



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 June 7, 2024 at 2:00 pm
Pigiarvik 608**

AGENDA

Closed Session:

1. Welcome & Approval of Agenda (closed)

2. Minutes: March 1, 2024 (Closed Session)

3. Graduation:

- a) Notification of Receipt of Graduation Lists (Clerk)
- b) Motion to Graduate All Recommended Students
- c) Posthumous Recognition (Clerk)
- d) Special Features of the Graduation Classes (Deans)
- e) Motion to Graduate Recommended Students: Dominican University College

4. Report on the Empowering Motion (Clerk)

5. Report from the Medals & Prizes Committee (Clerk)

6. Other Confidential Business

Open Session:

1. Approval of Agenda (open)

2. Minutes (Open): May 3, 2024

3. Matters Arising

4. Chair's Remarks

5. Question Period

6. Administration (Clerk)

- a) VPFA Advisory Committee – Senate-elected membership
- b) Faculty Board Constitution Template

7. Reports:

- a) SCCASP (D. Siddiqi)
- b) SQAPC (D. Hornsby)
- c) SAGC (E. Sloan)

8. Motion from Nir Hagigi

9. Reports for Information:

- a) Senate Executive Minutes (April 23, 2024)
- b) Faculty Gender Equity Report
- c) COU Academic Colleague Report

10. Other Business

11. Adjournment



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

**Carleton University Senate
Meeting of May 3, 2024 at 2:00 pm
PK608**

MINUTES

Present in Person: M. Abarghouei, J. Armstrong, H. Babb, S. Blanchard, A. Bordeleau, A. Bowker, S. Burges, E. Cyr, M. DeRosa, L. Dyke, T. Haats, N. Hagigi, M. Haines, K. Hellemans, D. Hornsby, D. Howe, L. Kostiuik, J. Kundu, A. Lannon, B. MacLeod, L. Marshall, D. Mendeloff, H. Nemiroff, A. North, B. O’Neill, P. Rankin, R. Renfroe, S. Seneviratne, O. Shafiq, D. Siddiqi, E. Sloan (Clerk), P. Smith, D. Sprague, J. Tomberlin (Chair), C. Trudel (W. Chung, acting), J. Wallace, P. Williams, P. Wolff

Present via Zoom: M. Baez, M. Barbeau, H. Becker, F. Brouard, J.P. Corriveau, S. Everts, R. Gorelick, R. Goubran, K. Graham, S. Hawkins, L. Madokoro, J. Malloy, J. Mason, P. Mkandawire, J. Murray, B. O’Connor, A. Park, M. Rooney, C. Smelser, J. Taber, M. Taghavishavazi, K. Taylor, C. Viau

Regrets: B. Campbell, G. Wainer

Absent: B. Albright-Peakall, D. Caratao, A. Clarke, Y. Gandhi, M. Huckvale, A. MacDonald, L. Moffitt, K. Moss, R. Nelson, M. Pearson

Recording Secretary: K. McKinley

1. Welcome and Approval of Agenda

The meeting was called to order at 2:00 p.m.

The Chair began by noting the recent passing of Judy Eddy, who was an administrator in the Department of Geography & Environmental Studies, and also the sudden passing of Darryl Davies who was an Instructor in the Department of Sociology and Anthropology. The Chair offered condolences to those who knew and loved them.

The Chair also acknowledged that Sunday April 28 was the National Day of Mourning, a day to honour those who have lost their lives or have been injured in a work-related tragedy.

The Chair welcomed the following new student leaders to Senate:

- Allan Buri, the new President of CASG
- Sarah El Fitori, the new CUSA President
- Jayesh Kundu, the new GSA President, and
- Mahsa Agarhouei, GSA's new VP Academic

The Chair also noted that Dr. Chantal Trudel has concluded her successful tenure at the Centre for Community engagement and will be returning to her position as the Director of the School of Industrial Design, and consequently, she will be rejoining Senate. The Chair thanked Dr. Wonjoon Chung, who has been serving on Senate as Interim Director of the School, for his service.

It was **MOVED** (M. Haines, N. Hagigi) that Senate approve the agenda for the meeting of Senate on May 3, 2024, as presented.

The motion **PASSED**.

2. Minutes: April 5, 2024

It was **MOVED** (P. Wolff, D. Hornsby) that Senate approve the minutes of the Senate meeting on April 5, 2024 as presented.

The motion **PASSED**.

3. Matters Arising

There were none.

4. Chair's Remarks

The Chair began his remarks with an update on the Presidential Search, which has concluded with the appointment of Dr. Wisdom Tettey as Carleton's 17th President and Vice-Chancellor. Dr. Tettey comes to Carleton from the University of Toronto where he served as Vice-President and Principal at the Scarborough campus since 2018. He will begin his 5-year appointment at Carleton on January 1, 2025.

The Chair also announced that Dr. Susan Phillips, a two-time Carleton alumna with 30 years of experience in philanthropy and non-profit leadership, has been named Carleton's Interim Chief Advancement Officer.

Moving on to community updates, the Chair noted that Carleton recently marked the 30-year anniversary of its popular Virtual Ventures STEM Camps. This award-winning program has inspired thousands of children and youth to explore STEM through workshops, summer camps and year-round programming.

Carleton has been named as one of 10 Ontario postsecondary institutions to benefit from Intellectual Property Ontario's (IPON) \$2.9M investment to support innovation and intellectual property commercialization projects through growing industry partnerships.

The Ontario government also has announced that 3 Carleton researchers will receive Early Researcher Awards to support their research projects. Christina Davy from the Department of Biology, Burak Gunay from Civil & Environmental Engineering, and Carlos Rossa from Systems & Computer Engineering each will receive \$140,000 to support their research into protecting endangered turtle populations, prostate cancer imaging, and managing on-peak energy demands, respectively.

The Chair highlighted the following recent events:

- Carleton celebrated Earth Day with the inaugural Clean Up the Campus Event, organized by Healthy Workplace and the Sustainability Office.
- The Faculty of Graduate & Postdoctoral Studies hosted Carleton's annual Three Minute Thesis (3MT) Competition, with top prizes going to PhD students in Biology, Physics, Legal Studies and Biomedical Engineering.
- On April 24, Carleton held the InspirED 2024 CU Teaching Innovation Symposium, which focused on innovative approaches and practices in teaching and learning. The Chair thanked all who participated in making the event a success.

The Chair noted that Carleton will be celebrating Asian Heritage Month with stories and events throughout the month of May; Senators were encouraged to visit Carleton's dedicated Asian Heritage Month webpage for more information.

In closing, the Chair reminded Senators of the upcoming Spring Convocation ceremonies from June 17 – 21, 2024. Faculty members who wish to participate in the faculty

procession must register before the deadline of May 24th. The schedule of ceremonies and online registration form may be found on the Convocation website.

