



*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 9, 2016 at 2:00 p.m.  
Senate Room, Robertson Hall**

**AGENDA**

**Open Session:**

- 1. Welcome and Introduction of New Members**
- 2. Approval of Agenda**
- 3. Approval of Minutes:**
  - a) June 17, 2016
- 4. Chairs' Remarks**
- 5. Senate Administration (Clerk):**
  - a) Committee Memberships
  - b) Report on the Empowering Motion
- 6. Carleton University Committee on Quality Assurance – Membership 2016-17**
- 7. Reports:**
  - a) SAPC
  - b) SCCASP
  - c) Academic Colleague
- 8. Reports for Information:**
  - a) Minutes of the Board of Governors: March 21, 2016 and April 26, 2016
  - b) Appointments Made Contrary to the Advertising Policy (Clerk)
- 9. Other Business**
- 10. 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 June 17, 2016 at 10:00 a.m.  
Senate Room, Robertson Hall  
MINUTES**

**Present:** S. Bertram, S. Blanchard, M. Butler, C. Carruthers, J. Debanné, D. Deugo, A. Dodge, M. El-Tanany, K. Evans, S. Field, A. Forth, R. Gess, E. Ghias-Begloo, R. Goubran, R. Hoey, B. Hughes, H. Khoo, C. Khordoc, E. Kwan, E. Lai, H. Logan, M. Neufang, B. Örmeci, J. Paulson, N. Rajapakse, P. Ricketts, J. Robson, O. Rowland, R. Runte, D. Russell, J. Sack, J. Shepherd, C. Smelser, N. Tait, P. Thompson, J. Tomberlin, A. Whitehead, S. Whitney, P. Wilson

**Regrets:** P. Adams, F. Alhattab, S. Brouillette, D. Buss, C. Chi, M. Dalton, J. Deaville, A. Diptee, W. Felepchuk, T. Garvey, P. Gentile, R. Gorelick, L. Gravis, A. Grenstone, J. Hayes, E. Hemm, F. Hosseinian, D. Howe, O. Javanpour, W. Jones, K. Karim, A. Landon-Browne, D. Long, L. Mohammed, D. Owusu-Akyeeah, S. Phinney, A. Plourde, A. Ramirez, I. Riar, R. Sengupta, J. Shaw, T. Sherwood, J. Smith, M. St. Cyr, J. Stoner, M. Sucharov, S. Sur, D. Watt, A. Webb,

**1. Welcome**

The President opened the meeting at 10:01 a.m.

**2. Approval of Agenda**

It was **MOVED** (R. Hoey, P. Ricketts) that Senate approve the agenda of the meeting of June 17, 2016.

It was **PASSED UNANIMOUSLY**.

**3. Minutes: May 27, 2016 (Open Session)**

It was **MOVED** (S. Blanchard, P. Ricketts) that Senate approve the minutes of the meeting of May 27, 2016 (Open Session).

It was **MOVED** (J. Paulson, R. Gorelick) to postpone this item until the next Senate meeting, due to the computer error that delayed the distribution of meeting materials.

It **FAILED**.

The motion to approve the minutes **PASSED**.

D. Russell explained the problem with the material distribution, that it was under investigation by CCS and stated that a new method of delivery will be considered in the fall.

**4. Chairs' Remarks**

R. Runte reported that D. Watt's retirement party yesterday was very well attended, fun, and appropriate to mark the impact he has made to Carleton. The new Vice-President (Finance and Administration) will be announced soon and begin work on July 15, 2016. R.

Runte stated that the provincial government will announce the successful proposals for the infrastructure grants soon. R. Runte congratulated P. Ricketts for recently receiving the Coastal Zone Canada Association (CZCA) lifetime achievement award: the H.B. Nicholls Award. Senate members applauded P. Ricketts. R. Runte announced that the ICCR Agreement with India has been renewed for five years. Carleton is the only Canadian university to receive a renewal. The Visiting Chair in humanities and social sciences will be at Carleton for the upcoming winter semester.

## 5. Senate Administration (Clerk):

### a. Election of Graduate Students on Senate

The Clerk reported that he met twice with the Graduate Student Association (GSA) since the last Senate meeting in order to resolve the issue of their election of Senate representatives. The Clerk discovered that both the Senate Office and the GSA followed our own election rules, but they are not presently aligned. He stated that in the fall, the two groups will work to resolve the situation. In order to confirm the GSA election under discussion, the Clerk reviewed the eligibility of the candidates and election process. The only anomaly the Clerk found was that the GSA followed their process to replace a candidate during the election due to one candidate withdrawing from the race. This replacement candidate was elected by the GSA council rather than all GSA students. The Clerk has accepted the election results of the GSA. J. Paulson thanked the Clerk and GSA for working this out so collegially.

