



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 October 20, 2023 at 2:00 pm
Pigiarvik 608**

AGENDA

Closed Session

1. Welcome & Approval of Agenda

2. Minutes (Closed): June 2, 2023

3. Graduation:

- a. Notification of Receipt of Graduation Lists (Clerk)
- b. Motion to Graduate all Recommended Students
- c. Special Features of the Graduating Class (Deans)
- d. Motion to Graduate Recommended Students: Dominican University College

4. Report on the Empowering Motion (Clerk)

5. Report of the Senate Committee on Medals & Prizes (Clerk)

6. Other Confidential Business

Open Session:

- 1. Approval of Agenda**
- 2. Minutes (Open):** September 22, 2023
- 3. Matters Arising**
- 4. Chair's Remarks**
- 5. Question Period**
- 6. Administration (Clerk)**
 - a. Membership Ratification
 - b. Report on Senate Committee Chair/Secretary meeting
- 7. Reports:**
 - a. SCCASP (D. Siddiqi)
 - b. SAGC (E. Sloan)
- 8. Reports for Information:**
 - a. Senate Executive Minutes (September 11, 2023)
 - b. Annual Report from Senate Library Committee
- 9. Other Business**
- 10. Adjournment**



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**Carleton University Senate
Meeting of September 22, 2023 at 2:00 pm
Pigiarvik 608**

MINUTES

Present in Person: E. Abou Zeid, M. Barbeau, H. Becker, S. Blanchard, A. Bordeleau, A. Bowker, S. Burges, W. Chung, J. P. Corriveau, M. DeRosa, L. Dyke, R. Goubran, T. Haats, N. Hagigi, M. Haines, K. Hellemans, D. Hornsby, M. Huckvale, L. Kostiuk, A. Lannon, F. Lepore, A. MacDonald, B. MacLeod, J. Mason, D. Mendeloff, P. Mkandawire, J. Murray, H. Nemiroff, A. North, B. O’Neill, A. Park, G. Pickton, P. Rankin, M. F. Riazuddin, S. Seneviratne, O. Shafiq, D. Siddiqi, E. Sloan (Clerk), C. Smelser, D. Sprague, M. Taghavishavazi, K. Taylor, J. Tomberlin (Chair), C. Viau, G. Wainer, P. Wolff

Present via Zoom: J. Armstrong, H. Babb, F. Brouard, S. Everts, R. Gorelick, K. Graham, L. Madokoro, L. Marshall, B. O’Connor, M. Pearson, M. Rooney, P. Smith, J. Wallace

Regrets B. Albright-Peakall, M. Baez, B. Campbell, D. Caratao, E. Cyr, J. Malloy, L. Moffitt

Absent: A. Clarke, Y. Gandhi, D. Howe, K. Moss, S. Rajput, J. Taber

Recording Secretary: K. McKinley

1. Welcome & Approval of Agenda

The meeting was called to order at 2:05 pm. Chair and Interim President Jerry Tomberlin reported to Senators that former President Benoit-Antoine Bacon was recently named the 17th President of the University of British Columbia. The Chair expressed gratitude to former President Bacon for his leadership and service to Carleton over the past 5 years, and noted that as interim President he will endeavor to continue Benoit’s good work.

The Chair welcomed 20 new Senators to the meeting, and thanked them for their support of academic governance. He also welcomed the following Senators attending their first Senate meeting in new roles:

- L. Pauline Rankin – new Provost and Vice-President Academic
- David Hornsby – new Vice-Provost and AVP Academic
- Anne Bowker – Interim Dean of the Faculty of Arts & Social Sciences
- Howard Nemiroff – Interim Dean of Sprott School of Business
- Omair Shafiq – Interim Director of School of Information Technology
- Dan Siddiqi – new Chair of SCCASP

The Chair noted the recent passing of the following members of the Carleton community:

- Dr. Susan Landau-Clark, Associate Director of the Zelikovitz Centre for Jewish Studies
- Professor Patrick Selvadurai from the Department of Civil Engineering
- Professor George Frajkor, one of Carleton’s longest-serving Journalism professors
- Professor David Watkinson, Professor and former Chair of the Department of Earth Sciences

The Chair expressed condolences to those who knew and loved them.

