



*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 September 25, 2015 at 2:00 pm  
Senate Room, Robertson Hall  
AGENDA**

**Closed Session:**

**1. Minutes:**

a) May 29, 2015 (closed session)

**2. Approval of Graduation Lists: Dominican University College**

**3. Other Confidential Business**

**Open Session:**

**1) Welcome and Introduction of New Members**

**2) Approval of Agenda**

**3) Minutes:**

a) June 26, 2015

**4) Senate Administration: (Clerk)**

a) Committee Memberships (for approval)

**5) Ratification of a Member of the Carleton University Committee on Quality Assurance**

**6) Discussion Period**

a) Refugees

**7) Committee Reports:**

a) Senate Academic Program Committee (SAPC)

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

c) Senate Academic Governance Committee (SAGC)

**8) Reports for Information and Comment**


a) Senate Executive: Minutes of September 15, 2015 (Clerk)

**9) Other Business**

a) Motion to grant day of Academic Amnesty, Oct. 16, 2015

**MEMORANDUM**

**To:** Senate

**From:** Peter Ricketts, Provost and Vice-President (Academic) 

**Subject:** Institutional Quality Assurance Process  
**Carleton University Committee on Quality Assurance – Membership 2015-16**

**Date:** September 25, 2015

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Recommendation

That Senate ratifies the 2015-16 membership of the Carleton University Committee on Quality Assurance.

The new committee members are indicated in **bold**.


<b>Committee Membership</b>	<b>Name</b>
Provost (ex officio)	Peter Ricketts
Vice-Provost and Associate Vice-President (Academic) (chair)	John Shepherd
Assistant Vice-President (Academic)	Andre Loiselle
Faculty Dean	Jerry Tomberlin
Arts and Social Sciences	Richard Mann
<b>Engineering and Design</b>	<b>Ian Marsland</b>
Public Affairs	Achim Hurrelmann
Science	Robert Burk
Sprott School of Business	Uma Kumar
NSERC-Eligible Faculty Member	Doug Howe
SSHRC-Eligible Faculty Member	Augustine Park
Associate Dean (Programs and Awards) Graduate and Postdoctoral Affairs (ex officio)	Adrian Chan
<b>Academic Librarian</b>	<b>Valerie Critchley</b>

Background

The members of the Carleton University Committee on Quality Assurance (CUCQA) are appointed by the Provost and the membership is ratified by the university's Senate.

DATE: September 17, 2015

TO: Senate

FROM: Dr. Peter Ricketts, Provost and Vice-President (Academic) 

RE: Final Assessment Report and Executive Summary: Master of Journalism

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The purpose of this memorandum is to request that Senate approve the Final Assessment Report and Executive Summary arising from the cyclical review of the Master of Journalism program.

The Final Assessment Report and Executive Summary is provided pursuant to articles 4.2.5-4.2.6 of the provincial Quality Assurance Framework and articles 5.1.9.23-24 and 5.1.9.26-27 of Carleton's Institutional Quality Assurance Process (IQAP).

The approval of the Final Assessment Report and Executive Summary by Senate will indicate that Senators are satisfied that due process has been followed and that the conclusions, recommendations and action items included in the Report and Executive Summary are reasonable given the documents on which they are based.

The appendices referred to in the Final Assessment Report were circulated with the Final Assessment Report and Executive Summary to Senate Academic Program Committee. They are not included with this documentation. However, they can be made available to Senators should they so wish.

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

The following motion was passed by Senate Academic Program Committee at its meeting of September 17, 2015:

**THAT** SAPC recommends to Senate the approval of the Final Assessment Report and Executive Summary of the Cyclical Review of Carleton University's Master of Journalism program.

**Senate Motion**

**THAT** Senate approves the Final Assessment Report and Executive Summary of the Cyclical Review of Carleton University's Master of Journalism program.