Questions from the Floor:

A Senator asked a number of questions related to the conflict in Gaza. They asked if the Chair was aware of the CUSA and GSA motions recently passed, calling for university divestment. The Chair acknowledged that they are aware of the motions and are involved in discussions of the issues. The Senator also remarked on the destruction of universities and colleges in Gaza, loss of life and disruption to learning occurring as a result of the current conflict in that area. They asked if the administration would protect Carleton students' freedom of expression and freedom of assembly, should they wish to protest. The Chair acknowledged that everyone is aware of these troubling events. The university is committed to protecting freedom of expression and the freedom to protest, but this must also be balanced by respect for others and the health and safety of the Carleton community. Finally, the Senator noted examples of state-sponsored militant action against protests and encampments on campuses, and asked if the Carleton administration can commit to protecting the physical safety of protesters. The Chair responded that Carleton is committed to the physical safety of members of its community while protecting the right for legitimate protest and legitimate freedom of expression.

A Senator noted that Scheduling & Examination Services fees are being downloaded to departments, for services such as e-proctoring. They asked how this decision was made, why this is being done with no prior notice and enacted already for summer courses. The VP Students & Enrolment responded that rules around fee structure and responsibilities regarding proctoring are being revisited and clarified via discussions with Associate Deans. Departments that have arranged for proctoring over the summer may contact Scheduling & Examinations Services to discuss the arrangements.

5. Question Period

Questions were submitted by Senators L. Marshall and P. Wolff.

Question submitted by L. Marshall:

Would it be possible to get an update on the latest plan and any dates available for the construction of the Wellness Hub building and swimming pools?

Response from VPSE: Several options are being explored but the discussions are still at a preliminary stage, and nothing is ready to share publicly at this time.

Questions submitted by P. Wolff:

The number of students receiving academic accommodation has increased dramatically over the past decade. It's great that we are trying to fulfil our obligations to students who need their learning enabled or evaluated in a less traditional way. I am concerned about two matters: Whether access to these services is as equitable as possible for all students, and whether instructors have the supports they need to understand and implement these accommodations.

Will a representative for the Paul Menton Centre make a presentation to Senate in Fall 2024 outlining:

I: EQUITY CONCERNS: Access to PMC:

- What students must obtain from the public health care system before entering the Carleton University evaluation process
- Whether that information is also available through private means
- Whether Carleton University can guide the student through that process
- What means students without Canadian healthcare can use
- What ratio of students who are evaluated by the PMC obtain this initial information through public, private and non-Canadian means

II. PMC processes:

- What the process is once students present themselves to the PMC; in particular, what are the typical timelines for a new first-year student requiring accommodation and how does this differ depending on how/whether the student has been evaluated in the Health Care System prior to coming to the PMC?

III. Instructor processes:

- What steps do instructors typically need to take to accommodate students?
- What steps does the PMC/McIntyre centre typically take to assist instructors?
- How can instructors get support when they're unsure about how to accommodate a student given the specific learning outcomes for their course?

Response from VPSE:

Regarding access for students to accommodations, the university recognizes the need to find a balance between documentation and access to accommodation. The Paul Menton Centre works with students to explore options for obtaining documentation and ways to accommodate in the interim. For students who do not yet have the appropriate accommodations and are working towards obtaining documentation, the FITA program also can provide support for 12 weeks.

Regarding Instructor support, faculty members can contact the coordinator assigned to the case if there are issues or questions. There are also web resources for instructors on the PMC website.

Finally, a high-level PMC presentation would be possible at Senate, and workshops for faculty members and students could also be arranged.

6. Administration

a. Senate Membership Ratifications

The Clerk presented a motion to ratify one new faculty member from FASS, for service on Senate beginning July 1, 2024.

It was **MOVED** (A. Bowker, B. O'Neill) that Senate ratify the new Senate appointment, as presented, for service beginning July 1, 2024.

The motion **PASSED**.

b. June 21 Senate date change

The Clerk reported that the Senate meeting on June 21st is scheduled during Convocation and will be moved to Tuesday June 25th at 2:00 pm. This meeting cannot be cancelled, due to important and timely business from SCCASP and SQAPC.

7. Reports

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

SCCASP did not have any business to bring to Senate at this meeting.

b. Senate Quality Assurance and Planning Committee (SQAPC)

Committee Chair David Hornsby presented two cyclical reviews and a Faculty name change for Senate approval, plus a motion to approve changes to graduate program governance.

Cyclical Reviews: PhD in Canadian Studies and graduate programs in Political Economy (omnibus motion)

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

The motion **PASSED**.

Individual Motions from the Omnibus:

- MOTION: That Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the PhD program in Canadian Studies
- MOTION: That Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the graduate programs in Political Economy.

Governance Changes: FGPA program governance changes regarding single Faculty programs, joint programs and multi-Faculty programs, as a result of FGPA restructuring

It was **MOVED** (D. Hornsby D. Siddiqi) that Senate approve the changes to graduate program governance as presented, with effect upon approval.

The motion **PASSED**.

Faculty Name Change: Faculty of Public Affairs to Faculty of Public and Global Affairs

It was **MOVED** (B. O'Neill, D. Mendeloff) that Senate recommends to the Board of Governors the name change of the Faculty of Public Affairs to the Faculty of Public and Global Affairs as presented, with effect upon final approval.

The motion **PASSED**.

The Committee Chair noted that minor modifications from Dominican University College were presented in the binder as an item for information.

c. Senate Academic Governance Committee (SAGC)

Committee Chair and Clerk of Senate Elinor Sloan presented a motion to ratify Senate committee appointments for service beginning July 1, 2024. She noted that most of the student committee appointments will be brought to the next Senate meeting.

It was **MOVED** (E. Sloan, L. Kostiuk) that Senate ratify the nominees for Senate committees, as presented, for service beginning July 1, 2024.

The motion **PASSED**.

8. Operating Budget Presentation (Provost)

The Provost and VP Academic Pauline Rankin presented a summary of the 2024-25 Operating Budget for Senate. A preview of the budget was presented at the previous Senate meeting on April 5, 2024, and the full operating budget was approved by the Board of Governors at its meeting on April 30, 2024.

The Provost began with a review of some of the recent pressures Ontario universities have faced as a result of forces largely outside of the control of the sector, including the introduction of the corridor funding model, tuition cuts and a domestic tuition freeze since 2019, the pandemic in 2020 and 2021, international student visa delays and caps, the repeal of Bill 124 and the lack of response from the provincial government to the Blue-Ribbon panel report. The cumulative impact of just a few of these factors, including the 10% tuition reduction and the tuition freeze, plus the elimination of enrolment-linked provincial grant has cost Carleton an estimated \$288M in lost revenue.

Budget assumptions for 2024-25 include:

- No increase in domestic tuition fees for Ontario residents
- 5% increase in domestic tuition fees for out-of-province students
- Some adjustments for tuition anomalies
- International student fee revenue (subject to caps)
- Modest increases in operating grant from government over the next 3 years
- Retroactive one-time payments resulting from end of Bill 124
- Increases in salaries and benefits resulting from end of Bill 124

- Rising Infrastructure costs
- Scholarship grid maintained and extra support for graduate students added
- General and administrative expenses to increase by 3%

Undergraduate domestic enrolment intake is projected to rise by 1%, but international undergraduate enrolment is expected to drop by 25% due to federal government caps on student visas. Graduate intake will remain flat domestically and will decrease internationally by at least 10%. Retention rates, however, remain strong.