The Chair next reviewed the recently revised meeting protocols for hybrid meetings of Senate:

- Observers are welcome to attend open sessions of Senate but are not allowed to speak, ask questions or vote.
- Senators are encouraged to attend meetings in person, but those joining online are asked to keep microphones muted and cameras on.
- In-person attendees use their name cards to gain the floor and vote.
- Online attendees use the CHAT feature to gain the floor (to move or second a motion, ask a question or provide a comment).
- Online attendees use the raised virtual hand feature on Zoom to vote.

Turning to the agenda, the Chair noted that the Library Committee Annual Report will be submitted in October, and should be struck from today’s agenda under Item 10(b) – Reports for Information – Senate Committee Annual Reports.

It was **MOVED** (P. Wolff, K. Taylor) that Senate approve the agenda for the meeting of Senate on September 22, 2023, as amended.

The motion **PASSED**.

2. Minutes: June 2, 2023 (Open Session)

It was **MOVED** (M. Haines, K. Hellemans) that Senate approve the minutes of the Open Session of the Senate meeting on June 2, 2023, as presented.

The motion **PASSED**.

3. Matters Arising

There were none.

4. Chair's Remarks

The Chair began his remarks by highlighting the following recent academic achievements:

- Professor Odae Al Aboud (School of Mathematics & Statistics) and Professor Kifah Gharzeddin (Department of Biology) have been elected as members of the Royal Society of Canada College of New Scholars, Scientists and Artists. The Royal Society recognizes exceptional individuals who demonstrate leading scholarly research or artistic excellence.
- Cati Coe, Leila Mostaço-Guidolin and Jennifer Drake have been announced as Canada Research Chairs in Engineering and Political Science. They will advance research in flood infrastructure, fibrosis treatment and services for aging migrants.
- Two Carleton PhD students – Hannah Johnston (Information Technology) and Evan Wicklund (Sociology) are the recipients of a prestigious 2023 Vanier Canada Graduate Scholarship, worth \$50,000 per year for 3 years and awarded for exceptional research.

The Chair provided the following research highlights:

- Carleton University has secured an investment of \$1.65 million from the Natural Sciences and Engineering Research Council of Canada (NSERC), via their Collaborative Research and Training Experience (CREATE) program. The funding is for research and training in the crucial domains of permafrost, climate change, and sustainability. Through this funding, Stephan Gruber, Canada Research Chair in Climate Change Impacts and Adaptation in Northern Canada, and his team of researchers are tackling the pressing challenges posed by climate change in Arctic communities.

- Dawn Moore (Law and Legal Studies) in partnership with researchers in 3 countries was awarded a \$2.5 million Partnership Grant from the Social Sciences and Humanities Research Council (SSHRC) for their Prison Transparency Project (PTP), which aims to break down barriers in accessing prison information and protecting the human rights of those incarcerated. Also announced was \$3.4M in funding for 3 Partnership Development Grants and 15 Insight Grants.
- The Natural Sciences & Engineering Research Council of Canada (NSERC) has awarded \$12.5M in research funding to Carleton researchers whose projects support discovery and innovation. These awards include 5 Research Tools & Instruments Grants valued at \$468,613 – the highest number and amount that Carleton has historically received. Also included in the NSERC package are one Northern Research Supplement, 3 Subatomic Physics Grants, 12 Discovery Launch Supplements, and 38 Discovery Awards.
- The Canada Foundation for Innovation has granted 13 researchers at Carleton University a total of \$1.24 million, under their John R. Evans Leaders Fund (JELF). Funding will support research areas of strategic importance such as health and mental wellbeing, cultural heritage, sustainability, food integrity and language acquisition, among others.

Four distinguished Carleton University alumni have been honoured with appointments to the Order of Canada, in recognition of their profound impacts and contributions to Canadian society and the broader human community:

- Irwin Elman (BA Hons 1982), for his advocacy of children and youth
- Holly Susan McNally (BA, 1970) and Paul McNally (BA Hons, 1970) for advancing Canada's literacy through community-based programming
- Peter Showler (BA 1966) for leadership in immigration and refugee law.

The Chair closed his remarks by noting the following recent events:

- Spring Convocation (June 12 – 16, 2023) celebrated the achievements of more than 5,200 Carleton graduates, and 8 honorary degree recipients.
- Pride Month, in June, was an opportunity to show our respect and support for all members of the 2SLGBTQIA+ community.
- National Indigenous History Month, also in June, was an opportunity to recognize and reflect on the rich history, heritage and diversity of First Nations, Inuit and Métis Peoples across Canada.
- CU Appreciation Day on June 22, was held in person again for the first time in 3 years.