### b. Empowering Motion

It was **MOVED** (J. Sack, M. Neufang) that Senate Executive be empowered to act for Senate on urgent items of regular business during the months of June, July, and August; notice of any meetings of the Executive held under this authority (except those called for the purposes of the Executive dealing with its own regular business) must be given to all members of Senate who may attend and participate; any action taken under this authority is to be reported to Senate at the first meeting of Senate in September 2016 for information and consent.

J. Paulson asked what would constitute an emergency. R. Runte stated that recent examples have been late graduation or transcript requests. R. Gorelick asked if full Senate email votes would be a better method. The Clerk stated that email polls are not effective when discussion is desired.

It was **PASSED**.

### c. Senate Election for Chancellor Search Committee

It was **MOVED** (D. Russell, R. Hoey) that Senate approve the three appointments to the Chancellor's Search Committee as listed below:

- Maria Dalton (student)
- Janine Debanné (faculty member)
- Mira Sucharov (faculty member)

It was **PASSED UNANIMOUSLY**.

### d. Marshal of Convocation

It was **MOVED** (D. Russell, P. Ricketts) that Senate authorize the Clerk to designate a Marshal of Convocation who will serve in this role from July 1, 2016 until June 30, 2017.

It was **PASSED**.

The Clerk thanked Katherine Kelly for her work as Marshal in the past year and designates Katherine Kelly to be Marshal of Convocation from July 1, 2016 to June 30, 2017.

#### **6. Committee Reports:**

a. SAPC

It was **MOVED** (P. Ricketts, K. Khordoc) that Senate approve the Final Assessment Report and Executive Summary for the cyclical program review for the B.A. and M.A. programs in Canadian Studies.

It was **PASSED UNANIMOUSLY**.

b. SCCASP

There was no report.

#### **7. Reports for Information and Comment:**

a. Senate Executive: May 17, 2016

The Clerk stated that the Senate Executive met in May to set the agenda for the May Senate meeting. In June, the committee approved the June Senate agenda by email.

b. Report of the Academic Colleague

The Academic Colleague was not able to be present. The report will be provided at a later meeting.

c. Report of the Senate Student Academic Integrity Appeal Committee (SSAIAC)

There were no current committee members present to speak to the report. H. Logan stated that there was a large increase of unauthorized collaboration, especially in the Faculty of Science. Computer Science has discovered many cases of duplication of code. J. Paulson stated that he and his colleagues do not believe there is less plagiarism, but that less is being caught. It is a time consuming process to scrutinize for this and that it can lead to faculty burnout. J. Paulson asked what the long-term plan is to improve the situation. S. Blanchard responded that her office is providing more awareness training on this issue for international students and has optional workshops on it. J. Sack stated that in his department it is sometimes difficult for students (and faculty) to determine where group work ends and individual work begins. R. Hoey stated that students receive a grade of zero or harsh penalties for handing in late assignment. A student may rather take the risk of getting away with plagiarism. J. Paulson asked if an honour code pledge would help. R. Runte stated that new students already take a pledge of academic integrity. S. Whitney stated that the centralized system of reporting allows us to determine if the same person is plagiarizing in multiple classes. However, not all cases are entered into the database as professors have different reactions to acts against academic integrity. The penalties vary by type, level, and frequency of offense. P. Ricketts stated that training for TAs includes identifying plagiarism. There are also workshops for faculty to help create assignments that reduce the ability to plagiarize. E. Lai stated that

their Teaching Assistants now use MOSS software to check submissions and this has resulting in an increase of identified cases. The Biology Department requires students to read a paragraph on academic integrity prior to submitting online assignments. It was suggested that the next time academic integrity policies are modified, that the committee should keep in mind how it affects online courses. R. Runte asked S. Blanchard to consider improvements to the honor code pledge.

**8. Other Business**

There was no other business.

**9. Adjournment**

It was **MOVED** (P. Ricketts, R. Hoey) to adjourn.

**MEMORANDUM**

**To:** Senate

**From:** Dr. John Shepherd, Acting Provost and Vice President (Academic)

**Subject:** Institutional Quality Assurance Process  
**Carleton University Committee on Quality Assurance – Membership 2016-17**

**Date:** September 9, 2016

---

Recommendation

That Senate ratifies the 2016-17 membership of the Carleton University Committee on Quality Assurance.

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

Committee Membership	Name
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
Engineering and Design	Thomas Garvey
Public Affairs	Achim Hurrelmann
Science	Robert Burk
Sprott School of Business	Alex Ramirez
NSERC-Eligible Faculty Member	Doug Howe
SSHRC-Eligible Faculty Member	Craig Bennell
Associate Dean (Programs and Awards) Graduate and Postdoctoral Affairs (ex officio)	Adrian Chan
<b>University Librarian (Collection Development and Acquisition)</b>	<b>David Sharp</b>

Background

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



Office of the Provost and  
Vice-President (Academic)

## *memorandum*

DATE: September 2, 2016

TO: Senate

FROM: Dr. John Shepherd, Vice-Provost and Associate Vice-President (Academic); Acting Provost and Vice-President (Academic)

RE: Final Assessment Report and Executive Summary: Undergraduate Programs in Economics

---

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 undergraduate programs in Economics.