The overall impact of these budget assumptions will be a base expenditure budget cut of 3% for 2024-25. Carleton will run an operating budget deficit in 2024-25. The university has sufficient reserves to cover this shortfall, but Carleton will be moving into a period of multi-year deficits.

Mitigation measures include conservative planning assumptions, maintenance of appropriate reserve and contingency balances, and the establishment of an internal Strategic Financial Group to establish an action plan and model a range of scenarios.

Projected revenues for 2024-25 total \$534M, with 69% of revenues being government regulated. Projected expenses for 2024-25 total \$560M, with 76% of expenses due to salaries and benefits. The proposed budget includes an operating deficit of \$26M for budget year of 2024-25. This excludes the Bill 124 one-time retroactive payments, but does include the salary increases. University reserves will be used to cover the deficit. The Provost noted that the deficit will likely move Carleton from a medium to a high-risk score within the new Ontario Framework for University Financial Accountability.

The Provost added that the 3% budget cut (\$8.8M) for 2024-25 is balanced by investments in the new nursing program, EDI initiatives, research support, Kanata North, enrolment and recruitment support and IT learning supports.

Within University Budgets, major investments will be made in evergreening IT infrastructure, maintaining cybersecurity levels, IT software licenses, and contractual increases primarily related to utilities.

New allocations for Provisions & Contingencies include increases related to Bill 124 salary increases, costs associated with the online MBA agreement and cost-sharing with the Sprott School of Business, plus debt servicing.

Without significant cuts continuing over the next 4 – 5 years, Carleton will face large growing deficits culminating in an \$80M deficit by 2028-29. If Carleton implements targeted base budget cuts and continues to draw upon its reserves, a balanced budget could be achieved by 2028-29. With additional bounce-backs in enrolment, Carleton could move into a surplus by 2028-29.

Important revenue growth opportunities beginning in 2024-25 include new undergraduate programs in Nursing, the online BA, Data Science, Cybersecurity, Mechatronics and Accounting. Other opportunities for growth include increases in domestic enrolment, targeted Professional Masters programs, growth in the M. Eng Practice program, increases to the provincial operating grant, and a return to prior levels of international enrolment, following an international rebrand.

The Provost announced that a University Budget Webinar for the Carleton community has been scheduled for May 23rd at 1:00 pm. More details will be shared at the webinar.

Discussion:

In response to a question, the VPFA confirmed that funding for the current barricades around the quad will come from the university construction budget, since the quad was barricaded so that dead and damaged trees could be removed safely.

In response to another question, the VPFA confirmed that there is no budget allocation for private security, although hiring security can be a standard practice during labour disputes to ensure safety at picket lines.

A Senator asked for comparative data on current deficits at other universities. The Provost responded that for 2023-24 Queens's deficit is \$63M, TMU's is \$19M, York has a \$58M deficit and the University of Ottawa's deficit is \$11M.

In response to another question, the Provost noted that \$153M of reserves are accessible to be used to balance the budget. Other categories of reserves such as those allocated to pension or research would not be as accessible for this purpose.

The Provost also remarked in response to another question that the adjustments for tuition anomalies in Spratt programs would not go directly to Spratt, but form part of the consolidated Carleton tuition revenues.

A Senator asked for more specific information on targeted cuts moving forward, particularly in light of the growth of administrative staff and slower growth or even loss of full-time faculty members in some departments over the past 6 years. The Provost noted that some statistics and information will be shared during the upcoming webinar.

In response to a question, the Provost confirmed that the impacts of the end of Bill 124 are being addressed through collective bargaining.

A Senator asked if the impact on international visa caps is significant or if we can expect international student levels to return to normal after this year. The VPSE responded that processing of visas was halted at a critical time early in 2024 and as a result many students decided to apply to other countries. The Canadian brand has suffered due to the federal caps and the previous delays in visa processing. It could be several years before international levels bounce back, particularly for undergraduate international students.

The Chair thanked Provost Rankin for the thorough presentation and Senators for their engagement and discussion.

9. Reports for Information

- a. Senate Executive Committee Minutes (March 26, 2024)**
- b. Academic Colleague Report**

Academic Colleague Kim Hellemans provided Senators with a brief verbal report on the role of the Academic Colleague. The Council of Ontario Universities (COU), an organization of 20 public universities in Ontario, provides a space for representatives from universities to meet and discuss common issues and concerns, with opportunities for advocacy with the Ministry. The Presidents and Academic Colleagues of each institution constitute the full Council, which meets twice per year. Academic Colleagues also meet every two months in Toronto to listen to keynote speakers, engage in roundtable discussions, and learn of updates from COU and government relations. Senator Hellemans reminded Senators that the Academic Colleague is Senate's voice for COU.

10. Other Business

There was none.

11. Adjournment

The meeting was adjourned (P. Smith, L. Dyke) at 3:26 p.m.



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Senate Elected Representatives to the Advisory Committee on the Vice-President Finance & Administration

May 2024

1. Undergraduate Student Representative (one position)
 - Min Thiha Tun (elected)
2. Graduate Student Representative (one position)
 - Diksha Kale (elected)
3. Academic Staff Representatives (2 positions):
 - Douglas Howe (Full Professor, School of Computer Science) (acclaimed)
 - Rebecca Renfroe (Instructor III, Sprott School of Business) (acclaimed)

CARLETON FACULTY BOARD CONSTITUTION TEMPLATE (draft)

CARLETON UNIVERSITY

XXXX FACULTY BOARD CONSTITUTION

I – Description of Faculty Board

The Faculty Board is the governing body of the Faculty/School.

II – Composition and Structure

List members of Faculty Board. Minimum requirements for membership, according to the AGU are as follows:

“(a) The following persons 'ex officio':

(i) The Dean of the Faculty or the Director of the School;

(ii) Every faculty member in that School, or in a department or School within that Faculty;

(iii) Those students who are elected or appointed members of departmental boards or school councils of that Faculty.

(b) In the case of the Faculty Boards of the Schools of Architecture, Computer Science, Industrial Design, and Information Technology, those students elected to the Faculty Board in accordance with such regulations as set by the Faculty Board and approved by Senate;

(c) Such other persons holding full-time appointments as professor, associate professor, assistant professor, and lecturer in departments or schools not within the Faculty or School as are appointed from time to time by the Faculty Board; (d) Such other students who are members of another Faculty Board and as are appointed from time to time by the Faculty Board.” (AGU11.3)

Include CASG student representatives as per AGU Section 12

Include protocols for elected positions.

Include definition of FB Executive, if applicable (Chair, Secretary).

III – Responsibilities

List responsibilities of the Faculty Board. According to the AGU:

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

- (a) New and revised academic degrees, programs and courses;*
- (b) New or revised academic regulations;*
- (c) The awarding of degrees, certificates and diplomas within its scope;*
- (d) The establishment, deletion, renaming or reorganization of academic units responsible for the delivery of academic programs.” (AGU 11.2)*

IV - Meeting Procedures

Include the following:

- *Quorum*
- *Meeting schedule – number of times per year*
- *Procedure for calling extra meetings*
- *Who may attend (open/closed)*
- *Rules of Procedure (suggest default to Senate Rules of Order)*
- *Minimum requirements for notice of motion (suggest one week)*
- *Documentation protocols (suggest circulation of materials one week prior to the meeting)*
- *Records retention protocols*

V – Standing Committees of the Faculty Board

List these but do not include their Terms of Reference.