- The Carleton Community Breakfast, held on August 29 and 30, was a chance to say thank-you to former President Benoit-Antoine Bacon for his many contributions and achievements.

5. Question Period

Senator Morgan Rooney submitted two questions in advance:

1) At the 21 April 2023 Senate meeting, the Chair of SCCASP indicated that the existing “Academic Accommodations During Labour Disputes” policy would be reviewed at its August retreat. The key issue at the time was to make sure that Senate, as “the academic head” of the institution (*Academic Governance of the University*, p. 13), is not used in the future as a means to advance non-academic agendas. In particular, Senators sought to clarify the acceptable reasons for altering the normal course of academic matters, especially recommendations or motions 1) to rapidly change modalities and/or 2) to implement SAT/UNS or similar compassionate grading measures. Can the Chair of SCCASP update Senate on progress made on this item and/or provide a timeline for when/if Senate can expect to review a revised version of the “Academic Accommodations During Labour Disputes” policy?

A response to this question was provided during the Report from the Senate Committee on Curriculum Admissions and Studies Policy (SCCASP).

2) In the final week of the CUPE 4600 strike in April 2023, the then-Provost sent out a message to Carleton’s academic staff announcing that the administration had taken the extraordinary step of entering into instructors’ Brightspace pages without their consent to reactivate course pages that they had deactivated at the start of the legal strike, and in some cases revoked their access to Brightspace altogether. Such actions are likely to have a predictable legacy, degrading instructors’ trust in the tool and increasing the likelihood that some will elect not to use it (particularly during terms when their union is in bargaining). Given the many benefits of using an LMS for both instructors and students, the possibility of such an outcome must be of grave concern to Senate given its role as the institution’s “academic head.” What action(s) has administration taken (or does it have planned) to re-establish trust and to assure instructors that they can use the LMS without fear that doing so could mean putting themselves in a position to undermine the bargaining position of the union that represents them?

Response from President Jerry Tomberlin: Parts of this question deal with labour relations and as such it would be inappropriate to comment on them at Senate. Regarding the effects on the usage of our learning management system (Brightspace), the data from Teaching & Learning Services does not indicate evidence of any impact on engagement with the system.

6. Administration (Clerk)

a. Membership ratifications

Clerk of Senate Elinor Sloan presented a motion to ratify the following new Senators:

- Shane Hawkins – FASS Faculty member (for 3-year term expiring June 30, 2026)
- Mehrnaz Taghavishavazi – Graduate student member (for 1-year term expiring June 30, 2024)
- Morgan Rooney – Contract Instructor (for 3-year term expiring June 30m, 2026).

The Clerk added that Morgan Rooney won the election held this month for Contract Instructor representative on Senate.

It was **MOVED** (M. DeRosa, D. Sprague) that Senate ratify the new Senate appointments, as presented, for service beginning immediately.

The motion **PASSED**.

b. Senate Survey – summary of results

A report on the fifth annual Senate Survey, conducted in May of 2023, was circulated in advance to Senators. The Clerk presented the following highlights:

- Response rate was 40%, an increase in engagement from 2022.
- Positive feedback included:
 - Senate is efficient, welcoming, open and transparent, well organized and collegial.
- Suggestions for improvement:
 - Include PowerPoints in the binder and provide more time for discussion during the meeting.
 - Revise voting protocol for online and hybrid meetings.
 - Include more information on committees at Orientation.

The Clerk thanked all who completed the survey and noted that the next survey would be released in April of 2024.

c. Report on Senate Executive Committee Summer Empowering Motion

The Clerk reported that the Senate Executive Committee, acting on the Summer Empowering Motion, voted in an e-poll on July 11, 2023 to ratify the membership of the newly created Ad Hoc Committee on Graduate Academic Governance.

d. Advisory Committee on the President & Vice-Chancellor – Senate-elected Membership

The Clerk reported on the recent election of academic staff and student members to the Advisory Committee on the President & Vice-Chancellor. An election for undergraduate and academic staff members was held among Senators on August 29-30. The Senate-elected members to this committee include the following:

- Adrian Chan – Academic Staff member (elected)
- Kim Hellemans – Academic Staff member (elected)
- Betina Appel Kuzmarov – Academic Staff member (elected)
- Mira Gillis – undergraduate student (elected)
- Farzam Sepanta – graduate student (acclaimed)

The Clerk added that the full list of committee members has been posted on the Secretariat website.