**MEMORANDUM**

From the Senate Committee on  
Curriculum, Admission and Studies Policy

**To:** Senate  
**From:** Donald Russell, Chair of SCCASP  
**Date:** Sept 25, 2015  
**Subject:** **Changes to 16-17 Undergraduate Regulations**

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SCCASP reviewed section 5.2 of the University regulations (Transfer of Credit Subsequent to Admission) with a view to updating the calendar language to reflect consistent grading practices for students taking courses on Letter of Permission or through an approved International Exchange Agreement. The recommendation below ensures that in both circumstances courses successfully completed will have the notation SAT added to their official transcript and for unsuccessfully completed courses, the notation UNS will appear on the official transcript.

Motion: That Senate approve the changes to section 5.2, Transfer of Credit Subsequent to Admission and 2.3 Standing in Courses/Grading System, updating the definitions for SAT and UNS.

**NEW VERSION - 5.2 Transfer of Credit Subsequent to Admission****Letter of Permission**

Students who have been formally admitted to a degree or certificate program may take courses at other universities on Letters of Permission, and have the credits transferred to their Carleton programs. The following conditions must be met:

1. the student must have completed successfully at least 4.0 credits at Carleton University;
2. the student must meet the minimum CGPA requirements for graduation in his or her degree;
3. the student must obtain formal approval from the Registrar's Office prior to commencing each course.

Grades for successfully completed courses taken on Letters of Permission will not be transferred. Successfully completed courses will be recorded as SAT (Satisfactory) and unsuccessfully completed courses will be recorded as UNS (Unsatisfactory) and will be counted as a discredit. A higher level of performance may be required in a course that would have contributed to any programmatic CGPA had the grade been transferred. Such a course with a passing grade below the minimum required will not count towards the degree, but will be counted as discredit.

**International Exchange Agreements**

Undergraduate students may be eligible to take advantage of other exchange agreements with universities throughout the world. Unless otherwise specified in a specific exchange agreement or Senate-approved program regulation, the minimum academic requirement is second-year standing or higher, and a minimum overall CGPA of 7.0. For details on these exchanges, students should consult the International Student Services Office at least one year in advance of the proposed exchange. Grades for

successfully completed courses taken on International Exchange will not be transferred. Successfully completed courses will be recorded as SAT (Satisfactory) and unsuccessfully completed courses will be recorded as UNS (Unsatisfactory) and will be counted as a discredit. A higher level of performance may be required in a course that would have contributed to any programmatic CGPA had the grade been transferred. Such a course with a passing grade below the minimum required will not count towards the degree, but will be counted as a discredit.

#### **OLD VERSION - 5.2 Transfer of Credit Subsequent to Admission**

##### **Letter of Permission**

Students who have been formally admitted to a degree or certificate program may take courses at other universities on Letters of Permission, and have the credits transferred to their Carleton programs. The following conditions must be met:

1. the student must have completed successfully at least 4.0 credits at Carleton University;
2. the student must meet the minimum CGPA requirements for graduation in his or her degree;
3. the student must obtain formal approval from the Registrar's Office prior to commencing each course.

Grades for successfully completed courses taken on Letters of Permission and Exchange (not including the University of Ottawa Exchange) will not be transferred. A course taken on Letter of Permission and failed is counted as a discredit and is recorded with the grade UNS (Unsatisfactory). A higher level of performance may be required in a course that would have contributed to any programmatic CGPA had the grade been transferred. Such a course with a passing grade below the minimum required will not count towards the degree, but will be counted as discredit.

##### **International Exchange Agreements**

Undergraduate students may be eligible to take advantage of other exchange agreements with universities throughout the world. Unless otherwise specified in a specific exchange agreement or Senate-approved program regulation, the minimum academic requirement is second-year standing or higher, and a minimum overall CGPA of 7.0. For details on these exchanges, students should consult the International Student Services Office at least one year in advance of the proposed exchange.

#### **NEW VERSION - 2.3 Standing in Courses/Grading System**

**SAT** Satisfactory performance in an ungraded program requirement, option or course taken on Letter of Permission or International Exchange. SAT has no impact on the CGPA calculation.

**UNS** Unsatisfactory performance in an ungraded program requirement, option or course taken on a Letter of Permission or International Exchange. UNS has no impact on the CGPA calculation.

#### **OLD VERSION**

**SAT** Satisfactory performance in an ungraded program requirement or option. SAT has no impact on the CGPA calculation.