Include membership and election protocols for committees of the Faculty Board.

Include procedure for creation of new committees, including ad hoc committees.

VI –Constitutional Amendments (procedure)

Procedure for introducing and approving constitutional amendments.

[List of Constitution approval and amendment dates]

MEMORANDUM

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

To: Senate
From: Daniel Siddiqi, Chair of SCCASP
Date: June 7th, 2024
Subject: Regulation Changes 2025/26

For Senate approval

1. Admission regulation for new Nursing program

Motion: That Senate approves the revisions to Regulation TBD-2262 R-ADM-Program-BScN effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: TBD-2262 R-ADM-Program-BScN

2. Edit to admission regulation for BIT

Motion: That Senate approves the revisions to Regulation TBD-1371 R-ADM-BIT effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: TBD-1371 R-ADM-BIT

3. Program regulations for new Nursing program.

Motion: That Senate approves the revisions to Regulation TBD-2267 R-UG-Nursing effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: TBD-2267 R-UG-Nursing

4. Admission regulation for new Cybersecurity program

Motion: That Senate approves the revisions to Regulation TBD-2259 R-ADM-Program-BCSec effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: TBD-2259 R-ADM-Program-BCSec

5. Co-op admission and continuation requirements for new Cybersecurity program

Motion: That Senate approves the revisions to Regulation TBD-2261 R-UG-COOP-BCSec Adm and Cont Requirements effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: TBD-2261 R-UG-COOP-BCSec Adm and Cont Requirements

6. Admission regulation for new Data Science program

Motion: That Senate approves the revisions to Regulation TBD-2269 R-ADM-Program-BDS effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: TBD-2269 R-ADM-Program-BDS

7. Updates to various graduate regulations, due to changes to graduate governance

Motion: That Senate approves the revisions to Regulation R-GR-General Regulations: 1. Administration of Regulations effective for the 2024/25 Graduate Calendar as presented.

Attachment: GradRegsBinderforSenate_20240528

For Information

1. *Attachment: UG_2425_MinorMods_for_SCCASP_May07*
2. *Attachment: TBD-1892 R-UG-5.4 Grading System*
3. *Attachment: UG_2526_MinorMods_for_SCCASP_May282024*



DATE: May 30, 2024

TO: Senate

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

RE: Final Assessment Report and Executive Summary: Undergraduate Programs in Health
Sciences

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

The request to Senate is based on a recommendation from the Senate Quality Assurance and Planning Committee (SQAPC), which passed the following motion at its meeting of April 11, 2024:

THAT SQAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the undergraduate programs in Health Sciences.

The Final Assessment Report and Executive Summary is provided pursuant to article 5.4.1. of the provincial Quality Assurance Framework and article 7.2.24 of Carleton's Institutional Quality Assurance Process (IQAP). Article 7.2.24.3 of Carleton's IQAP (passed by Senate in November 2021 and ratified by the Ontario Universities Council on Quality Assurance in April 2022) stipulates that, in approving the Final Assessment Report and Executive Summary 'the role of SQAPC and Senate is to ensure that due process has been followed and that the conclusions and recommendations contained in the Final Assessment Report and Executive Summary are reasonable in terms of the documentation on which they are based.'

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

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

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

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

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

Senate Motion June 7, 2024:

THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the Undergraduate programs in Health Sciences.

DATE: June 29, 2024

TO: Senate

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

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

Background

Following Faculty Board approval, as part of academic quality assurance, major curriculum modifications and governance changes 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 2025-26 major modifications included below.

Documentation

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

Omnibus Motion

In order to expedite business with the multiple changes that are subject to Senate approval at this meeting, the following omnibus motion will be moved. Senators may wish to identify any of the following 4 major modifications and governance change that they feel warrant individual discussion that will then not be covered by the omnibus motion. Independent motions as set out below will nonetheless be written into the Senate minutes for those major modifications that Senators agree can be covered by the omnibus motion.

THAT Senate approve the major modifications and governance change as presented below.

Major Modifications

1. MEng Technology Innovation Management

SCCASP approval: May 7, 2024

SQAPC approval: May 9, 2024

Senate Motion June 7, 2024

THAT Senate approve the change in degree name from the MEng in Technology Innovation Management to the M.Tech. in Technology Innovation Management as presented with effect in Fall 2025.

2. Bachelor of Health Sciences Honours with concentration

SCCASP approval: May 28, 2024

SQAPC approval: May 23, 2024

Senate Motion June 7, 2024

THAT Senate approve the major modification to the Bachelor of Health Sciences (Hons) with concentration program as presented with effect from Fall 2025.

3. Earth Sciences, concentration in Environmental Geosciences

SCCASP approval: April 16, 2024

SQAPC approval: May 28, 2024 (e-vote)

Senate Motion June 7, 2024

THAT Senate approve the introduction of the Concentration in Environmental Geosciences as presented with effect from Fall 2025.

4. Latin American and Caribbean Studies

SCCASP approval: N/A

SQAPC approval: May 28, 2024 (e-vote)

Senate Motion June 7, 2024

THAT Senate approve that the governance for the programs in Latin American and Caribbean Studies be moved from the Department of History to the Institute of Interdisciplinary Studies as presented with effect from Fall 2024.



DATE: May 30, 2024

TO: Senate

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

RE: Bachelor of Data Science
New Program Approval

SQAPC Motion

THAT SQAPC recommends to Senate the approval of the Bachelor of Data Science program as presented, to commence in Fall 2025.

Senate Motion

THAT Senate approve the proposed Bachelor of Data Science program as presented to commence in Fall 2025.

Background

This is a four-year, 20-credit undergraduate Data Science degree with two optional concentrations. This program is created through a collaboration between the School of Computer Science (SCS) and the School of Mathematics and Statistics. This collaboration creates a program with bases in data wrangling, inferential statistics, data analytics, artificial intelligence (AI), big data, and data ethics. Students that wish to further their expertise in Computer Science theory and AI can complete a concentration in AI. Students that wish to bolster their knowledge of inferential statistics and the theory behind it can complete a concentration in Statistics. The concentration and non-concentration paths have enough elective room for students to complete a minor and broaden the applicability of their degree. The unit will explore a completely online version of the program in the future.

Attachments

- Self-Study with Appendices (Volume I)
- Discussant Report
- Site visit Agenda
- External Reviewer Biographies
- External Reviewers' Report
- Unit response to the External Reviewers' Report and Implementation plan
- Dean's response to the External Reviewers' Report

SQAPC outcome memo
Dean's letter of support
Courseleaf Entries
Faculty CVs (Volume II)

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

Upon the above motion being passed by Senate, the required documentation will be submitted to the Ontario Universities' Council on Quality Assurance for approval. A submission to the Ministry for approval will follow. These approvals are required before the program can commence.



DATE: May 30, 2024

TO: Senate

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

RE: Bachelor of Science in Nursing
New Program Approval

SQAPC Motion

THAT SQAPC recommends to Senate the approval of the Bachelor of Science in Nursing program as presented, to commence in Fall 2025.

