Carleton University

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 April 25, 2025 at 2:00 pm
PK608

AGENDA

Open Session:

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

2. **Minutes (Open):** March 28, 2025

3. **Matters Arising**

4. **Chair's Remarks**

5. **Question Period**

6. **Administration (Clerk)**

7. **Reports:**
   a) SCCASP (J. Wallace)
   b) SQAPC (D. Hornsby)
   c) SAGC (E. Sloan)
   d) Senate Executive Committee

8. **Financial Update (Provost)**

9. Discussion of Framework for Suspending Admissions (D. Hornsby)

10. Reports for Information:
    a) Senate Executive Minutes (March 18, 2025)

11. Other Business

12. Adjournment

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Carleton University Senate
Meeting of March 28, 2025 at 2:00 pm
PK608

MINUTES – OPEN SESSION

Present: M. Barbeau, S. Blanchard, A. Bowker, F. Brouard, S. Burges, A. Buri, J. Chan, E. Cyr, T. Davidson, J. Debanne, M. DeRosa, R. Goubran, K. Graham, L. Grant, E. Gray, J. Greenberg, T. Haats, M. Haines, X. Haziza, , K. Hellemans, D. Hornsby, D. Howe, P. Kouzovnikov, G. Lacroix, J. Lynch, A. MacDonald, B. MacLeod, L. Madokoro, G. Maracle, L. Marshall, J. Mason, D. McNair, D. Mendeloff, S. Monastero H. Nemiroff, B. O'Neill, Y. Ono, M. Papineau, P. Rankin, R. Renfroe, M. Rivers-Moore, M. Rooney, O. Saloojee, A. Shotwell, S. Simpkin (acting for A. Lannon), E. Sloan (Clerk), C. Smelser, R. Teather, W. Tettey (Chair), C. Trudel, S. Viel, G. Wainer, J. Wallace, P. Williams
Regrets: J. Armstrong, M. Bahran, A. Bordeleau, J. P. Corriveau, S. El Fitori, R. Gorelick, N. Hagigi, L. Kostiuk, N. Laporte, D. Maseko, A. Masoumi, M. Nadeem, M. Pearson, S. Sadaf, R. Tfaily, C. Viau
Absent: M. Abarghouei, S. Hawkins, B. Heerspink, J. Kundu, A. Paiva, R. Treasure
Recording Secretary: K. McKinley

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1. Welcome & Approval of Agenda

The meeting was called to order at 2:00 pm. The Chair began the meeting by acknowledging the passing of Fraser Taylor, Distinguished Research Professor in the Department of Geography and Environmental Studies, and Order of Canada recipient. The Chair expressed condolences to all who knew and loved him.

After reviewing the meeting protocols, the Chair noted that the meeting would begin with a Closed Session for a report from the Chair of the Honorary Degrees Committee.

It was **MOVED** (M. Haines, J. Lynch) that Senate move into the Closed Session of the meeting.
The motion **PASSED**.

(Minutes for the Closed Session of the meeting are in a separate document.)

Minutes after Open Session resumed:

Approval of open agenda:

It was **MOVED** (E. Gray, F. Brouard) that Senate approve the open agenda for the meeting of Senate on March 28, 2025, as presented.

The motion **PASSED**.

2. **Minutes:** February 28, 2025 – open session

It was **MOVED** (M. Haines, K. Hellemans) that Senate approve the minutes of the open session of the Senate meeting of February 28, 2025 as presented.

The recording secretary noted a change to the minutes under Question Period, to rephrase one discussion point under the discussion of the VRIP (page 5).

With this amendment to the minutes, the motion **PASSED**.

3. **Matters Arising:**
   There were none.

4. **Chair's Remarks**
   The Chair began his remarks noting the following recent achievements of members of the Carleton community:

- Eleven faculty members were recipients of the 2025 CU-CUASA Special Fund for EDI Research and Pedagogical Innovation, including Senator Azar Masoumi, who is examining the impact of prolonged temporary residencies on Iranian nationals in Canada. Other recipients include Angela Dionisi (Sprott School of Business), William Hebert (FPGA), and Xiao Huang (FED), among others. The Chair extended congratulations to all.
- Four new researchers have been appointed to newly created Canada Research Chair (CRC) positions. Amy Bombay (Neuroscience) is the CRC in Multigenerational Trauma and Resilience in First Nations Peoples, Janet Jull (Health Sciences) is the CRC in Accessibility and Person-centered Care, Kristen Schell (Mechanical & Aerospace Engineering) is the new CRC in Uncertainty-Informed Net-Zero Energy System Modelling, and M. Remi Yergeau (Journalism & Communication) is the new CRC in Critical Disability Studies and Communication. The Chair congratulated these researchers.
- Carleton Researchers Jenny Bruin and Laura Horak each have been awarded the prestigious Dorothy Killam Fellowship, one of Canada's highest academic honours. There are only 8 recipients chosen nationally; in receiving 2 of these awards, Carleton has demonstrated its leadership and excellence in research.

The Chair next commented on the following events:
- In early March, Carleton opened the new Abilities Living Laboratory, an integrated interdisciplinary research space for co-creation. Carleton University continues to lead in accessibility and inclusive design research and this new lab is a testament to that commitment. The Chair encouraged Senators who have not yet viewed the space to do so.
- On April 9, Senators are encouraged to attend the annual I-CUREUS and Students as Partners Program Showcase in the Future Learning Lab from 11:00 am to 2:00 pm, to celebrate students' achievements, and to learn about their projects.
- Registration for June 2025 Convocation is now open for faculty members who wish to join the academic procession for one or more ceremonies. This year's celebration will be held from June 16 – 20. Registration is open until May 23rd, and faculty members are encouraged to participate.