7. Reports:

a. SCCASP (D. Siddiqi)

Committee Chair Dan Siddiqi began his report with a response to Question #1 submitted by Morgan Rooney. (See Item 5 - Question Period above.) He noted that the discussion of the Senate Policy on Academic Accommodations During Labour Disputes has begun at SCCASP but that more discussion will be needed before SCCASP is ready to bring a report to Senate.

Three items were then presented for approval and there were 2 items for information.

Items for Approval:

R-ADM-Program Certification Science Policy

It was **MOVED** (D. Siddiqi, H. Nemiroff) that Senate approves the revisions to Regulation: TBD-2093 R-ADM-Program Cert Science Policy Requirement effective for the 2024/25 Undergraduate Calendar as presented.

The motion **PASSED**.

UG-ADM General-4 English language Proficiency Admission Regulation

It was **MOVED** (D. Siddiqi, M. Rooney) that Senate approves the revisions to Regulation: UG-ADM-General-4 English Language Proficiency Requirements effective for the 2024/25 Undergraduate Calendar as presented.

The motion **PASSED**.

R-UG-3.4.4 Application to Graduate (change of dates)

It was **MOVED** (D. Siddiqi, D. Hornsby) that Senate approves the revisions to Regulation: R-UG-3.4.4 Application for Graduation Requirements effective for the 2023/24 Undergraduate Calendar as presented.

The motion **PASSED**.

Items for Information:

- Minor Modifications dated June 6, 2023
- Sprott Micro-credential list for SCCASP, August 2023.

b. SQAPC (D. Hornsby)

Committee Chair David Hornsby presented one cyclical review report for approval.

It was **MOVED** (D. Hornsby, A. Bowker) that Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the Undergraduate and Graduate programs in Geography and Environmental Studies.

The motion **PASSED**.

c. SAGC (E. Sloan)

Committee Chair Elinor Sloan presented a motion to ratify 12 new committee members:

Senate Committee on Curriculum Admissions and Studies Policy

- Pascal Gin (Faculty member – FASS)
- Emily Gray (Faculty member – Sprott)
- Mike Hildebrand (Faculty member – FGPA)
- Vandna Bhatia (Faculty member – FPA)

Senate Quality Assurance and Planning Committee

- Paul Keen (Faculty member – FASS)

Senate Honorary Degrees Committee

- Jennifer Evans (Faculty member – FASS)
- Donald Russell (Faculty member – FED)
- Chris Worswick (Faculty member – FPA)

Senate Undergraduate Studies Committee

- Ernest Kwan (Faculty member – Sprott)
- Susan Birkwood (Faculty member – FASS)

Senate Review Committee

- Dan Siddiqi (Faculty member) Chair – acclaimed
- Shane Hawkins (Faculty member – FASS)

It was **MOVED** (E. Sloan, L. Kostiuk) that Senate ratify the nominees for Senate committees, as presented, for service beginning immediately upon approval.

The motion **PASSED**.

8. Strategic Integrated Plan Annual Implementation Report

The SIP Annual Implementation Report reviews the progress achieved in implementing the latest Strategic Integrated Plan (2020-2025) each year. This year's report was presented in June to the Board of Governors by former President Benoit-Antoine Bacon. A copy of the report was circulated in advance to Senators.

The Chair noted the challenging context for this SIP. It was approved during the early days of the pandemic which then continued for two years. In addition to the general context of economic instability and geopolitical unrest over the past few years, the university has been operating in a challenging fiscal context, due to the frozen provincial grant and continuing tuition freeze.

Despite these challenges, significant progress has been achieved on all three strategic directions and all 15 “We Will” statements of the plan. The Chair presented, in reverse order, his “top 5” highlights from these successes:

#5) Organizational Excellence

- Achieved a balanced budget under challenging circumstances
- 2023 – one of Canada’s Top 100 Employers. Only 4 universities are on this list and Carleton is the only one from Ontario.
- 2023 – one of National Capital Region’s Top Employers
- Awards of Excellence for Healthy Workplace + Platinum recipient for Mental Health at Work
- Gold rating from AASHE for sustainability
- #1 Sustainable campus in Ontario and #2 Sustainable campus in Canada (2020)

#4) New Innovative Spaces

- Future Learning Hub
- Carleton Dominion Chalmers Centre
- Carleton Hub 350 in Kanata North
- New Engineering Design Centre
- Nicol Building Innovation Hub

#3) Inclusion – Carleton is a sector leader in this area.