Senate Motion

THAT Senate approve the proposed Bachelor of Science in Nursing program as presented to commence in Fall 2025.

Background

The nursing program will be housed in a new School of Nursing and builds on Carleton's strong pedagogical background in health, data, and social sciences. The overall concept for the nursing program is based on the relationship between the nurse, the patient, and the community for which they are a part. The program will leverage extended reality (XR; includes virtual reality [VR]), simulation-based, and work-integrated training to foster a strong theoretical basis which will build up to a high level of bedside competence, critical thinking, and innovativeness through clinical practicums. Thereby, fostering nurses who will be leaders in nursing practice amid the constantly changing health care landscape. The patient is an expert in their experience of their illness, a teacher, and a partner in the healthcare team. Nurses will be trained to welcome, respect, and integrate the patient's beliefs, views and lived experiences when aiding in the patient's healing. Finally, health is interprofessional and nested inside of a diverse local and global community. This program is based on a purposeful partnership with a community partner, the Queensway Carleton Hospital, and nurses will be trained by working alongside other professional healthcare partners and the community to promote equitable and sustainable health outcomes for all.

Attachments

- Self-Study with Appendices (Volume I)
- Discussant Report
- Site visit Agenda

External Reviewer Biographies
External Reviewers' Report
Unit response to the External Reviewers' Report and Implementation plan
Dean's response to the External Reviewers' Report
SQAPC outcome memo
Dean's letter of support
Courseleaf Entries

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

Upon the above motion being passed by Senate, the required documentation will be submitted to the Ontario Universities' Council on Quality Assurance for approval. A submission to the Ministry for approval will follow. These approvals are required before the program can commence.



DATE: May 30, 2024

TO: Senate

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

RE: BA General Studies
New Program Approval

SQAPC Motion

THAT SQAPC recommends to Senate the approval of the Bachelor of Arts in General Studies program as presented, to commence in Fall 2025.

Senate Motion

THAT Senate approve the proposed Bachelor of Arts in General Studies program as presented to commence in Fall 2025.

Background

The Faculty and Arts and Social Sciences (FASS) and the Faculty of Public Affairs (FPA) are proposing a new 15-credit online B.A. General Studies program that builds on the critical mass of online courses that are regularly offered across the two faculties. This flexible program, will allow students to pursue their studies entirely online, or through a combination of online and in-person modalities, targets a potentially large audience of non-traditional learners who are not well-served by traditional programs.

As this program is following the expedited approval process, no site visit was required.

Attachments

- Self-Study with Appendices (Volume I)
- Dean's letter of support
- SQAPC outcome memo
- Courseleaf Entries

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

Upon the above motion being passed by Senate, the required documentation will be submitted to the Ontario Universities' Council on Quality Assurance for approval. Approval is required before the program can commence.



DATE: May 30, 2024

TO: Senate

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

RE: Mechatronics Engineering (BEng)
New Program Approval

SQAPC Motion

THAT SQAPC recommends to Senate the approval of the BEng in Mechatronics Engineering program as presented, to commence in Fall 2025.

Senate Motion

THAT Senate approve the proposed BEng in Mechatronics Engineering program as presented to commence in Fall 2025.

Background

Mechatronics is a multi-disciplinary engineering field that integrates the education of Mechanical, Electrical and Electronics, and Systems and Computer Engineering. The objective of this new engineering undergraduate program is to formally prepare its graduates for working in the design, manufacture, and end-use sides of mechatronic devices (the quintessential examples being any industrial, commercial, or consumer robotic-like device). By having three equal departmental partners involved in the development of this program, the goal can be a sincere synthesis of materials from the different root disciplines (instead of the commonly used approach of having a single department define the core of mechatronics and then add patches for the other departments).

Attachments

- Self-Study with Appendices (Volume I)
- Discussant Report
- Site visit Agenda
- External Reviewer Biographies
- External Reviewers' Report
- Unit response to the External Reviewers' Report and Implementation plan
- Dean's response to the External Reviewers' Report
- SQAPC outcome memo
- Dean's letter of support

Courseleaf Entries
Faculty CVs (Volume II)

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

Upon the above motion being passed by Senate, the required documentation will be submitted to the Ontario Universities' Council on Quality Assurance for approval. A submission to the Ministry for approval will follow. These approvals are required before the program can commence.



DATE: May 30, 2024

TO: Senate

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

RE: Bachelor of Cybersecurity
New Program Approval

SQAPC Motion

THAT SQAPC recommends to Senate the approval of the Bachelor of Cybersecurity program as presented, to commence in Fall 2025.

Senate Motion

THAT Senate approve the proposed Bachelor of Cybersecurity program as presented to commence in Fall 2025.

Background

The School of Computer Science is proposing a new Honours undergraduate degree: the Bachelor of Cybersecurity (B.Cyber). The program is designed to be a national magnet for high-achieving students who are strongly interested in a career in computer and network security. The main educational goal of the program is to prepare students to take on computer and network security-expert roles in government and industry. The program is focusing on a particular segment of the job market for computer and network security specialists and mostly avoids covering “IT-department” work. While the program will expose students to some of the existing technologies, the focus is giving students a deep understanding of the broad range of current and anticipated future threats, risks, and protection against them.

Attachments

- Self-Study with Appendices (Volume I)
- Discussant Report
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SQAPC outcome memo
Dean's letter of support
Courseleaf Entries
Faculty CVs (Volume II)

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

Upon the above motion being passed by Senate, the required documentation will be submitted to the Ontario Universities' Council on Quality Assurance for approval. A submission to the Ministry for approval will follow. These approvals are required before the program can commence.



DATE: May 30, 2024

TO: Senate

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

RE: Creation of the School of Nursing

Background

The Faculty of Science is proposing the creation of the School of Nursing to house the new undergraduate program in Nursing.

Process

Following approval and support of the proposal by the Dean, approval is provided by the Vice-Presidents' Academic and Research Council (VPARC), Faculty Board, the Senate Quality Assurance and Planning Committee (SQAPC) and Senate before being recommended to the Board of Governors.

Recommendation to Approve the creation of a school

SQAPC Motion May 9, 2024:

THAT SQAPC recommends to Senate the approval of the creation of the School of Nursing as presented.

Senate Motion June 7, 2024

THAT Senate recommends to the Board of Governors the approval of the creation of the School of Nursing as presented.



DATE: May 30, 2024

TO: Senate

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

RE: Creation of the Institute for Data Science

Background

The Faculty of Science is proposing the creation of the Institute for Data Science (IDS). The IDS is currently an ad hoc unit with its administration housed in the School of Computer Science. With the creation of an undergraduate program in Data Science, a formal status to the IDS within the Faculty of Science is being proposed

Process

Following approval and support of the proposal by the Dean, approval is provided by the Vice-Presidents' Academic and Research Council (VPARC), Faculty Board, the Senate Quality Assurance and Planning Committee (SQAPC) and Senate before being recommended to the Board of Governors.

Recommendation to Approve the creation of a school

SQAPC Motion May 23, 2024:

THAT SQAPC recommends to Senate the approval of the creation of the Institute of Data Science as presented.