The Chair next shared with Senators his decision to move back to in-person meetings. He noted that as Senate is a deliberative body, it is important for discussions to take place without technical limitations, and in his view, this deliberative engagement is best achieved through in-person meetings without a hybrid option. While some Senators agreed that attending in person is the best scenario, they noted that it is not always possible to be

physically present, and the hybrid option provides options for greater accessibility and participation. The Chair thanked Senators for their feedback and noted that he would take these perspectives into consideration as the new arrangement is monitored and assessed.

5. **Question Period**

Questions were submitted in advance by 5 Senators:

Question from Senator Edward Cyr

Why do we restrict the co-op option to students who maintain a certain CGPA average? Is a C+ CGPA student not deserving of this opportunity?

Response from VPSE Suzanne Blanchard: The co-op program is designed as an educational program for students. As such, it requires a significant amount of preparation on the part of students during the term in addition to their own coursework, and it is extremely competitive. Carleton is taking measures to gradually expand eligibility of students for this program while taking care not to compromise the success of the individual student. It is worth noting that other programs such as career fairs, internships and on-campus opportunities provide other options for students without the rigorous preparation that is required for co-op.

It was noted, in response to a follow-up question, that a CR notation on a student's record (due to the application of the First-Year Grading Policy) does not impact eligibility or decrease the student's average. A Senator asked if the cut-off GPA could be lowered to accommodate more students. The VPSE responded that options are still being discussed.

Questions from Senator Laura Madokoro

a) Our department recently learned that starting in Fall 2025, the university plans to apply fees to deferred regularly scheduled exams. Could Senate please be provided with an explanation and rationale of this initiative, which seems highly inequitable? Given that deferred exams are often requested by students who are experiencing some kind of difficulty, applying a fee to this process is only going to exacerbate already stressful situations.

Response from VPSE Suzanne Blanchard: In our current financial climate, all university stakeholders are reviewing revenue and expenditure data to determine where adjustments can be made. Considering that other comparable universities

charge for deferred exams, that deferrals significantly impact staff, instructor and TA workload and expenses, and that deferrals are increasing, a fee structure was being considered for this service. However, the RO has decided to pause this action pending further assessment and consultations. VPSE Blanchard noted that there will be a charge of $75 for a missed deferred exam (i.e. "no show") but that this fee can be waived if extenuating circumstances apply and can be substantiated with documentation. A Senator asked why documentation would be required, considering that under new Academic Consideration Policy students do not need to provide a doctor's note to receive accommodations during the semester for missed assignments or exams due to illness. Another Senator stressed that student well-being should be top of mind when considering this issue. VPSE Blanchard replied that the deferred exam is a special circumstance for which extra resources have been mobilized, unlike accommodations that would be applied under the policy for in-term work. She added that currently 15% of students who have a scheduled deferred exam do not show up for it.

b) Relatedly, could Senate be provided with an explanation of the rationale for online proctoring fees, which were recently transferred to individual units. Will these fees potentially be downloaded on to students?

Response from VPSE Suzanne Blanchard: Online proctoring was an urgent need during the Covid pandemic, and funding was made available at that time for it. E-proctoring has continued post-pandemic for various reasons, but the resources from the Covid period are no longer available, and it is no longer an urgent requirement. Therefore, the university has returned to pre-Covid scheduling principles, which dictate that proctoring is a departmental responsibility. VPSE Blanchard noted that Scheduling & Exam Services (SES) is still willing to support online proctoring, but on a cost-recovery basis. A Senator asked why e-proctoring is not supported by SES as the university is expanding its online offerings. It was noted again that the responsibility for proctoring support lies with the department. The Dean of FASS also mentioned that budgetary support for online proctoring is available for departments within FASS. Senators discussed the cost factor of this service, who should be paying, and how to make the service less expensive, particularly for units that are heavy users.

Questions from Senator Jody Mason

In the Faculty Board Constitution template that was shared with Senators in June of 2024, faculties are instructed to list Standing Committees but not to "include their terms of reference"; however, it seems important for FB Constitutions to identify the terms of

reference for these committees. Currently, the FASS Constitution includes these terms of reference for the important work of these committees (the Academic Planning and Curriculum Committee, for instance, which oversees the creation of new programs, program closures, program modifications, etc.).

a) What are the reasons for wanting to strike such language from the revised FB Constitutions?
b) On what grounds can SAGC require faculties to revise their Constitutions according to a SAGC-generated template?

Responses from Clerk of Senate Elinor Sloan: SAGC recommends removing committee Terms of Reference from the Constitution to give Faculty Boards the flexibility to revise their Terms of Reference without having to then bring their Constitutions to Senate for approval. The Clerk noted that the Terms of Reference for all Senate committees have been removed from the AGU for this reason. Committee TORs do not disappear if they are removed from the Constitution as they can easily live on and be accessible via a dedicated page of the Faculty website.

SAGC is involved in this work because it was mandated by Senate in 2023 to receive and review all Constitutions and bring them to Senate for approval. To assist with the review process and to align all constitutions in format and content, a Constitution template was developed by the Secretariat Office, approved by SAGC and brought to Senate for information. SAGC has been reviewing the Constitutions since the Fall of 2024, to ensure alignment with the AGU and consistency of language.

In a more general sense, SAGC also is mandated by Senate to advise Senate on matters of academic governance and to review academic governance practices and governing documents, making recommendations to Senate for changes where appropriate. The Clerk added that the membership of SAGC includes 6 elected faculty members and 2 students.

In response to a follow-up question regarding Senate's authority over Faculty Boards and their Constitutions, the Clerk noted that according to the AGU, "Faculty Boards are creatures of and report to Senate."

Question from Senator Ashley Paiva

The faculty consistently tell us not to use any form of generative AI for any of our assignments, tests, exams, etc. When it comes to assignments, I've been told that professors, both faculty members and Contract Instructors, use an AI Checker which is just another form of AI. However, we also have been told that AI Checkers can make errors. If AI can make mistakes, why are Instructors using it to check our assignments, which if flagged are then sent to the Dean's office?

