



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 27, 2017 at 2:00 p.m.
Senate Room, Robertson Hall

OPEN SESSION

MINUTES

Members Attending:

S. Ajila, A. Arya, S. Blanchard, A. Bowker, L. Callaghan, C. Carruthers, W. Clement, J. Coghill, J. Debanne, D. Deugo, A. Dodge, C. Dogan, L. Dyke, J. Erochko, M. Esponda, K. Evans, P. Farrell, R. Goubran, E. Grant, J. Green, P. Gunupudi, B. Hallgrimsson, A. Hassan, E. Hitsman, D. Howe, O. Javanpour, W. Jones, M. St. Hilaire (for Chris Joslin), H. Khoo (proxy for Fred Afagh), J. Kovalio, E. Kwan, J. Liu, D. Long, K. Lumsden, J. Miller, H. Nemiroff, M. Neufang, D. Nussbaum, Z. Parkkari, J. Paulson, M. Piche, A. Plourde, D. Russell, L. Schweitzer, D. Siddiqi, P. Smith, A. Summerlee, J. Tomberlin, C. Viju, P. Watlawik-Li, C. Young, D. Zachrisson

1. CALL TO ORDER

The Chair called the meeting to order at 2:01 pm.

2. APPROVAL OF AGENDA

It was **MOVED** (L. Dyke, M. Neufang) that Senate approve the open agenda for the meeting of Senate on October 27, 2017, as presented.

The motion **PASSED**.

3. APPROVAL OF MINUTES

It was **MOVED** (D. Deugo, J. Tomberlin) that Senate approve the minutes of the Senate meeting on September 29, 2017, as presented.

The motion **PASSED**.

4. MATTERS ARISING

- a) Item 4 (Question Period)** - L. Dyke responded to A. Shotwell's question about the use of students' work for program assessment and whether there could be options for non-participation. If a student wishes to withhold work because of intellectual property concerns, the student may submit a request to his/her unit or department. The final decision on whether to grant non-participation will be made by the Dean.
- b) Item 5 (SMA)** – In response to a request for more information about the first Strategic Mandate Agreement (SMA1) and the process followed in completing that agreement, the following documents were circulated to Senators (as Appendix 2) with the meeting materials:
- A communication dated August 12, 2014, from Provost Peter Ricketts, regarding the submission of the first Strategic Mandate Agreement
 - The final submission from Carleton, dated March 31, 2014
 - The signed agreement between MTCU and Carleton University, dated April 29, 2014

There were no further questions regarding the materials circulated.

- c) Item 8b (Reports for Information)** – At the last meeting of Senate, J. Paulson asked a number of questions about the Report submitted by the **Senate Student Academic Integrity Appeals Committee**. The Chair of the committee was unable to attend this Senate meeting, but submitted a written response to these questions. The Secretary of Senate agreed to circulate this response by email to Senators after the meeting.
- d) Item 8d (Reports for Information)** - In response to a request for more information about Carleton's relationship with Dominican University College, a copy of the agreement was circulated to Senators with the meeting package as Appendix 3.

There were no further questions regarding the agreement. It was noted that the agreement will be up for renegotiation in 2019.

- e) Item 9a (Other Business)** – A concern was raised about the frequency with which faculty and staff are required to change their passwords. Senate requested a response from ITS regarding this password change policy. The Manager of Client Services at Information Technology Services provided this response:

"ITS recognizes the complexity inherent in the password change requirement. The concern that some methods of managing password change can create vulnerabilities is valid.

To help address this concern, our security awareness information campaign includes tips for methodology and tools available to securely store and manage passwords. In addition, our Information Security team is researching secure access options that would replace the need for password changes.

Related info:

*Stealing of credential remains a focus of cyber attackers <https://www.helpnetsecurity.com/2017/09/29/credential-theft/>
Spotlight on IT: <https://carleton.ca/its/2017/cyber-security/>
ITS Security Tips: <https://carleton.ca/its/security/security-tips/>"*

5. CHAIR'S REMARKS

- a) College Strike** - Carleton students in joint programs with Algonquin College could be in a vulnerable position this semester if the strike continues. However, Carleton will not interfere with the bargaining process and the instructors' right to strike. Carleton faculty will not take over the course material normally taught by Algonquin professors. Instead, the Carleton administration is collaborating with faculty here to see if all university portions of the courses could be taught first, while the strike continues. A decision will be made and a memo will be brought back to Senate.

- b) Carleton University at Queen's Park** - A successful day was spent meeting with Ministry Officials to explore funding opportunities for programs and students.
- c) Rumour Mill** - The Chair reported on a new forum for the President and Provost to answer questions from faculty, students and staff. An example of one rumour dispelled at the session was that the football program was supported by the operating budget.
- d) Honorary Degree Issue** - The question of whether to rescind the honorary degree of Ang San Suu Kyi will be referred to the Honorary Degree Committee. The committee is also charged with creating a policy and procedures for rescinding honorary degrees.
- e) Provost Remarks:** - The Provost noted that instructor's course outlines will now include accommodations for students who have been victims of sexual violence. The Provost thanked the President of CASG for bringing forward this issue.

The Provost also noted that, beginning this year, the deadline for fall term grade submission for course with examinations that are held late in the December exam period will be extended from the current 10 calendar days to 14 calendar days.

6. QUESTION PERIOD (Chair)

There were no questions from the floor at this meeting.