**UNS** Unsatisfactory performance in an ungraded program requirement or option or course taken on a Letter of Permission. UNS has no impact on the CGPA calculation.

# *MEMORANDUM*

from the Senate Committee on  
Curriculum, Admission And Studies Policy



**Carleton**  
**UNIVERSITY**

**TO:** Senate  
**FROM:** D. Russell, Chair  
**DATE:** September 18, 2015  
**SUBJECT:** Editorial Revisions to the Academic Integrity Policy - for Information

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**Academic Integrity Policy** On reviewing the recently approved revisions to the Academic Integrity Policy two additional changes have been made:

1. Following Senate practice mandatory revision date of July 1, 2020 has been added to the cover page.
2. On page 13 of the policy a comment at the end of the first paragraph referred the reader to Part IX. This has been corrected to refer the reader to Part VIII.

# *MEMORANDUM*

from the Senate Committee on  
Curriculum, Admission And Studies Policy



**Carleton**  
**UNIVERSITY**

**TO:** Senate  
**FROM:** D. Russell, Chair  
**DATE:** September 18, 2015  
**SUBJECT:** Revisions to the AGU

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**Academic Integrity Policy** The Academic Governance Committee is proposing to modify the Academic Governance of the University document to allow the division of the positions of Clerk of Senate and Marshall of Convocation. The proposed process (see attached) would allow the Clerk, with the permission of Senate, to designate a full-time, tenured faculty member to serve as Marshall.

**MOTION:** That Senate approve the revision to Academic Governance of the University document and request that the Board approve the change.

## **Article 6. Clerk of Senate and Senate Office**

### **6.1. Clerk – Term of Office**

The Clerk of Senate shall be a full-time tenured faculty member, serve for a term of three years and be eligible for re-election.

### **6.2. Clerk – Responsibilities**

The Clerk of Senate shall:

- (a) Manage the affairs of Senate
- (b) Serve as Marshal of Convocation
- (c) Serve as Secretary of the General Faculty Board
- (d) Serve as Senate Electoral Officer
- (e) Manage Senate Committees memberships

With the approval of Senate, the Clerk may designate a full-time, tenured faculty member to act as Marshall of Convocation.

### **6.3. Senate Office**

There is a Senate Office with responsibility for:

- (a) Managing the affairs of the Senate
- (b) Maintaining the records of Senate, Senate Executive, Tenure Appeal Committee and Honorary Degrees
- (c) Coordinating Convocation



# MEMORANDUM

from the Senate Committee on  
Curriculum, Admission And Studies Policy



**Carleton**  
UNIVERSITY

**TO:** Senate  
**FROM:** D. Russell, Chair  
**DATE:** September 18, 2015  
**SUBJECT:** Revisions to the SCCASP Terms of Reference

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**Academic Integrity Policy** The Academic Governance Committee is proposing to modify the Terms of Reference for the Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP). There are two substantive revisions to the terms of reference:

1. The change in the restriction on the chair to allow all full-time tenured faculty to be eligible to serve as chair rather than limiting the choice to current senators. This change is proposed to allow the consideration of a wider number of candidates.
2. The addition of the Clerk of Senate as a member of SCCASP. The purpose of this revision is to further support the coordination of the activities of SCCASP and the Senate Academic Program Committee (SAPC).

In addition, three editorial changes have been made:

1. the removal of the specific IQAP reference "(IQAP: 6.3)" as it has changed and will change as the province modifies its documents
2. the removal of the phrase "who have experience on committees of admissions and studies" because there are other ways to get appropriate background and because the committee names vary
3. correcting the office title from "Manager, Quality Assurance or Designate" to "Manager, Office of the Vice-Provost"

**MOTION:** That Senate approve the attached changes to the Terms of Reference of the Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP)