Response from Vice-Provost and AVP Academic David Hornsby: The working group on AI Teaching & Learning has considered this specific issue extensively. They have determined that the viability and consistency of AI Checkers is questionable, as they often produce false positive results. The conclusion is that the use of AI Checkers should not be permitted in academic integrity circumstances and if these are coming forward as cases/allegations, they should be dismissed.

Question from Senator Megan Rivers-Moore

Is it possible to hold in abeyance the suspension of any programs until such time as a framework for guiding the assessment of program sustainability has been developed, reviewed, and endorsed by Senate?

Relatedly, would it be possible to provide a framework for assessing program sustainability to Senate for its consideration and endorsement before the end of session? This framework could include details regarding, for instance, enrolment figures over the past ten years, annual budgets, and staffing losses and gains over the same period.

Response from Vice-Provost and AVP Academic David Hornsby: Vice-Provost Hornsby noted that discussion on this issue at the previous Senate meeting prompted further considerations on program suspensions and how these are presented to Senate. As a result of feedback from Senators, a new procedural framework is being developed and will be brought to Senate in April for review and discussion. The framework will clearly lay out evidence points and thresholds for initiating a program suspension. It was noted that no additional program suspensions are anticipated for the remainder of this academic year.

The Chair thanked Senators for the questions and the responses.

6. Administration (Clerk)

a) Membership Ratifications

The Clerk presented a motion to approve faculty member James Brunet (FED – Information Technology) for a 3-year term on Senate, effective immediately upon approval.

It was **MOVED** (G. Wainer, R. Teather) that Senate ratify the new Senate appointment, as presented, for service beginning immediately upon approval.
The motion **PASSED**.

The Clerk also presented a motion to ratify 12 new faculty members and 10 undergraduate students for membership on Senate, with terms beginning July 1, 2025:

It was **MOVED** (F. Brouard, E. Gray) that Senate ratify the following new Senate appointments, as presented, for service beginning July 1, 2025.
The motion **PASSED**.

Faculty Members (3-year term)

Computer Science: Ahmed El-Roby (acclaimed)	FED: Mostafa El Sayed (elected)
FPGA: Jeni Armstrong (elected)	FED: Cristina Ruiz Martin (elected)
FPGA: Sean Burges (elected)	FED: Niall Tate (elected)
FPGA: Achim Hurrelmann (elected)	FED: Winnie Ye (elected)
FPGA: Irena Knezevic (elected)	Science: Kevin Graham (acclaimed)
Sprott: Rebecca Renfroe (acclaimed)	Science: Inna Bumagin (acclaimed)

Undergraduate Students (1-year term) - all acclaimed

Ashley Paiva (FASS)	Isabella Alma (FPGA)
Emma Peirce (FASS)	Stella Duncan (FPGA)
Kuma Nyediin Buoy (FASS)	Nir Hagigi (FPGA)
Nathan Bruni (FED)	Nolan Giroux-Laplante (Sprott)

| Xavier Haziza (FED) | Gabrielle Lachance (Science) |

b) Senate Meeting Schedule 2025-26

The Clerk reminded Senators that the meeting schedule for 2025-26 has been circulated in the meeting binder. Senators continuing to serve in 2025-26 are encouraged to reserve these dates and times in their calendars.

c) Senate Survey

The annual Senate Survey will open on April 1st, 2025. Senators will receive an email invitation with a link to the survey, which will take approximately 10 minutes to complete. The Clerk encouraged Senators to participate before the deadline of May 3, 2025. Results of the survey will be presented at the September 2025 Senate meeting.

7. Reports:

a) Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP)

Committee Chair Julia Wallace presented 9 items for Senate approval and 2 items for information.

Items for approval: These are mostly related to new programs.

Continuous registration requirement, 0000-level course prohibition

It was **MOVED** (M. DeRosa D. Hornsby) that Senate approves the revisions to Regulations TBD-2267 R-UG-Nursing, effective for the 2025/26 Undergraduate Calendar as presented.

A Senator asked why continuous enrollment is required in this program. The committee Chair responded that nursing is an accredited program, with metrics for student performance. If a student falls out of sequence in the program, they will not be able to progress, as courses must be taken in a prescribed order. This is common practice for nursing programs in our sector in Ontario.

The motion **PASSED**.

Senate Policy on Social Work Professional Suitability

It was **MOVED** (B. O'Neill, K. Hellemans) that Senate approves the revisions to Regulations R-UG-SW: R-UG-Social Work Professional Suitability Policy, effective for the 2025-26 Undergraduate Calendar as presented.
The motion **PASSED**.

Continuous registration for Nursing added as an exception to regularly scheduled breaks
It was **MOVED** (M. DeRosa, K. Graham) that Senate approves the revisions to Regulations TBD-1844: R-UG-2.1.2 Full and Part-time Study effective for the 2025/26 Undergraduate Calendar as presented.
The motion **PASSED**.

BAS Design non-Honours removed, 13.5 residence for Nursing added
It was **MOVED** (O. Saloojee, J. Mason) that Senate approves the revisions to Regulations TBD-1839: R-UG-2.2.2/3.4.1 Minimum Number of Residency Credits effective for the 2025/26 Undergraduate Calendar as presented.
The motion **PASSED**.

Restrictions on credit added for programs offered by Sprott, BScN
It was **MOVED** (J. Lynch, M. Papineau) that Senate approves the revisions to Regulations TBD-1868: R-UG-3.1.14 Restrictions on Credit for Certain Courses effective for the 2025/26 Undergraduate Calendar as presented.
The motion **PASSED**.

