Committee to recommend the administrative structures that might evolve from the current FGPA, but we agree that these policies need to be consistently developed and applied across the University, so there is need for these administrative activities currently in Graduate Studies to remain central.

R6. The Ad Hoc Committee recommends that Senate recommend to the Board of Governors that Graduate Faculty Board no longer be a Faculty Board in the Academic Governance of the University.

Comments: Considering the motivating cause of this work is the movement of curricular approvals from the current Graduate Faculty Board to the *line (and School) Faculty Boards* and considering the recommendations of the Ad Hoc Committee listed above whereby grade approval, academic integrity, and graduation follow the curriculum, we believe that Graduate Faculty Board would no longer have any of the responsibilities of a Faculty Board listed in Section 11.2 of the AGU (see following excerpt from the AGU, with references to the pertinent recommendations of this Committee in parentheses).

> **Responsibilities of a Faculty Board [Section 11.2.]**
> (a) New and revised academic degrees, programs and courses **(R1)**
> (b) New or revised academic regulations; **(R5)**
> (c) The awarding of degrees, certificates and diplomas within its scope; **(R2, R3, R4)**
> (d) The establishment, deletion, renaming or reorganization of academic units responsible for the delivery of academic programs. **(GFB is not responsible for the delivery of academic programs.)**

As above, the Ad Hoc Committee suggests that the current Graduate Faculty Board should evolve into a new advisory committee (such as a Graduate Council) to advise the Provost on graduate issues and proposed regulation revisions.

R6.1. Subsequently, the Ad Hoc Committee recommends that Senate recommend that FGPA no longer be a Faculty with decanal leadership.

Comments: Following from R2, what remains as *Graduate Studies* would not have to support a Faculty Board and would not have any faculty members appointed to it. As such we feel it inappropriate and confusing to refer to this entity as a Faculty and similarly, that the leadership of Graduate Studies should not have the status of Dean. It is important that these changes should not be interpreted as diminishing the work done in *Graduate Studies* or the status of its leadership, but that the words *Faculty* and *Dean* should be reserved for the designation of groups or individuals for whom some significant portion of their responsibilities falls under the purview of Senate.

R6.2. Subsequently, the Ad Hoc Committee recommends that Senate remove ex officio membership on Senate for the Dean of FGPA.

Comments: Following from R2.1, if Graduate Studies is not managed by a Dean and no longer has responsibilities associated with Senate then the ex-officio position on Senate currently assigned to the Dean of FGPA should be removed.

R6.3. Subsequently, the Ad Hoc Committee recommends that Senate removes or changes FGPA representation and reviews the Terms of Reference of various Senate sub-committees as described below:

Senate Quality Assurance and Planning Committee: Remove FGPA representative and add as resources the Graduate Calendar editor and an appropriate Graduate Studies staff member.

Senate Committee on Curriculum, Admissions and Studies Policy: Remove FGPA representative(s) and add as a resource an appropriate Graduate Studies staff member.

Senate Committee on Medals and Prizes: Remove FGPA representative.

Senate Graduate Student Appeals Committee: Terms of Reference should be reviewed in light of the proposed changes.

Senate Academic Integrity Appeals Committee: Terms of Reference should be reviewed in light of the proposed changes.

Senate Review Committee: Remove FGPA representative

Comments: It is our belief that the current representatives on these committees from the *line Faculties* are able and qualified to speak to issues related to graduate curriculum.

R7. Awards: Scholarships, Medals, and Prizes: The Ad Hoc Committee recommends that SAGC review the oversight of graduate student awards and suggests that either they be included as one of the responsibilities of the Senate Committee on Undergraduate Student Awards, which would then need to be renamed, or that a separate Graduate Awards Committee be established.

Comment: In the Carleton University Act, Senate is given authority over University scholarships, medals and prizes. Senate has a role in considering and recommending to Senate guidelines and policies for establishing and awarding scholarships, bursaries, and awards. At the undergraduate level this is currently exercised through the Senate Committee on Undergraduate Awards and at the graduate level through FGPA. If GFB, as recommended above, ceases to be a sub-committee of Senate, then there is a need to move this oversight to a Senate sub-committee.

Note this does not apply to processes involved in gathering applications for awards, nominating candidates for awards, adjudicating awards, or other related activities. We recommend that those administrative responsibilities be maintained centrally, as per R5.2.

R8. Post Doctoral Fellows: The Ad Hoc Committee recommends that issues related to Post Doctoral Fellows remain centrally managed.