- EDI Action Plan
- Coordinated Accessibility Strategy
- Kinàmàgawin Indigenous Strategy
- Student Mental Health Framework

#2) Student Success

- Largest graduation years in history (2021, 2022, 2023)
- 1-year retention rate above 90% for past three cohorts
- 2-year retention rate at historic highs – at or above 83% for past 3 cohorts
- Graduation rate at all-time high of 73% up from 68% in 2017

#1) Research Excellence

- Grants continue to trend upwards
- 3-year average external research revenue at \$91.4M
- Holistic Integrated Partnerships have grown by 540% (Ericsson, CAE, QNX, IBM, Bruyère, etc.)

Next steps:

- New Residence opening in Fall 2025 – 450 new spaces
- \$100M+ in annual research funding
- Moving towards next fundraising campaign of \$500M

- Renewal of the SIP in 2025

Discussion:

A Senator asked for clarification on the growth of graduating students, and whether this is simply due to growth in enrolment. The Chair noted that while graduate enrolment has increased, undergraduate growth has been challenged in recent years, due largely to the pandemic and visa issues for international students. The higher graduation rate can be attributed to improvements in retention.

A Senator asked about Carleton's long-term policy for in-person vs. online work for staff and faculty. The Chair noted that Carleton does have a policy on flexible work arrangements but it is difficult to predict at this time what the mix will be for online vs in person teaching moving forward.

There were no further questions.

9. Artificial Intelligence (AI) Working Group Report

Provost L. Pauline Rankin introduced this item, noting that this complex issue is of great interest to all of the Carleton community, particularly academic staff. Vice-Provost David Hornsby, Chair of the AI Working Group, then provided an overview of the report that was circulated to Senators in advance.

New generative artificial intelligence tools, such as ChatGPT have become widely available to the public and have evolved the capacity to generate content that is often difficult to distinguish from human intellectual property. As a result, these AI tools raise legitimate concerns related to academic integrity. The report considers various adaptive strategies universities may adopt to recognize and deal with both the opportunities and the challenges of generative AI tools within our sector.

From one perspective, generative AI tools may provide opportunities for innovative teaching methods and customized learning activities. For example, AI could assist in individual learning by serving as a Socratic opponent, study buddy, or tutor. AI could be used to generate games and challenges to enhance learning. However, in considering options, instructors should always begin by determining whether these tools align with the course's learning outcomes, and must also consider and evaluate any potential risks.

The challenges of AI tools are of particular concern to instructors, as AI can now effectively generate computer code, equations, images, and different types of text, including essays. The report provides a set of guidelines for instructors considering the use of AI tools, plus a number of strategies and pedagogical tips for instructors to adapt course assignment design so that it is more difficult for students to use AI inappropriately.

The report also recommends the following additional actions:

- The Academic Integrity Policy should be updated to reference generative AI tools more specifically.
- Deans' Offices could investigate the creation of a centralized Academic Integrity Office to support disciplinary Faculties, collect data and maintain a website devoted to AI information.
- Similarly, a collaboratively created FAQ page for students and instructors could provide guidelines on the ethical (and unethical) uses of AI tools.

Discussion:

- In response to a question from the floor, the Vice-Provost affirmed that the report may be circulated outside of Senate, provided that Senators do not have any adjustments to recommend. The report will be circulated to the community within the next week via the TLS email list.
- A Senator asked about the recommendation to edit the Academic Integrity Policy. In response it was noted that the suggestion is to insert explicit language stating that the use of AI and text generators constitutes an academic integrity infraction. The Chair added that any changes to the AI Policy will be presented to, discussed at and approved by Senate.
- Regarding other suggestions, these will be discussed among various relevant groups before decisions are made regarding how, when or if to move forward with the recommendations. The working group will continue to meet each term to ensure that they are current with the evolving technologies.
- A Senator commented that adaptive strategies suggested in the report, particularly in re-weighting different types of assignments, have been helpful in reducing the misuse of AI in their classes. The Vice-Provost agreed that creative approaches are useful and needed in encouraging students to treat assessments seriously without defaulting to text generators.
- A Senator asked if a boilerplate template could be made available to use for course syllabi. The Vice-Provost responded that a template should be available for instructors to use next term.
- A Senator asked whether CHAT-BOT bots could be used as a tool for students to evaluate their own writing, to determine if it resembles CHAT-bot output. The Vice-Provost noted that AI detector tools are unreliable and inefficient, and also many have been monetized so that subscription fees may now be required to access them. He added that TLS is working with ITS on Chat GPT from a coding perspective, to support university systems.