Adding Nursing Registration to Reg 3.1.3
It was **MOVED** (K. Graham, G. Wainer) that Senate approves the revisions to Regulations TBD-1853: R-UG-3.1.3 Absence from the University effective for the 2025/26 Undergraduate Calendar as presented.
The motion **PASSED**

ACE Regulation for BCyber
It was **MOVED** (J. Lynch, M. DeRosa) that Senate approves the revisions to Regulations TBD-2308: R-UG-3.2.7 Bachelor of Cybersecurity effective for the 2025/26 Undergraduate Calendar as presented.
The motion **PASSED.**

ACE regulation for BDS

It was **MOVED** (M. Papineau, K. Hellemans) that Senate approves the revisions to Regulations TBD-2307: R-UG-3.2.7 Bachelor of Data Science effective for the 2025/26 Undergraduate Calendar as presented.
The motion **PASSED.**

BPAPM advanced standing decision

It was **MOVED** (B. O'Neill, J. Chan) that Senate approves the revisions to Regulations TBD-1378: R-ADM-Program-B.P.A.P.M. effective for the 2025/26 Undergraduate Calendar as presented.
The motion **PASSED.**

Items for Information

- Graduate minor modifications for March 4, 2025
- Undergraduate minor modifications for March 18, 2025

There was no discussion of these items.

b) **Senate Quality Assurance and Planning Committee (SQAPC)**
Committee Chair David Hornsby presented 7 major modifications for Senate approval, plus one item for information.

To expedite business, the major modifications were combined into an omnibus motion.

It was **MOVED** (P. Williams, D. Mendeloff) that Senate approve the major modifications as presented below.
The motion **PASSED**.

Motions included in the Omnibus:

- THAT Senate approve the introduction of ACSE 4907 as presented, with effect from Fall 2025
- THAT Senate approve the major modification to the MSc in Management and MSc in Management with Collaborative Specialization in Climate change and the introduction of BUSI 5988 with effect from Fall 2025.
- THAT Senate approve the deletion of INAF 5919 as presented with effect from Fall 2025

- THAT Senate approve the major modification to the PhD program in International Affairs and the deletion of INAF 6700 and 6907 as presented with effect from Fall 2025.
- THAT Senate approve the major modification to the M. Eng Engineering Practice programs and the introduction of EWEX 5001 and 5002 and presented with effect from Fall 2025.
- THAT Senate approve the deletion of ERTH 4910 as presented with effect from Fall 2025.
- THAT Senate approve the major modification to the PHD comprehensive examinations in Communication as presented with effect from Fall 2025.

Item for Information:

The committee Chair noted that the establishment of the Bachelor of Accounting was approved by Senate in April of 2024. However, after a review by the Quality Council it was determined that the B. Acc be submitted as a new program proposal which resulted in additional process steps, including an external review. The site visit has been completed and the program will be submitted to the Quality Council and Ministry for approval. No additional motions for Senate are required.

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

The Clerk presented a motion to ratify faculty member Cristina Ruiz Martin to fill an existing vacancy on the Senate Review Committee:

It was **MOVED** (E. Sloan, L. Marshall) that Senate ratify the nominee for the Senate committee indicated for service beginning immediately upon approval.
The motion **PASSED**.

The Clerk next presented a revised Terms of Reference for the Senate Review Committee.

The Clerk reminded Senators that in February 2025, Senate approved a motion to dis-establish the Senate Library Committee, with the provision that the Senate Review Committee include as one of their responsibilities a review of the annual Library Report. The revised TOR for the Senate Review Committee, with this added responsibility, was circulated in advance to Senators.

It was **MOVED** (E. Sloan, M. Haines) that Senate approve the revised Terms of Reference for the Senate Review Committee, as presented.

A Senator noted two small typos in the document.

With these corrections to the document, the motion **PASSED**.

d) **Senate Medals & Prizes Committee (Medals Policy) (E. Sloan)**
The Senate Medals & Prizes Committee met on February 27 to discuss revisions to the Senate Medals Policy. Several of the revisions were required due to FGPA restructuring and the suspension of Fall Convocation. Other updates included:

- The addition of a new Senate medal at the Master's level for research projects
- Removal of the Medals & Prizes Committee Terms of Reference from the policy
- Revision of criteria for evaluating candidates for university medals at the graduate level.

A track-change version of the updated policy was circulated to Senators in advance.

It was **MOVED** (E. Sloan, A. Bowker) that Senate approve the revised Senate medals Policy, as presented.
The motion **PASSED**.

8. **Motion from Senator Mody Mason**
This motion had been included in the February Senate binder, but was moved to the March meeting due to lack of time.

Motion:

Whereas the current practice for presenting motions related to program closures makes itt difficult for Senators to know exactly what they are voting for (such motions tend to appear in omnibus motions and are presented with a limited rationale),

It is **MOVED** (J. Mason, M. Rivers-Moore) that any motion related to the closure of a program at the undergraduate or graduate level (major, minor, MA, or PhD program) be presented as a unique motion to Senate.

Discussion:

A Senator suggested as a friendly amendment that the section within parenthesis be removed from the motion. The mover agreed. The revised motion reads as follows:

It is **MOVED** (J. Mason, M. Rivers-Moore) that any motion related to the closure of a program at the undergraduate or graduate level be presented as a unique motion to Senate.

A Senator questioned the utility of this motion. They noted that an omnibus is not meant to hide any motion, but to facilitate business of Senate; Senators are free at any time to remove any item from an omnibus motion.

Some Senators suggested placing any motions for program closures at the beginning of an omnibus, or bolding them to make them more visible. Other Senators noted that the bigger concern behind this motion is that Senate should be thoroughly discussing any motions proposing closure of units. It was noted as well that even if motions are listed separately, the committee Chair can still propose combining them as an omnibus motion.

The discussion came to a conclusion and the question was called.

The motion **PASSED**.

9. **Reports for Information**
   a) Senate Executive Minutes (February 18, 2025)
   b) Report from COU Academic Colleague
   c) UPC and TPAC membership Reports for 2025

   There was no discussion of these items.

10. **Other Business**
    There was no other business.

19. **Adjournment**
    The meeting was adjourned (D. Howe, J. Chan) at 3:51 p.m.