Comment: The Committee agreed those issues related to Post Doctoral Fellows that are currently the responsibility of FGPA, do not fall under the purview of Senate. These are largely related to professional development and research support. It is beyond the mandate of the Committee to recommend the administrative structures that might evolve from the current FGPA,

R9. Cross-Faculty Programs: The Ad Hoc Committee recommends that governance of graduate cross-faculty programs be handled in a similar manner to the way in which undergraduate cross-faculty programs (such as Biology, Geography, Linguistics, Criminology, and Cognitive Science) are handled.

Comment: Following the undergraduate model, each of these programs would be assigned a primary home in one of the line Faculties. This Faculty would then have the primary responsibility for oversight and coordination with contributing Faculty partners. The approval of

the curriculum changes for these cross-faculty programs will rest with **all** the Faculty Boards identified as contributing to these programs. Revisions to the curriculum of Collaborative Specializations will require the approval of the Faculty Board that houses the Collaborative Specialization and the Faculty Board that houses the relevant participating programs.

R10 Administration of Joint Institutes: The Ad Hoc Committee recommends that the Joint Institutes continue to be overseen centrally.

Comment: Joint Institutes involve a formal agreement with another University and are, as a result, a central concern. It is beyond the mandate of the Committee to recommend the administrative structures that might evolve from the current FGPA.

R11. Supervisory Privileges: The Ad Hoc Committee recommends that issues related to the granting of supervisory privileges to faculty members remain centrally managed.

Comment: Supervisory privileges do not fall within the purview of the Committee as the granting of supervisory privileges to faculty members is not related to curricular approvals. It is beyond the mandate of the Committee to recommend the administrative structures that might evolve from the current FGPA, but we agree that these policies need to be consistently developed and applied across the University, so there is need for these administrative activities currently in Graduate Studies to remain central.

R12. Establish a Consultative Committee of Associate Deans, Graduate Studies: The Ad Hoc Committee recommends that the Provost establish a Committee of Associate Deans, Graduate Studies to provide a regular forum for consultation between the Faculties on issues relating to Graduate Studies.

Comment: This group would not have decision making ability and would be similar to the Associate Deans, Research group or the Undergraduate Affairs Committee. The group would be able to consult broadly on any issues related to graduate studies. These issues might include, for example, the handling of unique situations for individual graduate students, responding to external reports on theses, or proposing revisions to current practices, procedures or regulations.

R13. That appropriate revisions be made to the AGU and Sections 9 and 10 of the By-Laws of the University.

Appendix A: Senate Ad Hoc Committee on Graduate Academic Governance Terms of Reference

The purpose of the Senate Ad Hoc Committee on Graduate Academic Governance (CGAG) is to provide a detailed review of the impact of the transfer of approval authority and responsibility for graduate curricula from the Faculty of Graduate and Post-doctoral Affairs (FGPA) to the Faculty of Arts and Social Sciences, the Faculty of Engineering and Design, the Faculty of Public Affairs, the Faculty of Science, and the Sprott School of Business, and, to propose solutions to address concerns resulting from the change.

Responsibilities
The Senate Ad Hoc Committee on Graduate Academic Governance (CGAG) will review the impact of the transfer of approval authority and responsibility for graduate curricula. In particular, CGAG will perform the following activities:

- Consider the implications on all Senate governance documents, including the Academic Governance of the University (AGU) and the terms of reference for Senate Committees
- Consider the implications on all the processes and procedures related to the academic governance of graduate programs that fall under the responsibility of Senate. These may include, for example, the processes for the approval of calendar changes, the processes for the approval of changes to rules and regulations, the approval of grades, the process for graduating students, the administration of academic integrity, the adjudication of student appeals, and the Quality Assurance responsibilities and processes.
- Disseminate to those responsible (such as SAGC, Faculty Boards and Senate Committee on Curriculum, Admission, and Studies Policy (SCCASP)) any matters and recommendations that CGAG identifies during its work.

Reporting
CGAG (through its Chair) reports regularly to Senate on its work and progress with the intent of bringing a report and recommendations to Senate by January 2024.

Membership
The Senate Ad Hoc Committee on Graduate Academic Governance is constituted as follows:

- One faculty member nominated by SAGC as chair.
- One faculty member from each Line Faculty nominated by the corresponding Dean.
- One faculty member nominated by the Provost and Vice-President (Academic) with experience in the current operation of the Faculty of Graduate and Post-doctoral Affairs.
- Three support staff members, one each from the Office Vice-Provost and Associate Vice-President (Academic), the Registrar's Office, and the Faculty of Graduate and Post-doctoral Affairs.

The Committee may invite others to serve as non-voting resources to provide information as required.

Quorum and Voting
Quorum is a minimum of five of the nine voting members of the Committee where the majority of quorum must be faculty members. Voting is by majority vote, with the Chair being non-voting except to break any ties. The Committee is expected to work in consultation with stakeholders.