## Senate Committee on Curriculum, Admissions and Studies Policy

### Proposed Revisions to Composition - Sep 2015

#### TERMS OF REFERENCE:

1. To review and make policy recommendations on admission requirements to all undergraduate degree programs (including certificates) and program elements (for example, minors, concentration).
2. To review and make policy recommendations at the undergraduate level on advanced standing and transfer of credit.
3. To review and make policy recommendations on minimum undergraduate program requirements, including the minimum number of courses, residence requirements, and the minimum level of achievement expressed as a grade point average. Where appropriate, the committee will also recommend on the minimum requirements, as defined above, for various specifications including majors, combined majors, honours and combined honours programs.
4. To review and make policy recommendations on general academic regulations that are *either* specific to undergraduate or graduate programs, or common to both, including but not limited to academic performance evaluation, the grading system, examination administration, and challenge for credit.
5. To review and comment on all faculty, school, departmental and other regulations, at both the undergraduate and graduate levels, which may affect university requirements and/or which may be of concern to more than one Faculty.
6. To review and make recommendations on the organization and presentation of the material in the undergraduate and graduate calendars.
7. To advise Senate on external academic developments at both the undergraduate and graduate levels, as well as on the possible effects of these developments, and to make recommendations on desirable actions to be taken by the university.
8. To review and make recommendations on policies and procedures at both the undergraduate and graduate levels under which students may appeal matters relating to their academic standing.
9. To approve annually the undergraduate and graduate academic schedules within the Guidelines for Determining the Academic Year as set and amended from time to time by Senate (please see [Appendix A](#)).
10. To review and approve undergraduate and graduate minor program modifications as these are defined by the Carleton University Institutional Quality Assurance Process (~~IQAP: 6.3~~) and to submit these modifications to Senate for information.

#### COMPOSITION:

1. An elected faculty member of Senate or a faculty member eligible to be elected to Senate to serve as chair
2. Vice Provost and Associate Vice-President (Academic)
3. Vice-President (Students and Enrolment)/University Registrar (secretary)
4. Clerk of Senate (ex officio)
5. A member of the Senate Undergraduate Studies Committee (SUSC)
6. Two faculty members nominated by the Dean of the Faculty of Graduate and Postdoctoral Affairs
7. One undergraduate student and one alternate
8. One graduate student and one alternate
9. One faculty representative from each of the University's five line Faculties ~~who have experience on committees of admissions and studies~~

#### RESOURCES:

Director of Admissions Services

Associate University Registrar

Calendar Editor

Graduate Registrar

Manager, ~~Quality Assurance or Designate~~ Office of the Vice-Provost

Representative from the Office of Institutional Research and Planning (OIRP)

## **Motion to Declare Monday, October 19, 2015 a Day of Academic Amnesty to Encourage Federal Election Participation**

Whereas a federal election has been called for Monday, October 19, 2015; and

Whereas youth voter turnout is historically much lower than the average voter turnout for federal elections; and

Whereas many students who have classes scheduled for October 19, 2015 will find it difficult or impossible to vote at their local polling station during the hours of poll operation without incurring academic penalties; and

Whereas students who face academic penalties for missing class in order to vote are going to be less likely to vote; and

Whereas legislation exists to allow workers to take time off of work in order to vote, however no such legislation exists to allow students to take time off of their classes in order to vote; and

Whereas universities including the University of Windsor and Laurentian University had implemented days of Academic Amnesty during the 2011 provincial elections to encourage voting; and

Whereas a public declaration of Academic Amnesty would demonstrate that Carleton University is committed to civic engagement and would attract positive media attention; and

Whereas the Carleton University community should strive to remove any barriers to participating in the democratic process; therefore

Be it resolved that Monday, October 19, 2015 be declared a day of Academic Amnesty, with the specific meaning that although students are ultimately responsible for the material covered in each class, no student will be penalized for being absent from class in order to vote on Monday, October 19, 2015; and

Be it further resolved that no significant evaluations including, but not limited to, quizzes, tests, exams, midterms, and mandatory presentations be scheduled for Monday, October 19, 2015, and no assignment due dates be scheduled between 9am on Monday, October 19, 2015 and 5pm on Tuesday, October 20, 2015; and

Be it further resolved that in the case where significant evaluations have already been scheduled for Monday, October 19, 2015, and cannot reasonably be moved, academic accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved.

**Moved:** Michael Bueckert, GSA President

**Seconded:** Ayesha Landon-Browne, CASG President