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

To: Senate
From: **Julia Wallace**, Chair of SCCASP
Date: April 25th, 2025
Subject: **Regulation Changes 2025/26**

For Senate approval

1. B.Acc. course and graduation requirements added*

    > **Motion: That Senate approves the revisions to Regulations TBD-1598: R-UG-Business effective for the 2025/26 Undergraduate Calendar as presented.**

    Attachment: TBD-1598: R-UG-Business

2. B.Cyber, B.D.S., B.Sc.N., and B.Acc. added to Regulation*

    > **Motion: That Senate approves the revisions to Regulations TBD-1867: R-UG-3.1.13 Simultaneous and Subsequent Degrees effective for the 2025/26 Undergraduate Calendar as presented.**

    Attachment: TBD-1867: R-UG-3.1.13 Simultaneous and Subsequent Degrees

3. *B.Cyber, B.D.S., B.Sc.N., and B.Acc. added to ACE Regulations

    > **Motion: That Senate approves the revisions to Regulations TBD-1869: R-UG-3.2.1 Academic Continuation Evaluation effective for the 2025/26 Undergraduate Calendar as presented.**

    Attachment: TBD-1869: R-UG-3.2.1 Academic Continuation Evaluation

4. *B.Acc. added and B.A.S. (non-honours) removed

    > **Motion: That Senate approves the revisions to Regulations TBD-1882: R-UG-3.4.6 Minimum CGPA Requirements for Graduation effective for the 2025/26 Undergraduate Calendar as presented.**

    Attachment: TBD-1882: R-UG-3.4.6 Minimum CGPA Requirements for Graduation

*Changes for B.Acc. approved at SCCASP pending Ministry approval

5. Required overall CGPA lowered for COOP BGInS program

Motion: That Senate approves the revisions to Regulations TBD-2028: R-UG-COOP-B.G.In.S. Admission and Continuation Requirements effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: TBD-2028: R-UG-COOP-B.G.In.S. Admission and Continuation Requirements

6. Reference and requirements for the B.A.S. (non-honours) removed

Motion: That Senate approves the revisions to Regulations TBD-1608: R-UG-B.Arch. Residency Requirement effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: TBD-1608: R-UG-B.Arch. Residency Requirement

7. Clarification of 9-term rule

Motion: That Senate approves the revisions to Regulations TBD-1853: R-UG-3.1.3 Absence from the University effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: TBD-1853: R-UG-3.1.3 Absence from the University

8. Deletion of B.A.S (non honours)

Motion: That Senate approves the revisions to Regulations TBD-1949: R-UG-3.2.7 Bachelor of Architectural Studies effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: TBD-1949: R-UG-3.2.7 Bachelor of Architectural Studies

For Information

1. *Attachment: UG_2627_minor mods*
2. *Attachment: UG_2526_minor mods*

DATE: April 17, 2025

TO: Senate

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

RE: 2025-26 & 2026-27 Calendar Curriculum Proposals
Undergraduate and Graduate Major Modifications

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 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, an omnibus motion will be moved and include all items below. Senators may wish to identify any of the 3 major modifications that they feel warrant individual discussion that will then not be covered by the omnibus motion. Independent motions as set out below will nonetheless be written into the Senate minutes for those major modifications that Senators agree can be covered by the omnibus motion.

> **THAT** Senate approve the major modifications as presented below.

Major Modifications
1. **BSc. Biochemistry and Biotechnology**
   SCCASP approval: April 1, 2025
   SQAPC approval: April 10, 2025

Senate Motion April 25, 2025
> **THAT** Senate approve the name change and major modification to the BSc Hons program in Biotechnology and the introduction of BTEC 4908, 4909 & 4910 as presented with effect from Fall 2026.

2. **Chemistry and Earth Sciences**
   SCCASP approval: April 15, 2025
   SQAPC approval: April 24, 2025

Senate Motion April 25, 2025

> **THAT** Senate approve the major modification to the undergraduate program in Chemistry and Earth Sciences as presented with effect from Fall 2025.

3. **MSc Earth Sciences Accelerate Pathway**
   SCCASP approval: January 21, 2025
   SQAPC approval: April 24, 2025

Senate Motion April 25, 2025

> **THAT** Senate approve the introduction of an accelerated pathway to the MSC in Earth Sciences as presented with effect from Fall 2025.

Carleton University

MEMORANDUM

From: Senate Academic Governance Committee
To: Senate
Date: April 25, 2025
Subject: Senate committee ratifications

MOTION: That Senate ratify the nominees for Senate committees, as presented, for service beginning July 1, 2025.

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1) Senate Executive Committee
   - Rebecca Renfroe (Faculty member – Sprott)
   - Guy Lacroix (Faculty member – FASS)
   - Achim Hurrelmann (Faculty member – FPGA)

2) Senate Committee on Curriculum Admission and Studies Policy
   - Aryan Singh (UG student – FED)

3) Senate Quality Assurance and Planning Committee
   - Ravi Prakash (Faculty Member – FED)
   - Christine Laurendeau (Faculty member – Science – Computer Science)
   - Madhav Nikhil Sewpal (UG student – Science)
   - Janakan Muthukumar (GR student - FPGA)

4) Academic Governance Committee
   - Gigi Kaur (UG student – FPGA)
   - Benjamin Puzantian (GR student – Science)

5) Senate Honorary Degrees Committee
   - Min Thiha Tun (UG student – Sprott)

6) Senate Committee on Undergraduate Student Awards
   - Nadiya Slobodenyuk (Faculty member – FASS)
   - Jacky Chan (UG student – FPGA)
   - Gerardo Maldonado Jimenez (UG student – FASS)

7) Senate Academic Integrity Appeals Committee
   - Summer Debus (UG student – FPGA)

8) Senate Graduate Student Appeal Committee
   - Rana Saadi (GR student – FASS)

9) Senate Review Committee
- Christopher Lewis (GR student – Sprott)
- Ashley Shea (UG student – FPGA)
- Anastasiia Afanasova (UG student – Science)

Carleton University

MEMORANDUM

From: Senate Academic Governance Committee (SAGC)
To: Senate
Date: April 25, 2025
Subject: Revised Sprott Faculty Board Constitution

On June 2, 2023, Senate passed a motion that all disciplinary Faculties revise their constitutions and/or processes to support the transfer of authority for graduate curriculum approvals from the former FGPA to the Faculties, and that these revised constitutions be brought to SAGC for review and then to Senate for approval.