Meetings and Workload
Members selected for the Committee are expected to serve until the Committee completes its work. The Committee will meet regularly and be supported by staff from the Senate Office and the Office of the Provost and Vice-President (Academic).

Appendix B: Membership (approved by Senate Executive, July 14, 2023)

Chair:	Prof. Donald Russell

Line Faculties:

FASS:	Prof. Paul Keen
FED:	Prof. Jason Etele
FPA:	Prof. David Mendeloff
FSci:	Prof. Kevin Graham
Sprott:	Prof. Robin Ritchie

Faculty Member nominated by Provost:

Prof. Daniel Siddiqi

Support Staff:

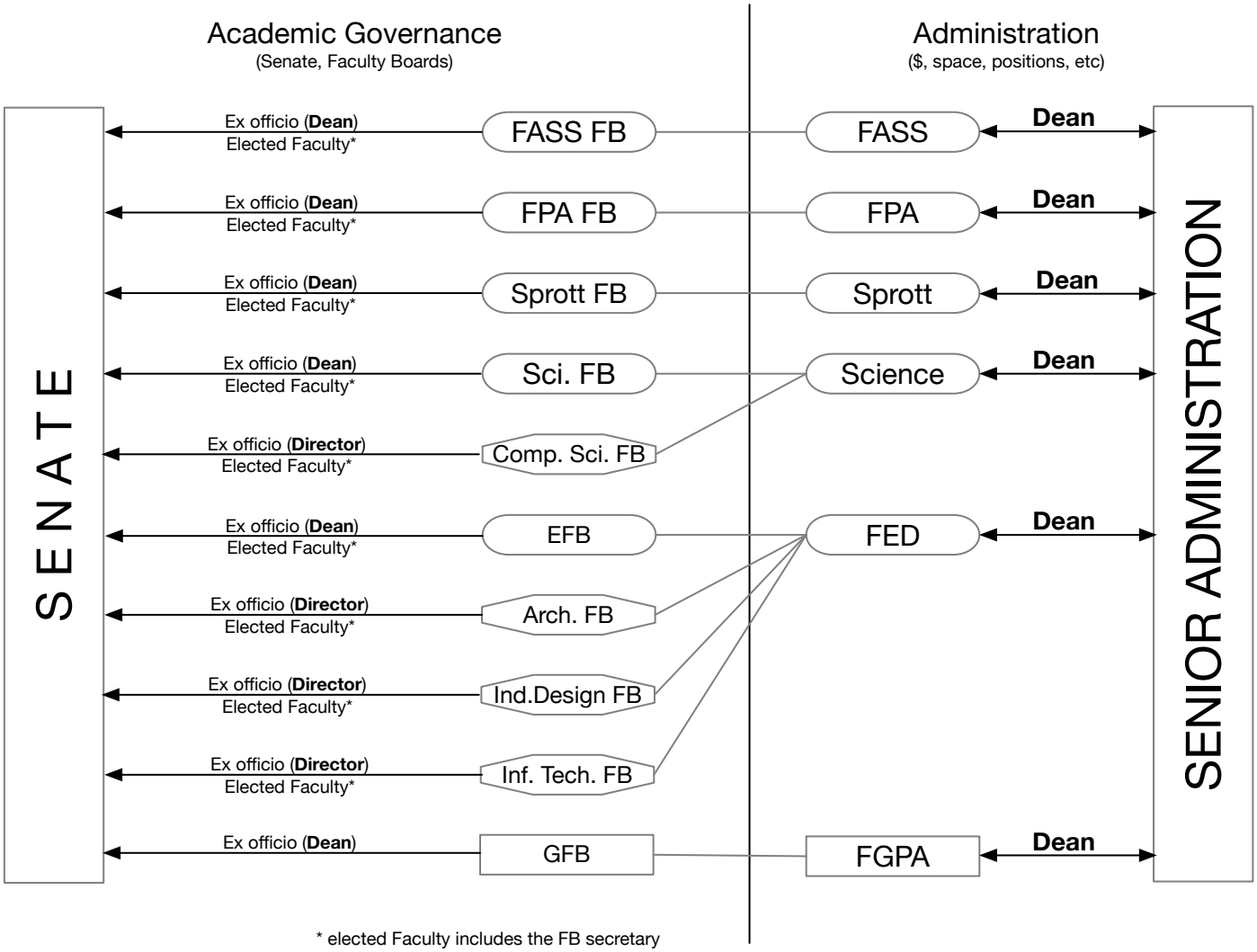
OVPAVPA:	Christina Noja
Reg. Office:	Natalie Phelan
FGPA:	Kevin McEwan

Appendix C: Meetings

The Committee met nine times as follows:

Sept 8, 2023	2:00 – 3:30 pm (in-person)
Sept 15, 2023	2:30 – 4:00 pm (in-person)
Sept 29, 2023	2:00 – 3:30 pm (in-person)
Oct 13, 2023	2:30 – 4:00 pm (in-person)
Nov 3, 2023	2:00 – 3:30 pm (in-person)
Nov 17, 2023	2:30 – 4:00 pm (in-person)
Dec 15, 2023	2:30 – 4:00 pm (online)
Jan 12, 2024	2:00 – 3:30 pm (in-person)
Jan 17, 2024	1:00 – 2:30 pm (in-person)

Appendix D: Faculties and Deans – Two Perspectives



Motion Re Policy on Academic Accommodations During Labour Disputes

Submitted by Jody Mason (FASS) and Julie Murray (FASS)
Senate – March 1, 2024

When the *Academic Accommodations During Labour Disputes Policy* was implemented in 2020, there was no way of knowing how it might come into conflict with Senate's mandate, especially since the institution had no prior experience with SAT/UNS grading policies. But the events of April 2023 (the CUPE 4600 strike) showed us how Senate can be politicized in ways that have us deeply concerned about Senate's autonomy. Although the stated intention of this policy is to offer compassion to students in the context of a labour dispute, the result of its implementation was an undermining of the power of TA labour in the CUPE 4600 strike.

At the January 2024 meeting of Senate, the Chair of SCCASP affirmed that this policy is not compatible with Senate's precedent of non-interference in labour matters. Given that judgment, it seems inevitable that, in any future invocation of the *Labour Disputes Policy*, Senate will once again be called on to take action that could be viewed as serving a non-academic agenda. As the "academic head" of the institution, Senate must be above even the perception that the decisions it makes regarding academic matters are also being used, in part or whole, to address some other end. The committee that drafted this policy, SCCASP, has unanimously confirmed that that goal and this policy cannot coexist.

MOTION:
THAT Senate repeal the *Academic Accommodations During Labour Disputes Policy*.

Motion Submitted by Nir Hagigi

Senate - March 1, 2024

WHEREAS the current conflict in Gaza has regrettably seen an alarming rise in global anti-Palestinian racism, anti-Semitism, and Islamophobia accompanying the outbreaks of violence, it is MOVED that Senate:

- Condemns unequivocally the rise in global anti-Palestinian racism, anti-Semitism, and Islamophobia that has accompanied the recent outbreak of violence in Gaza, reaffirming the importance of fostering a culture of tolerance, understanding, and respect for religious and cultural diversity.
- Supports initiatives led by students, faculty, and staff aimed at promoting dialogue, reconciliation, and peace-building through academic collaborations, cultural exchanges, and grassroots advocacy efforts.

Senate Executive Committee
January 16, 2024
TB503S + Videoconference

MINUTES

Attending: D. Hornsby, J. Malloy, P. Rankin, E. Sloan, J. Tomberlin (Chair), P. Wolff
Regrets: E. Abou Zeid, R. Gorelick, S. Seneviratne
Recording Secretary: K. McKinley

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1. Welcome & Approval of the Agenda

The meeting was called to order at 11:04 am. An agenda plus meeting package was circulated in advance to committee members.

The agenda was approved by consensus.

2. Approval of Senate Executive Minutes

a) Senate Executive Committee Meeting – November 14, 2023

It was **MOVED** (J. Malloy, P. Wolff) that the Senate Executive Committee approve the minutes of the Senate Executive Committee meeting of November 14, 2023, as presented.
The motion **PASSED**.

b) Senate Executive Committee E-poll – December 5, 2023

It was **MOVED** (E. Sloan, P. Rankin) that the Senate Executive Committee approve the minutes of the Senate Executive Committee E-poll of December 5, 2023, as presented.
The motion **PASSED**.

3. **Review of Senate Minutes – November 24, 2023 (open session)**

No issues were identified in the minutes from the Open Session of the Senate meeting on November 24, 2023.

4. **Senate Agenda – January 26, 2024**

No changes to the draft agenda were requested.

It was **MOVED** (E. Sloan, J. Malloy) that the Senate Executive Committee approve the agenda for the Senate meeting of January 26, 2024 as presented.
The motion **PASSED**.

5. **Early Graduation Request (RO)**

The committee reviewed a request from the Registrar's Office to approve the early graduation of an undergraduate student (Bachelor of Computer Science), who requires his diploma in order to obtain a work visa in the United States. Department and Faculty Board approvals have been obtained.

It was **MOVED** (E. Sloan, P. Wolff) that the Senate Executive Committee approve the early graduation of an undergraduate student, as presented.
The motion **PASSED**.

6. **Other Business** – There was none.

7. **Adjournment** – The meeting was adjourned at 11:36 a.m.