The Chair thanked Vice-Provost Hornsby and his team for their ongoing work on this project, and encouraged Senators to send any further suggestions, observations and comments to the Vice-Provost by email as soon as possible in order to be incorporated into the draft before it is circulated to the broader community. Senators also were encouraged to explore the resources provided on the group's webpage for more information.

10. Reports for Information:

a. Senate Executive Minutes

- i. **May 23, 2023**
- ii. **E-polls: June 7, June 13, June 14, July 11**

There was no discussion of this item.

b. Senate Committee Annual Reports

- i. Senate Student Academic Integrity Appeals Committee (SAIAC)
- ii. Senate Undergraduate Studies Committee (SUSC)
- iii. Senate Committee on Undergraduate Student Awards
- iv. Senate Graduate Student Appeals Committee

c. Senate Report

d. Report from COU Academic Colleague

Questions and Comments on Reports:

The Chair introduced each report in turn and invited comments/questions from Senators.

SAIAC Report: A Senator asked the Chair of SAIAC to comment on the noticeable drop in academic integrity cases this year, and also whether there has been an increase in Chat GPT or Chatbot cases. Committee Chair Cristina Ruiz-Martin responded that the return to in-person classes and exams has resulted in fewer cases of academic integrity appeals, particularly in the Faculties of Science and Engineering, which had experienced a high volume of cases in previous years.

A Senator from Science added that the Office of the Dean of the Faculty of Science has been providing instructors with support in finding ways to prevent academic integrity violations. She noted that the number of academic integrity cases in her large classes dropped from 70 to 6 over the past year, through the use of new pedagogical techniques. It was also noted that the Academic Integrity Policy had been revised to include a “parking ticket” option for students, who could plea out, which also reduces the number of appeals.

COU Academic Colleague Report: Kim Hellemans noted topics for discussion at upcoming COU meetings will include the Blue Ribbon Panel, International Students and Housing, and university sector responses to Anti-Queer Anti-Trans sentiments

across the country. She advised that she has been appointed to the COU Executive Committee, and reappointed to the COU Government and Community Relations Committee, both for one-year terms to June 30, 2024.

11. Other Business

There was none.

12. Adjournment

The meeting was adjourned (D. Hornsby, L. Kostiuk) at 3:42 p.m.

Senate Questions – October 2023

Root Gorelick:

Question 1

Instructors can upload mid-term exams to the McIntyre Exam Centre (MEC) website, from which MEC prints and distributes exams to all PMC students. MEC provides the same service for final exams, with the bonus that MEC then prints and distributes final exams to ALL students, not just PMC students. Can that latter process of MEC dealing with all students be extended to mid-term exams?

Question 2

Why do we call this body “senate”? The etymological root of SENATE is the same as SENILE, referring to a group of old men. As a poignant example, only in 2009 did the U.S. Senate first allow female senators into its swimming pool because a few erstwhile male senators wanted to continue swimming without women present. Not all Carleton senators are old or male, so could we change the name to something less stodgy and more inclusive, such as COUNCIL or COLLEGIUM? Such change would require amending many documents, including the Carleton University Act, so would require approval by Carleton’s Board of Governors and approval by Ontario’s Legislature and Lieutenant-Governor. Nonetheless, I believe that increased inclusivity makes such an onerous change worthwhile.

Jody Mason:

The current Self-Declaration for Academic Consideration form for students is a very important document that is unfortunately very difficult to locate. I’ve written to the Registrar’s Office about this issue. The document is not located on the Registrar’s Office website, although this site contains a section that would be appropriate for such a document (“Student Documents”). Instead, students searching for the form from a search engine find a direct link to the pdf, which leaves them wondering if they have the correct / current form. Given the importance of this document, can Senate recommend that the Registrar’s Office put the form on their website?