To help in the review process and promote good governance by aligning existing Faculty Board Constitutions in terms of format and content, the University Secretariat drafted a constitution template. The template was approved by SAGC and placed in the June 7, 2024, Senate binder for information.

The Sprott School of Business Faculty Board Constitution has been revised in accordance with this template and has been approved by the Sprott School of Business Faculty Board.

SAGC wishes to note that the Sprott Faculty Board membership includes an administrative staff member as a full voting member of the Faculty Board, which is unusual. SAGC suggests that this be reconsidered by the Sprott Faculty Board when it next reviews its constitution, with a suggested date of April 2030.

MOTION: That Senate approve the Faculty Board Constitution of the Sprott School of Business, as presented.

FACULTY BOARD CONSTITUTION

for

THE SPROTT SCHOOL OF BUSINESS

CARLETON UNIVERSITY

I – Description of Faculty Board

I.1 The Sprott Faculty Board ("Faculty Board") is the governing body of the Sprott School of Business

I.2 The Faculty Board shall serve as a forum for discussion and decision on academic concerns related to the students and programs within the Sprott School of Business and that fall within the purview and authority of Faculty Boards as defined by the Academic Governance of the University (the "AGU"), which is posted on the Senate website.

II - Composition and structure

II.1 Membership

In accordance with the AGU, membership of the Sprott Faculty Board shall consist of the following persons *ex officio*, all as a voting members:

(a) The Dean of the Sprott School of Business;
(b) All full-time faculty members as defined in paragraph 3.3.2 of the AGU with at least 50% appointment in the Sprott School of Business;
(c) Those students who are elected or appointed members of the Sprott Faculty Board. These include a Sprott student representative elected to the Carleton Academic Student Government (CASG); the Sprott Student Senator; the Sprott Business Students' Society Representative; the Sprott Professional Graduate Programs Student Representative; and the Sprott Research Programs Student Representative.

The Manager of Operations, Office of the Dean, or equivalent is also a voting member.

Non-voting resources may be invited to attend as required.

II.2 Executive Officers

(a) Secretary of Faculty Board

(i) Members of the Faculty Board, as defined above, will elect one of its faculty members to be Secretary for a period of 3 years. The term of office of the Secretary shall normally commence on July 1.

(ii) The responsibilities of the Secretary, with appropriate administrative support, shall include:

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(1) Chairing meetings of the Faculty Board and the Executive Committee;

(2) Representing the Faculty as a member of the University Senate;

(3) Ensuring that recommendations of Faculty Board are reported to Senate;

(4) Ensuring Faculty Board has access to updates on relevant matters addressed at Senate;

(5) Acting as electoral officer for the Faculty Board:
   o In the situation where the election is for the Secretary of the Faculty Board and the current Secretary is a candidate for said position, another faculty board member will act as electoral officer;

(6) Preparing the draft Faculty Board meeting agenda for review by the Faculty Board Executive and circulating the reviewed agenda, minutes, notices of motion, and any other relevant material to members of the Faculty Board.

(b) The Manager of Operations, or their delegate, will support the Secretary of the Faculty Board in preparing and circulating the documentation required for draft agenda and minutes for the Faculty Board meetings and ensuring support for the Chair during the meetings.

III – Faculty Board Responsibilities

III. 1 As established by Article 11.2 of the AGU, unless otherwise determined by Senate, the Sprott Faculty Board shall:

(a) Consider and make recommendations to Senate all undergraduate curricula administered by the Sprott School of Business, as presented to the Faculty Board through the relevant Undergraduate Curriculum Review Committee (UCRC);

(b) Consider and make recommendations to Senate on all graduate curricula administered by the Faculty, as presented to the Faculty Board through the relevant Graduate Curriculum Review Committee (GCRC);

(c) Consider and make recommendations to Senate on the establishment, deletion or administrative reorganization of academic units for the delivery of academic programs in the Sprott School of Business;

(d) Consider and make recommendations to Senate concerning general or Faculty regulations in the Calendar, specifically those governing admission, registration, examinations, academic standing, continuation, probation and graduation as they affect the undergraduate and graduate programs administered by the Faculty, as presented to the Faculty Board through the relevant Curriculum Review Committee;

(e) Review and affirm the recommendations of the University and Graduate Registrars for the awarding of degrees, certificates and diplomas that fall within its purview

III.2.   In addition to those responsibilities delegated to Faculty Board by Senate as described in Article III.1 above, the Faculty Board shall:

(a) Present and/or recommend to the Dean of the Faculty as deemed appropriate issues related to the goals and objectives of the Faculty and/or the University;

(b) Present to Senate and/or the President as the Faculty Board may deem appropriate on issues related to the goals and objectives of the Faculty and/or the University;

(c) Other business deemed relevant by the Faculty Board Executive.

IV - Faculty Board Meetings and Procedures

IV.1   Chair

The Secretary serves as Chair of Faculty Board. In the event that the Secretary cannot Chair a meeting, a non-Management member of the Faculty Board Executive who is designated as alternate will preside.

IV.2   Meetings

(a) Robert's Rules of Order will govern meeting procedures. Revisions of Robert's Rules of Order will apply the following academic year.

(b) Faculty Board will meet a minimum of three times in the academic year. Normally, Faculty Board meetings are scheduled monthly throughout the academic year.

(c) Meetings may be held in person, virtually, in hybrid format, or by any means that allow members to communicate adequately with each other and with the Chair.