Senate Motion June 7, 2024

THAT Senate recommends to the Board of Governors the approval of the creation of the Institute of Data Science as presented.
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MEMORANDUM

From: Senate Academic Governance Committee
To: Senate
Date: June 7, 2024
Subject: Senate committee ratifications

MOTION: That Senate ratify the nominees for Senate committees, as presented, for service beginning July 1, 2024.

- 1) Senate Committee on Curriculum, Admissions and Studies Policy
 - Logan Breen (UG student)
- 2) Senate Quality Assurance and Planning Committee
 - Noeline Paul (GR student)
- 3) Senate Academic Governance Committee
 - Shanorah Brown (UG student)
 - Taihisa Hill-Guye (GR student)
- 4) Senate Undergraduate Student Awards Committee
 - Jacky Chan (UG student)
- 5) Senate Academic Integrity Appeals Committee
 - Sam Haskins (UG student)
 - Rana Saadi (GR student)
- 6) Senate Graduate Student Appeal Committee
 - Ehsan Eidi (GR student)
- 7) Senate Review Committee
 - Khaled Mslmani (UG student)
 - Mircea Preotesoiu (UG student)
 - Awais Mojai (GR student)
 - Vrundesha Sanjaykumar Rathod (GR student)

MEMORANDUM

From: Senate Academic Governance Committee
To: Senate
Date: June 7, 2024
Subject: Senate Rules of Order

The Senate Academic Governance Committee has updated the Senate Rules of Order, combining the previous two documents (Senate Rules of Order + Annex to the Senate Rules of Order) into one and reorganizing some sections for clarity. The classification and rules of motions have been edited to align with the AIP Standard Code of Parliamentary Procedure, which is the standard reference guide for Carleton's Senate.

The original and edited versions have been circulated to Senators, and the following is a summary of changes made to the document:

- 1) Combined Rules of Order and Annex into one document
- 2) Collected all rules pertaining to motions into one section within the document.
 - Old Senate Rules of Order included types of motions and rules applied to motions in several different sections: Section 12, section 14, and the Annex.
 - These were all moved into Section 12 in the new document.
 - Whenever possible, the original wording for the description of the motion was kept.
- 3) Updated organization/classification of motions to align with a standard reference guide (AIP)
 - New Rules of Order adopts standard classification schedule outlined in AIP (also similarly in Roberts Rules). Motions are arranged in the document according to this scheme.
- 4) Motions (Section 12): Most of the motions that have been re-ordered into Section 12 have kept the original wording from the old Rules of Order. Edits include the following:
 - 12.1 – Main Motion – introductory sentence added.
 - 12.1.1 – Motion to rescind – added language to specify that motion to rescind must be applied to motions at previous meetings. (Motion to Reconsider would be used at the same meeting.)
 - 12.4.1 – Motion to Appeal – added language to 14.4 to clarify that Motion to Appeal is used for motions where the decision is made by the Chair rather than by vote.
 - 12.4.3 – Request to Withdraw – Changed to align with AIP – request is made by the mover, and granted by Chair with general consent of Senate.
 - 12.4.6 – Request for a Counted Vote (from Annex) replaces *Request to Divide Assembly* from previous revision submitted March 1 to Senate.
 - 13.1 – Sentence from end of Annex updated, so that Question of Privilege, Order and Information changed to Point of Order, Point of Information and Point of Privilege

- Old Rule 13.6 – deleted as it contradicts Motion to Reconsider (from Annex).
 - Throughout the document “he/she” pronouns have been changed to “they”
- 5) Voting and Records (Section 11):
- Edited 11.1 re BOG votes on Senate, since revised AGU membership includes only 2 BOG representatives.
 - Edited 11.2 re Proxy to clarify the difference between a proxy vote and the vote of someone acting in a position that carries ex officio membership on Senate.
 - 11.4 – added reference to online voting specifying the need for open and transparent voting for both in person and online attendees.
- 6) Quorum (Section 2):
- 2.0 - New quorum of 28 members (which equals approximately 1/3 of Senate membership)

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

Senate Rules of Order

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

1. The Chair shall conduct the meetings of Senate according to the provisions of these Rules and, for any matter not present in these Rules, be guided by the American Institute of Parliamentarians – Standard Code of Parliamentary Procedure (AIPSCPP) (formerly known as Sturgis Standard Code of Parliamentary Procedure).
2. Quorum: If a quorum is present when the Chair calls the meeting to order, the quorum is presumed to continue until adjournment unless, in the course of the meeting, it is challenged and it is ascertained that a quorum is no longer present.
3. Call to Order: After the Chair has called the meeting to order, only one person may speak at a time, and only after being recognized by the Chair, except as provided below.
4. Agenda: The Chair shall recommend an agenda at the beginning of each meeting, which shall become the order of business unless a motion to amend it is made and adopted. Discussion will be in order on each subject as it comes up on the agenda, and may be on any aspect of each subject as a whole until a specific motion is introduced.
5. Types of Motions: Senate does much of its work through the consideration of clear statements called motions. Motions are main, procedural or courtesy. A main motion pertains to the main work of Senate and may establish a policy, set up a committee, award a degree or propose a new program, for example. A procedural motion pertains to the management of the meeting itself and its business. A courtesy motion is a brief statement of the will of Senate in a special situation, typically as a vote of thanks, congratulation or condolence. (See the Annex to this Appendix for more information.)
6. Notice of Motion: The normal Notice of Motion period is ten days. The standard procedure for placing a motion before Senate is for the motion, along with its supporting rationale, to be communicated to Senate Executive, through the Clerk, in time for the meeting of Senate Executive preceding the relevant Senate meeting. Senate Executive meets ten days before the Senate meeting, giving the ten-day notice period requirement. One way for a member of Senate to meet this deadline is to raise the issue under Other Business at a meeting of Senate; this then becomes a Notice of Motion for the next meeting. See Rule 7 for cases where this advance notification of a motion is not possible. Procedural and courtesy motions do not require advance notice.

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

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

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

8. The Chair may request a motion when she/he believes a motion will aid the discussion. In doing so, the Chair may not go against the principle of giving Senators proper notice of main motions.
9. When a motion properly made is seconded and stated by the Chair, it becomes the business on the floor, and all discussion must apply to it until it is disposed of, except for those procedural motions that are in order.
10. Only members of Senate may speak at a Senate meeting, with the exception that the Chair may allow a person who is not a senator to provide Senate with information.
11. The Chair may summarize discussions and present alternatives for consideration when no motion is pending, but may state his/her own opinion only (a) during general discussion when no other member requests the floor, (b) by relinquishing the Chair, (c) in deciding a point of order, or (d) if the pending question is an appeal from a ruling on a point of order.
12. Motions:

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

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

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

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

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

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

13. Voting and Records

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

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

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

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

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

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

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

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

14. Points of Privilege, Order and Information

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

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

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

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

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

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

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

I Main Motions

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

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

- Amendment This is a motion that proposes a change in the wording of a main motion already on the floor.
- Request to divide the Motion: If a motion has been presented in a sequence of distinct parts, a member may request that these parts be considered separately. This is a request, it does not require a seconder and is decided by the Chair.