7. ADMINISTRATION (Clerk of Senate)

a) Senate and Senate Committee appointments

A number of undergraduate student nominations for positions on Senate Standing Committees were submitted to Senate and reviewed

by the Senate Executive Committee. One additional nomination was brought forward to fill a student vacancy on Senate.

It was **MOVED** (D. Russell, L. Dyke) that Senate approve the new Senate and Senate Committee appointments, as presented.
The motion **PASSED**.

8. REPORTS

a) Senate Committee on Curriculum, Admission and Studies Policy

Two motions and one item for information were presented to Senate.

H. Nemiroff and A. Chan spoke to the first motion. The committee proposed that Senate approve an updated and revised academic nomenclature used to describe programs of study. The revisions eliminate inconsistencies and create a more uniform terminology that can be applied to all programs of study.

D. Long asked for clarification regarding *concentrations* vs. *fields* as elements within a graduate program. Fields, for example, are not currently noted on transcripts. A. Chan responded that a concentration requires a minimum of 1.5 credits in a certain area of specialization, and concentrations do appear on transcripts.

It was **MOVED** (H. Nemiroff, L. Dyke) that Senate approve the Academic Nomenclature as presented.
The motion **PASSED**.

The second motion to include a Glossary in the Academic Calendar was briefly discussed by Senate. A. Plourde requested a small grammatical change in the first sentence of the motion. The motion was amended as requested.

It was **MOVED** (H. Nemiroff, M. Neufang) that Senate approve the inclusion of a Glossary, as amended, in the Academic Calendar. The motion **PASSED**.

Finally, it was noted that the 2018-19 academic schedule was circulated for information.

b) Senate Governance Committee (Clerk)

It was **MOVED** (D. Russell, A. Dodge) that Senate approve the proposed revisions to the Terms of Reference for the Senate Emergency Academic Response Committee.

Discussion:

The Committee has begun work on the following issues:

- The SMA process moving forward
- E-vote procedure and when e-votes should be used in Senate. (Recommendations on this can be expected in January.)
- Review of the TOR for SEARC

The Committee proposed a revised Terms of Reference for the Senate Emergency Academic Response Committee (SEARC) that would allow the SEARC to become a Standing Committee. This would enable SEARC to meet regularly to plan and submit proposals to Senate, but it would not have the full authority of Senate. Only in the case of an emergency, when Senate is not able to meet, would SEARC be given that authority by the Chair of Senate.

Several Senators asked why there are no elected senators on this committee. If it can act with the full authority of Senate, should it not be more representative of Senate? Others remarked that the Senate Executive Committee, which also occasionally has the authority to act on behalf of Senate, does not contain representation from all faculties and is not representative of Senate in that way.

L. Schweitzer asked a related question about membership. If SEARC becomes a Standing Committee, why would there be limitations on its membership? Why could it not include elected Senators?

The Chair asked the committee to review these questions of membership and to consider the relationship between SEARC and the Senate Executive Committee. In addition, the Chair asked the committee to discuss and clarify the definition of “emergency” and the conditions under which SEARC would meet in this capacity.

The **MOTION** to approve the proposed revisions to the Terms of Reference for the Senate Emergency Academic Response Committee was WITHDRAWN (J. Paulson, D. Long). The matter will be returned to the Governance Committee for further discussion.

9. UPDATE ON PRESIDENTIAL SEARCH (BOG Chair)

Dr. Chris Carruthers, Chair of the Board of Governors, provided an update on the progress of the Presidential Search Committee.

The first stage of the search has been focused on engaging feedback from the Carleton community regarding key issues for Carleton, and the ideal attributes of the next President. In October, the committee hosted a number of open forums on campus to provide opportunities for input from faculty, staff and students. One-on-one consultations were also scheduled, particularly for alumni and stakeholders off-campus.

The committee also received approximately 115 suggestions via its online survey regarding [the current opportunities and challenges for Carleton University as well as the skills and/or qualities need to address them.](#)

The next step is for the search firm to create an advertisement and position description and, over the coming months, to seek out candidates.

Senators are encouraged to reach out to potential candidates and ask them to apply. The committee is optimistic that it will receive excellent candidates as we have an attractive position, and have engaged a search firm with international experience and scope.

10. REPORTS FOR INFORMATION

There were none.

11. OTHER BUSINESS

a. Replacement Medal

The Registrar's Office was contacted by an alumna who lost her convocation medal and has requested a replacement. Although there is no existing procedure or regulation for replacing lost medals, the Registrar's Office recommends Senate approve the replacement.

It was **MOVED** (D. Russell, A. Dodge) that Senate approve the replacement of a lost University medal for a Carleton alumna. The motion **PASSED**.

b. Make-up Assignments

J. Erochko expressed concern about a new academic regulation that requires instructors to provide make-up assignments for students who have missed any formative evaluations. For large classes, the increased labour involved in providing these assignments and grading them would be problematic. H. Nemiroff stated that the new rule was devised to ensure that if students miss a formative element for legitimate reasons, they would have the opportunity to write a deliverable. However, it is not a mandatory requirement. All agreed that the decision of how to manage missed evaluations should be a negotiation between student and professor, to allow for more flexible solutions.

12. ADJOURNMENT

It was **MOVED** (J. Tomberlin, L. Dyke) that the meeting be adjourned at 3:00 pm.

The motion **PASSED**.

NEXT MEETING:

The next meeting of the Carleton University Senate
will be held on November 24, 2017
at 2:00 pm in RO608