(d) Other members of the University community may be invited by the Secretary to attend Faculty Board meetings provided they do not participate in deliberations or votes of the Faculty Board.

(e) The Faculty Board Executive may, on 48 hours' notice, close a meeting or part of a meeting to include only Faculty Board Members. In addition, student members of the Faculty Board shall not have access to closed meetings; closed parts of meetings; or circulated information in which individual students' cases are presented.

(f)   A special meeting can be called with seven calendar days' notice by:
   i.   The Dean; or
   ii.   The Faculty Board Executive; or
   iii.   A written request (to the Faculty Board Secretary) of 25% of all voting members who are not on academic (or other) leave.

(g)   Quorum: A quorum at all meetings of the Faculty Board shall consist of 40% of all voting members who are not on academic (or other) leave. Faculty Board members are considered to be present whether attending in person or virtually.

(h)   Voting

   (i)   Votes during Faculty Board meetings shall be by those present, through show of hands and/or virtual votes, unless some other method is decided upon by motion.

   (ii) Urgent matters that are minor or non-contentious, as determined by the Faculty Board Secretary, may be voted on between Faculty Board meetings through e- voting. Lists of graduands are voted on through e-voting. Results of the e-vote will be reported at the next regular meeting of the Faculty Board.

(i) Notice

(i) The Secretary will distribute agendas, proposed motions and supporting documentation to members of Faculty Board a minimum of seven calendar days before a scheduled meeting.

   (ii)   All proposed motions and associated documentation must be submitted to the Secretary.

Proposed motions and documentation must be submitted ten calendar days before a scheduled meeting.

(iii) A motion may be introduced without proper notice only if all of the following conditions are met:

    i. The motion and supporting documentation must be submitted before the start of the meeting;
    ii. The motion responds to urgent circumstances;
    iii. The motion addresses an issue of importance to the Faculty;
    iv. A 3/4 majority of those present at the Faculty Board meeting agrees to waive the requirement for notice after hearing the motion read.

(j) Documentation: After approval by Faculty Board, the minutes of each Faculty Board meeting shall be posted by the Office of the Dean of the Sprott School of Business on the School's internal website (intranet). Meetings may be recorded for the sole purpose of accurate minute-taking. Once minutes are approved at a subsequent meeting, transcriptions/recordings will be deleted.

V. Committees of the Faculty Board

V.1 Standing Committees

(a) <u>Executive Committee</u>

The Executive Committee shall consist of:

    i. the Secretary of the Faculty Board, (Chair), Dean, Associate Deans, as *ex officio* members;
    ii. two faculty members, elected by Faculty Board, serving 2-year staggered terms; and
    iii. the Manager of Operations or their delegate.

(b) <u>Undergraduate Curriculum Review Committee</u> (UCRC)

The UCRC membership shall consist of:
    i. The Associate Dean (UG) as Chair
    ii. One faculty member representative from each area group within Sprott

(c) <u>Graduate Curriculum Review Committee</u> (GCRC)

The GCRC membership shall consist of:
    i. The Associate Dean (Professional Graduate Programs/Research Graduate Programs) as Chair
    ii. One faculty member representative from each area group

(d) Sprott Committee on Admission & Studies (CAS)

The Sprott CAS membership shall consist of:
       i. The Associate Dean (UG) as Chair
      ii. Two faculty members from the Sprott Faculty Board

V.2 *Ad Hoc* Committees

(a) Faculty Board shall be entitled to establish such other standing or *ad hoc* committees as it sees fit, to determine the composition and terms of reference of such committees, and to appoint the initial members of such committees, provided that

    (i) Normally, no such committee shall remain a committee of Faculty Board for more than two years from the date of the meeting of Faculty Board at which it was established unless its composition is incorporated in this Constitution.

VI - Constitutional Amendments

This Constitution may be adopted or amended by a vote of 2/3 of all voting members who are not on academic (or other) leave.

Notice of proposed motions regarding constitutional amendments must be given in writing at least 14 calendar days prior to the Faculty Board meeting in which the amendment is considered.

Revised by Sprott Faculty Board on January 29, 2024
Revised format on May 27 and June 7, 2024
Amended in accordance with new Senate template and approved by Senate April 25, 2025.

Carleton University

MEMORANDUM

From: Senate Executive Committee
To: Senate
Date: April 25, 2025
Subject: Academic Colleague Nomination

The nomination of the Council of Ontario Universities Academic Colleague is brought to Senate for approval by the Senate Executive Committee. At its meeting on April 15, 2025, Senate Executive approved the recommendation to bring forward the nomination of Kim Hellemans to continue as Academic Colleague, for an additional 3-year term beginning July 1, 2025.

MOTION: That Senate approves the appointment of Kim Hellemans as Senate COU Academic Colleague, to serve a 3-year term of service beginning July 1, 2025.

Framework on Suspending admission

Purpose
The purpose of suspending admission to a program is to remove it from the application site, COPE application and printed recruitment material, allowing units time to consider the program changes. These programs will remain listed in the Calendar. Suspending admission to a program cannot be used to delay resource allocation discussions or program closure decisions.

Timeline
Ideally, suspending admission to a program will follow the viewbook modification deadlines. However, the committee recognizes the need to facilitate exceptional circumstances and will consider requests outside of this timeline on a case-by-case basis (this includes programs with rolling admissions and graduate programs).

A program's admissions can only be suspended for 2 admission cycles, after which time the program should be reinstated, redesigned/modified or closed. If a program wishes to remain suspended for more than 2 admission cycles further justification will be required and the request would need to be approved by the Vice-Provost Academic.