II Procedural Motions: Motions that end a debate (some require 2/3 majority vote)

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

- Postpone until a specific time: this motion closes debate at this point but requires that Senate return to consideration at a specified time.
- Refer the matter to a committee: this motion directs that the debate be terminated in Senate and the issue be referred to a specified committee, which may be required to report back to Senate at a specific time.
- Limit the debate in some way: Rather than seeking to close debate immediately, it may be desirable to limit the discussion in some way such as total remaining time, time per speaker, only those on the current speakers list may speak etc.
- Call for a vote immediately: the Chair will call a vote once discussion has concluded, but a member of Senate may ask for an immediate vote at an earlier stage if he or she feels that this is in the best interests of Senate.
- Withdraw the motion: if discussion of the motion convinces the mover that the motion was ill advised, the mover may request that the motion be withdrawn. The Chair makes the ruling on the request.

III Procedural Motions: Previously Consider Motions

- Motion to reconsider: This motion asks that a motion previously approved be reopened for renewed debate. The effect is to remove the previous vote as if it had never happened and debate is resumed.
- Motion to rescind: This motion asks that a previously approved motion or part of a motion now be considered defeated. Such a motion is not retroactive and actions already taken as a result of the rescinded motion remain unchanged.
- Motion to resume consideration: this motion responds to an earlier motion to postpone further discussion. It asks for the discussion to resume.

III Procedural Motions: General

- Adjourn: Senate is adjourned automatically when there is no further business to discuss. At an earlier stage, a member may move for adjournment if this is in the best interests of Senate. The effect is to terminate consideration of any pending business.
- Recess: This motion proposes a break in proceedings without terminating pending business. It must state the time to resume the meeting.
- Appeal a decision of the Chair: There are frequent occasions during a meeting when the Chair decides on an issue of procedure, privilege, order, method of voting etc. Such decisions by the Chair may be appealed.
- Request for a counted vote: This is a request to the Chair to count the votes when the Chair has declared an outcome without an actual count.

IV Precedence and Properties of Motion

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

Order of Precedence

Debatable

Amendable

Vote Required

Close the meeting	No	Yes	Majority
Recess the meeting	No	Yes	Majority
Question of Privilege	No	No	No vote
Close debate and vote	No	No	2/3
Limit or extend debate	Yes	Yes	2/3
Postpone to a certain time	Yes	Yes	Majority
Refer to a committee	Yes	Yes	Majority
Amend the motion	Yes	Yes	Majority
Make the main motion	Yes	Yes	Majority

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

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

Senate Rules of Order

May 27, 2024

1. The Chair shall conduct the meetings of Senate according to the provisions of these Rules and, for any matter not present in these Rules, will be guided by the American Institute of Parliamentarians – Standard Code of Parliamentary Procedure (AIPSCPP).
2. Quorum is 28 members. If a quorum is present when the Chair calls the meeting to order, the quorum is presumed to continue until adjournment. If, in the course of the meeting, quorum is challenged and it is ascertained that a quorum is no longer present, the meeting shall be adjourned.
3. Call to Order: After the Chair has called the meeting to order, only one person may speak at a time, and only after being recognized by the Chair, except as provided below.
4. Agenda: The Chair shall recommend an agenda at the beginning of each meeting, which shall become the order of business unless a motion to amend it is made and adopted. Discussion will be in order on each subject as it comes up on the agenda, and may be on any aspect of each subject as a whole until a specific motion is introduced.
5. Notice of Motion: The normal Notice of Motion period for main motions is ten days. The standard procedure for placing a motion before Senate is for the motion, along with its supporting rationale, to be communicated to Senate Executive, through the Clerk, in time for the meeting of Senate Executive preceding the relevant Senate meeting. Senate Executive meets ten days before the Senate meeting, giving the ten-day notice period requirement. One way for a member of Senate to meet this deadline is to raise the issue under Other Business at a meeting of Senate; this then becomes a Notice of Motion for the next meeting. See Rule 6 for cases where this advance notification of a motion is not possible. Procedural and courtesy motions do not require advance notice.
6. Waiver of Notice of Motion for main motions: The requirement for Notice is an important principle and should only be waived in the most serious situations. A Senator may place a motion before Senate without proper notice (see Rule 5) only if all of the following conditions are met:
 - (a) The motion has been received by the Clerk at or before the start of the meeting;

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

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

7. The Chair may request a motion when they believe a motion will aid the discussion. In doing so, the Chair may not go against the principle of giving Senators proper notice of main motions.
8. When a motion is properly made and is seconded and stated by the Chair, it becomes the business on the floor, and all discussion must apply to it until it is disposed of, except for those procedural motions that are in order.
9. Only members of Senate may speak at a Senate meeting, with the exception that the Chair may allow a person who is not a Senator to provide Senate with information.
10. The Chair may summarize discussions and present alternatives for consideration when no motion is pending, but may state their own opinion only (a) during general discussion when no other member requests the floor, (b) by relinquishing the Chair, (c) in deciding a point of order, or (d) if the pending question is an appeal from a ruling on a point of order.

11. Voting and Records

11.1 All members of Senate are entitled to vote on Senate business with the exceptions of the Chair who does not vote except to break a tie.

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

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

11.4. Voting shall be by show of hands unless some other method is decided upon by motion, as long as voting, whether in person or virtual, is open and transparent to all Senators at the meeting. An exception to this rule would be elections, in which voting shall be by secret ballot wherever there are more nominees than places. Votes shall be counted by the Clerk, and recorded, whenever the Chair is in doubt as to the result or any member requests a count through a point of order.

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

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

12. Motions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12.3 Privileged Motions are undebatable and include:

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

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

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

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

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

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

12.4.3 Request to withdraw: If discussion of the motion convinces the mover that the motion was ill advised, the mover may withdraw a motion at any time, with the consent of Senate.

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

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

12.4.6 Request for a Counted Vote – This is a request to the Chair to count the votes if the result of the vote is unclear.

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

13. Rules applicable to all Motions:

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

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

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

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

Motions in order of Precedence (highest to lowest)²

Motion	Debatable	Amendable	Vote Required
Privileged Motions			
Adjourn	No	Yes ³	Majority
Recess	No	Yes ⁴	Majority
Point of Privilege	No	No	None
Subsidiary Motions			
Postpone to unspecified time	No	No	2/3
Close Debate & Vote immediately	No	Yes ⁵	2/3
Limit or Extend Debate	No	Yes	2/3
Postpone to a specific time	Yes	Yes	Majority
Refer to committee	Yes	Yes	Majority
Amend	Yes	Yes	Majority
Main Motions			
The main motion	Yes	Yes	Majority
Restorative Main motions:			
Reconsider	Yes	No	Majority
Rescind	Yes	No	Majority

Incidental Motions (no order of precedence)

Motion/Request	Debatable	Amendable	Votes Required
Motion to Appeal	Yes	No	Majority
Request: Counted Vote	No	No	Majority
Request: Point of Order	No	No	N/A
Request: Point of Information	No	No	N/A
Request: Withdraw a motion	No	No	N/A
Request: Divide the Motion	No	No	N/A

¹ American Institute of Parliamentarians Standard Code of Parliamentary Procedure, 2nd edition, 2023.