Morgan Rooney:

Late in Fall 2022, on the recommendation of SCCASP, Senate approved the use of the Self-Declaration Form for students in lieu of medical documentation. The form that students are directed to complete is a PDF, where they enter their information, print or save the document, and then submit it in paper or electronic form to their instructor (for term work) or the Registrar’s Office (for official exams), as the situation requires. That is, except in cases where the student submits directly to the Registrar’s Office, the instructor is the only Carleton employee who has access to the record. Did the Registrar’s Office consider using something such as a Wordpress form (where all submissions could be centrally stored as

well as automatically emailed to the relevant parties) to streamline the process and create a central repository for these documents? That is, would it not be helpful for Carleton to be able to track students who frequently avail themselves of the self-declaration form, both so we can identify students in need and support them, as well as those who might abuse the process? If this approach was originally considered and then abandoned, what was the rationale?

Senate Membership Ratifications

October 20, 2023

MOTION: That Senate ratify the following new Senate appointments, as presented, for service beginning immediately.

Faculty Member

- Rebecca Renfroe (Spratt)

Graduate Student

- Robert Nelson (1-year term, expiring June 30, 2024)

MEMORANDUM

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

To: Senate
From: Daniel Siddiqi, Chair of SCCASP
Date: October 20, 2023
Subject:

For Senate approval

1. Academic Consideration Policy for Students in Medical or Other Extenuating Circumstances

Motion: That Senate approves the Academic Consideration Policy for Students in Medical or Other Extenuating Circumstances effective for the Winter 2024 session as presented.

Attachment: Academic Consideration Policy for Students

2. R-UG-4.3 Deferred Final Examinations

Motion: That Senate approves the revisions to Regulation: TBD-1887 R-UG-4.3 Deferred Final Examinations effective for the 2023/24 Undergraduate Calendar as presented.

Attachment: R-UG-4.3 Deferred Final Examinations

3. TBD-1888: R-UG-4.4 Deferred Term Work

Motion: That Senate approves the revisions to Regulation: TBD-1888 R-UG-4.4 Deferred Term Work effective for the 2023/24 Undergraduate Calendar as presented.

Attachment: R-UG-4.4 Deferred Term Work

For Information

1. *Attachment: Procedure for Academic Consideration Policy*
2. *Attachment: Academic Consideration Policy - Guidelines for Instructors*

MEMORANDUM

From: Senate Academic Governance Committee
To: Senate
Date: October 20, 2023
Subject: Senate committee ratifications

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

- 1) Senate Executive Committee
 - Elie Abou Zeid (Graduate student)
- 2) Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP)
 - Sarah Ferguson (Graduate Student)
- 3) Senate Quality Assurance and Planning Committee
 - Siva Sivathayalan (Faculty member – FED)
- 4) Senate Academic Integrity Appeals Committee
 - Sana Mohsni (Faculty member - Sprott)
 - Pam Wolff (Faculty member - Science)
 - Ayshia Bailie (Graduate student)
- 5) Senate Graduate Student Appeal Committee
 - Harsh Thakkar (Graduate student)
- 6) Senate Review Committee
 - Rodney Nelson (Faculty member – Sprott)
 - Izuchukwu Maduekwe (Graduate student)



Senate Executive Committee
September 11, 2023
Via Zoom videoconference

MINUTES

Attending D. Hornsby, R. Gorelick, L. P. Rankin S. Seneviratne, E. Sloan, J. Tomberlin (Chair), P. Wolff

Regrets: J. Malloy

Recording Secretary: K. McKinley

1. Welcome & Approval of the Agenda

The meeting was called to order at 3:03 p.m. An agenda plus meeting package was circulated in advance to committee members. The Chair welcomed new members David Hornsby, L. Pauline Rankin and Shaun Seneviratne.

The agenda was approved by consensus.

2. Approval of Senate Executive Minutes: May 23, 2023, E-polls on June 7, 2023, June 13, 2023, June 14, 2023, and July 11, 2023 (omnibus motion)

It was **MOVED** (E. Sloan, P. Wolff) that the Senate Executive Committee approve the minutes of the Senate Executive meeting and e-polls as presented.

The motion **PASSED**.

3. Review of Senate Minutes – June 2, 2023 (open session)

No issues were found with the Senate minutes and no changes were suggested.

4. Senate Agenda – September 22, 2023

Members of the committee requested the following amendments to the agenda:

- Item 6-d to be renamed as “Advisory Committee on the President & Vice-Chancellor – Senate-Elected Membership”
- Item 8 to be renamed as “Strategic Integrated Plan Annual Implementation Report”
- “Artificial Intelligence Working Group Report” to be added as item 9, and the items following to be renumbered accordingly.