Framework for suspending admission
The decision to suspend admission will be established though a request in writing from the Dean or Associate Dean responsible for the program to the Vice-Provost (Academic). This request will establish:
- The rationale, including supporting evidence (e.g. enrolment data, changes in faculty compliment, recommendations from an external review, considerations for curriculum renewal etc…)
- The timeline
- Any implications on other Quality Assurance processes, for example Cyclical Program Review timelines
- Any impacts of the suspension on other programs, joint programs with a partner institution, or partnership with a third-party (co-op program, internship, work-integrated learning, industry partnership etc…)
- Considerations for donor funded programs
- Any necessary transition plans for current applicants or students

- If a decision to suspend admission is made, a memo will be generated to the unit from the Vice-Provost (Academic) (and cc'd to the relevant offices including the Provost, Dean, Admissions, the Registrar's Office, Graduate Studies) confirming the decision and prompting the Calendar Editor to generate the workflow in courseleaf (see below). The Vice-Provost (Academic) will inform SCCASP and SQAPC of the decision and the request from the Dean's office and memo to the unit will be provided to Senate for information.
- The Office of Academic Programs and Strategic Initiatives (APSI) will track all programs that have suspended admission and the appropriate Calendar Editor will provide an annual

report to the Dean. APSI will follow up with the unit as the suspension period ends to discuss program closure, curriculum redesign or program reinstatement.

Process for reinstating or closing a suspended program
Closure
If it is determined that the program will close, this will be processed through the major modification Track B workflow. This will follow the current program closure process.

Program Redesign/modification
If the program is being redesigned or modified in order to be reinstated, this will follow a modified A1 major modification process.
- The unit will:
    - complete a modified executive summary template
    - enter the program changes into courseleaf
    - provide a business plan

Once the proposal has been approved by the Dean and reviewed by APSI, VPARC and PBWG approval will be required prior to the proposal moving through the remainder of the courseleaf/IQAP workflow.

Program Reinstatement
If the unit wishes to reinstate the original program, without any programmatic changes, this will follow a modified A1 major modification process.
- The unit will:
    - complete a modified executive summary template
    - provide a business plan

Once the proposal has been approved by the Dean and reviewed by APSI, VPARC and PBWG approval will be required prior to the proposal moving through the remainder of the courseleaf/IQAP workflow.

NOTE: In the instance of program redesign or reinstatement a business plan is required in all cases, even if no new resources are being requested. The proposals must always be reviewed by both VPARC and PBWG.

Workflow Summarized:
Suspending admission workflow in courseleaf:
- ChairDir
- Notify FYI (Members: Admissions, Academic Programs and Strategic Initiatives, Student System Support, Associate Deans in all faculties)

Complete workflow:
- Discussion between Vice-Provost and Dean/Associate Dean and written request
- Memo to unit
- Calendar Editor enters change into courseleaf
- APSI provides update to SCCASP, SQAPC and Senate for information
- Tracking is maintained on Tracker by APSI
- Yearly report is provided to Deans by the Calendar Editor

- APSI will follow up with unit as suspension period ends to process a closure, curriculum redesign or reinstatement.

Carleton University

Senate Executive Committee
March 18, 2025
TB503C + videoconference

MINUTES

Attending: R. Gorelick, D. Hornsby, P. Rankin R. Renfroe, E. Sloan, W. Tettey (Chair), C. Viau
Regrets: N. Hagigi, J. Kundu
Recording Secretary: K. McKinley

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1. **Welcome & Approval of the Agenda**
   The meeting was called to order at 11:00 am.

   A meeting binder containing the agenda and other meeting materials was circulated in advance to committee members.

   It was **MOVED** (E. Sloan, P. Rankin) that the agenda of the meeting of the Senate Executive Committee on March 18, 2025 be approved, as presented.

   The motion **PASSED**.

2. **Approval of Senate Executive Minutes –** February 18, 2025 (meeting), March 5, 2025 (e-poll), March 10, 2025 (e-poll)

   OMNIBUS MOTION for 3 sets of minutes:
   It was **MOVED** (R. Renfroe, C. Viau) that the Senate Executive Committee approve the committee minutes from February 18, March 5 and March 10, as presented.
   The motion **PASSED**.

3. **Review of Senate Minutes**
   The closed and open session minutes from the Senate meeting on February 28, 2025 were circulated in advance. The committee did not find any errors or issues with either set of minutes.

4. **Motion submitted from Senator Laura Madokoro**
   Committee members reviewed a motion for Senate submitted by Senator Laura Madokoro. The motion calls for a hold on the suspension of any programs until a framework guiding the assessment of program sustainability is developed by SQAPC, then reviewed and endorsed by Senate. The motion also specifies data that should be included as evidence points in the framework.

   Vice Provost and AVP Academic David Hornsby noted that a procedure to guide the act of suspension of programs is currently being developed. He clarified that the suspension of admissions to a program does not change the program or its admissions requirements, and can sometimes be requested for a curriculum refresh.

   The framework, as proposed, would be operationalized by the Vice Presidents' Academic and Research Council (VPARC) and would include draft guidelines with evidence points to demonstrate why suspension has been requested, thus ensuring that the process is robust and transparent.

   Because the framework requested in the motion is currently being developed, Senate Executive Committee members voted in favour of not including the motion in the March 28th Senate agenda, but offering Senator Madokoro the option to either delay the motion by one month or resubmit it as a question to Senate.

   The Assistant University Secretary agreed to communicate the committee's decision to Senator Madokoro.

5. **Draft Senate Agenda – March 28, 2025**
   A draft Senate agenda for the March 28th meeting was circulated in advance to the committee. The Assistant University Secretary noted that Senator Mason's motion from the February 2025 Senate meeting needed to be added to the agenda (Item 8), as it was not discussed at the last meeting due to lack of time.

   It was **MOVED** (E. Sloan, R. Renfroe) that the Senate Executive Committee approve the Senate agenda for March 28, 2025, as amended.
   The motion **PASSED**.

5. **Other Business**

   The recording secretary noted that the March Senate meeting will again be in-person only.

6. **Adjournment** – The meeting was adjourned (E. Sloan, C. Viau) at 11:38 am.