² Motions are in order if no motion higher on the list is pending.

³ Can be amended to establish a continued meeting.

⁴ Can be amended for time to reconvene or length of recess.

⁵ Amendable as to the motion(s) to which it applies, if more than one vote is pending (for example if there is a main motion plus amendments).

Senate Motion Requesting a Comprehensive Review of the University's Investments; the Divestment and Separation from Entities and Institutions Profiting off of Human Rights Violations; and the Complete Transparency of the University's Investments.

This motion may be cited as the *Investment Review and Transparency Motion*.

Introduced on 7 June 2024 by Nir Hagigi.

WHEREAS a global movement calling for divestment from entities complicit in human rights violations against Palestinians exists, with participation from students, faculty, and staff.

WHEREAS [at least](#) 95 academics, 5,497 students, 261 educators have been killed, and at least 625,000 school-aged children have been denied access to education for several months.

WHEREAS the [Carleton University Students' Association](#) (CUSA) and the [Graduate Students' Association](#) (GSA) have passed motions urging the University to take action regarding concerns about the University's investments.

WHEREAS a coalition of students, faculty, and other campus organizations, called [Carleton4Palestine](#), has publicly issued the following demands to the University administration:

1. **Full Disclosure of Investments:** Immediate publication of all the university's financial investments, encompassing both endowed and non-endowed funds. Going forward, the university must update and publish a list of all current investments, no later than February 1st of each year.
2. **Immediate Divestment:** The complete divestment from corporations and entities that are complicit in human rights violations, particularly those profiting from the exploitation, surveillance, and murder of the Palestinian people.
3. **Academic Boycott:** A separation from institutions and entities that [support, participate in, or benefit from the Israeli occupation](#), oppression, discrimination, and genocide of Palestinians. The university should foster relationships with Palestinian educational institutions through inter-institutional cooperation, including student exchanges, infrastructure support, and library sharing. Moreover, the university must commit to establishing scholarships, fellowships, and placements for Palestinian students through programs such as [Palestinian Students & Scholars at Risk](#).

WHEREAS the [University of Ontario Institute of Technology](#), [California State University Sacramento](#), and [dozens of other institutions](#) around the world have agreed to initiate a process to divest their funds from companies that are profiting from violations of international law.

WHEREAS Carleton University abides by a public commitment to Responsible Investment principles [which outlines that](#):

“Managers are expected to consider all material environmental, social, and governance (ESG) factors and be mindful of the interplay between those factors when analyzing investments. While all relevant ESG factors should be considered in investment decision-making, the following are some of the important strategic priorities for the University:

- Climate Change
- Indigenous Rights
- Human Rights, including Accessibility and LGBTQ2S+ Rights
- Diversity, Equity and Inclusion
- Mental Health and Wellness”

WHEREAS members of the Carleton University community have been personally affected by the ongoing human rights violations perpetrated against Palestinians, partly funded by Carleton University’s investments.

AND WHEREAS many members of the Carleton University community, including students, faculty, and staff, have expressed a strong interest in the transparency of the University's investment practices.

BE IT THEREFORE MOVED that Senate:

1. **Recommends** the Board of Governors, Pension Committee, Pension Fund Management Office, Investment Committee, and all other relevant entities to assess Carleton's investments regarding potential human rights violations against Palestinians.
2. **Recommends** the aforementioned entities divest from companies that are found to:
 - a) Provide products or services that contribute to the maintenance of the occupation of Gaza and the West Bank, including East Jerusalem, as well as the Syrian Golan Heights;
 - b) Provide products or services that contribute to the maintenance and expansion of settlements in the occupied Palestinian territories;
 - c) Establish facilities or operations in Israeli settlements in the occupied Palestinian territories;
 - d) Provide products or services that contribute to the maintenance and construction of the separation wall;
 - e) Provide products or services that contribute to violent acts that target civilians.

3. **Recommends** the establishment of a transparent and accountable process for future investment decisions that abide by clear ESG criteria, including consideration around human rights violations perpetrated against Palestinians.
4. **Recommends** the immediate publication of all the university's financial investments, encompassing both endowed and non-endowed funds.
5. **Recommends** the university update and publish a list of all current investments, no later than February 1st of each year.



Senate Executive Committee
April 23, 2024
TB503C + videoconference

MINUTES

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

Regrets: E. Abou Zeid

Recording Secretary: K. McKinley

1. Welcome & Approval of the Agenda

The meeting was called to order at 11:01 am. An agenda plus meeting package was circulated in advance to committee members.

The agenda was approved by consensus.

2. Approval of Senate Executive Minutes – March 26, 2024

The minutes of the Senate Executive Committee meeting on March 26, 2024 were approved by consensus.

3. Review of Senate Minutes – April 5, 2024

No errors were reported and no changes requested for the minutes of the Senate meeting on April 5, 2024.

4. Senate Agenda – May 3, 2024

The committee did not request any additions or changes to the agenda.

It was **MOVED** (J. Malloy, E. Sloan) that the Senate Executive Committee approve the agenda for the Senate meeting of May 3, 2024 as presented.

The motion **PASSED**.

5. Rescheduling of June 21, 2024 Senate meeting

The Chair reported that the June 21st Senate meeting cannot be held as scheduled, as it occurs during Convocation. As there will be important and timely business coming to for Senate approval at that time, the Chair suggested that the meeting be moved to Tuesday June 25, 2024 at 2:00 pm.

It was **MOVED** (P. Rankin, P. Wolff) that the Senate meeting of June 21, 2024 be rescheduled to June 25, 2024, at 2:00 pm.

The motion **PASSED**.

6. Other Business – There was none.

7. Adjournment – The meeting was adjourned at 11:12 am.



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RE: Report of the Academic Colleague from the Council of Ontario Universities meetings

Dear Members of Senate,

On April 3 and 4, the Academic Colleagues met to discuss the top concerns facing Ontario Universities. On the evening of April 3rd, Cheryl Foy from Strategic Governance Consulting Services joined the Academic Colleagues to speak to five governance topics including the relationship between university governance and autonomy; shared governance as a system and its models; the roles of boards and academic governing bodies; why we need to pay attention to academic governing bodies (senates), and; the role of faculty associations in governance. It was suggested by a member that institutions have best practices in place for orientation of board and senate members. There was also discussion on EDI considerations for senate business. The presentation was followed by discussion on the role of indigenization in governance structures of institutions and what it might look like to decolonize a university. Colleagues also shared their varying perspectives on the role of their senate at their institutions and the role of faculty associations.

On April 4th, colleagues shared updates on topics and issues that were front-of-mind at their respective institutions, including new presidents starting, cyber-attacks and cyber-security, as well as the new federal policy on research security, university preparations for the solar eclipse, academic and operational planning, and mental health on campus. We heard a COU update from Steve Orsini on the international student cap. There were also updates on Bill 166 - Strengthening Accountability and Student Supports Act, and its potential impacts, SMA 4 and a discussion on university autonomy.

Yours,

Kim Hellemans, PhD
Assistant Professor, Department of Neuroscience
Associate Dean (Student Recruitment, Wellness & Success), Faculty of Science
Carleton University