It was **MOVED** (E. Sloan, S. Seneviratne) that the Senate Executive Committee approve the agenda for the Senate meeting of September 22, 2023 as amended.

The motion **PASSED**.

5. Registrar’s Office Memos:

a) Post-graduate amendment

The Registrar’s Office submitted a request for a post-graduate amendment, to change a student’s academic achievement from Distinction to High Distinction. The request was made due to an error in the grade entry for one course.

It was **MOVED** (P. Rankin, S. Seneviratne) that the Senate Executive Committee approve the post-graduate amendment as presented.

The motion **PASSED**.

b) Posthumous Recognition

The Registrar’s Office submitted a request for the posthumous academic recognition of a Bachelor of Arts student. The request met the criteria for recognition in accordance with the Senate Policy on Posthumous Academic Recognition, and both departmental and faculty board approvals were secured.

It was **MOVED** (P. Wolff, P. Rankin) that the Senate Executive Committee approve the posthumous academic recognition as presented.

The motion **PASSED**.

6. Other Business – There was none.

7. Adjournment – The meeting was adjourned at 3:28 p.m.

Senate Library Committee Report

2022-2023

The Library and the Chair organized and prepared for three meetings this past academic year. Unfortunately, engagement and attendance were very low, with some members not attending any of the scheduled meetings.

May 3, 2023: This was an in-person meeting that did not proceed due to very low attendance. The meeting agenda included a building tour showing recently renovated spaces, a discussion of future renovations, and the restructuring of the Library Administrative Services team. Only one faculty member was in attendance.

October 22, 2022: This meeting was held on Zoom. It included an update to the Library Code of Conduct, information on the Library's upcoming RFID project, and a presentation on a credit-bearing research skills course. Several members were not in attendance.

February 7, 2023: This meeting was held on Zoom. Discussions included Library acquisitions, the Library's budget, a staffing update and introductions, results of the Library's satisfaction survey, an update on Library communications, as well as a Library Forum update. Quorum was not met.

History of the Senate Library Committee

The Senate Library Committee (SLC) has been part of the University's governance structure since 1947. It has never been a static committee; the SLC's mandate and membership have evolved as Carleton has grown and changed. Committee mandates that were once necessary can become obsolete or dated over time, requiring revisions throughout the years.

In the 1970s, the committee was very large but became more streamlined as the decade progressed. Later that decade, the University began to disseminate responsibilities away from its governing bodies (Senate and Board of Governors) to the departments, faculties, and ancillaries, thus the Library gained more responsibility and oversight over its own operations and collections.

In the 1990s, the committee's mandate changed again, this time into an advisory body. The role of members was to advise and make recommendations to Senate, the University Librarian, President and other University bodies on the operation and development of the Library, including the Library's budget, collection, services, operations, and facilities.

Today, the Senate Library Committee has a mandate to advise and make recommendations as appropriate, to Senate, the University Librarian, the President and other University bodies on the operation and development of the University Library. The areas of focus include the University library budget; development of the collection; services offered; physical facilities;

relations of the library to other libraries, especially in the Ottawa area; and other areas of immediate relevance. The Committee is chaired by a faculty member, and its membership is comprised of 5 faculty members, two students, the University Librarian, one Professional Librarian and one member of Library staff.

Over the past decade meetings have generally not been well attended and in an environment when change happens rapidly, its usefulness as an advisory body has declined.

Current Situation

The Library regularly consults with Departments, Chairs, Directors Faculty Boards, and Deans as appropriate, and separately from SLC, on matters related to library acquisitions and collections, new services, and renovations. The Library also gathers and welcomes feedback from library patrons through numerous channels, including regular user surveys, an online feedback form and individual consultations. These approaches have proven to be an effective and timely way to gather advice and input on library matters.

Given the low engagement, the Committee Chair and University Librarian have considered options for the committee ranging from putting the committee into abeyance to revising the mandate.

On October 2nd, the Chair invited past and present members of SLC to consider putting the committee into abeyance. While this meeting was also not well attended, the recommendation of participants from FASS and FPA was to continue the committee with a revised composition that requires representation from each faculty and some clarification around the responsibility of members.

As such, a draft version of revised terms will be forthcoming to SAGC for consideration.