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 article 7.2.23 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.

Major modifications described in the Action Plan, contained within the Final Assessment Report, are subject to approval by the Carleton University Committee on Quality Assurance, the Senate Committee on Curriculum, Admission, and Studies Policy, the Senate Academic Program Committee (SAPC) and Senate as outlined in articles 7.5.1 and 5.1 of Carleton's IQAP.

The appendices referred to in the Final Assessment Report were circulated with the Final Assessment Report and Executive Summary to SAPC. 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 the Senate Academic Program Committee at its meeting of August 11, 2016:

**THAT** SAPC recommends to Senate the approval of the Final Assessment Report and Executive Summary for the cyclical review of the undergraduate programs in Economics.

### **Senate Motion**

**THAT** Senate approves the Final Assessment Report and Executive Summary for the cyclical review of the undergraduate programs in Economics.





Office of the Provost and  
Vice-President (Academic)

## *memorandum*

**DATE:** September 2, 2016

**TO:** Senate

**FROM:** Dr. John Shepherd, Vice-Provost and Associate Vice-President (Academic); Acting Provost and Vice-President (Academic)

**RE:** Final Assessment Report and Executive Summary: Undergraduate Programs in Religion

---

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 undergraduate programs in Religion.

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 article 7.2.23 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 SAPC. They are not included with this documentation. However, they can be made available to Senators should they so wish.

The categorization decided upon unanimously by the Carleton University Committee on Quality Assurance at the conclusion of the cyclical program review was 'Conditional Approval to Continue' (IQAP 7.2.12). This decision was based on a consideration of the external reviewers' report and the response of the program to this report. The external reviewers had major concerns with the structure and delivery of the program, as well as with the issue of student advising.

In the case of such an outcome, the opportunity is provided for an appeal by the academic unit and/or the relevant Faculty Dean(s) (IQAP 7.2.17). As a consequence of a meeting involving the Dean of the Faculty of Arts and Social Sciences, the Director of the College of the Humanities, the Director-designate of the College of the Humanities and the Program Coordinator, the decision was taken not to appeal.

In the case of an outcome involving 'Conditional Approval to Continue,' the Final Assessment Report and Executive Summary are forwarded to the Faculty Dean and academic unit only (and not to the Board of Governors and the Ontario Universities Council on Quality Assurance). The academic unit and Dean are provided with an opportunity to file a report with the Carleton University Committee on Quality Assurance within twelve months of Senate approval of the Final Assessment Report and Executive Summary. The report provides an account of action taken on issues identified by the Carleton University Committee on Quality Assurance. There is every expectation that receipt of the report by the Committee will result in the outcome of the review being upgrade to 'good quality' (IQAP 7.2.23.5). In this case, a subsequent Final Assessment Report and Executive Summary will be brought to Senate (IQAP 7.2.23-1/3/4).



The following motion was passed by the Senate Academic Program Committee at its meeting of August 11, 2016:

**THAT** SAPC recommends to Senate the approval of the Final Assessment Report and Executive Summary for the cyclical review of the undergraduate programs in Religion.

**Senate Motion**

**THAT** Senate approves the Final Assessment Report and Executive Summary for the cyclical review of the undergraduate programs in Religion.



Office of the Vice-Provost and  
Associate Vice-President  
(Academic)

## *memorandum*

**DATE:** September 2, 2016

**TO:** Senate

**FROM:** Dr. John Shepherd, Vice-Provost and Associate Vice-President (Academic); Acting Provost and Vice-President (Academic)

**RE:** 2017-18 Calendar Curriculum Proposals  
**Major Modification to the Bachelor of Public Affairs and Policy Management program**

---

### **Background:**

Following Faculty Board approval and, as part of academic quality assurance, major curriculum modifications are considered by the Carleton University Committee on Quality Assurance (CUCQA), the Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP) and the Senate Academic Program Committee (SAPC) before being recommended to Senate.

### **Library Report:**

In the library report dated July 29, 2016, the Library Subject Specialization, upon review of the proposal, confirmed that no additional resources were required for the proposed major modifications to the Bachelor of Public Affairs and Policy Management program effective fall 2017.

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

### **Major Modification:**

#### **1. BPAPM**

CUCQA approval: August 10, 2016

#### **SAPC Motion August 11, 2016**

**THAT** SAPC recommend to Senate the approval of the deletion of the following specializations: Communication and Information Technology Policy, Human Rights, Social Policy, and Strategic Public Opinion and Policy Analysis to the Bachelor of Public Affairs and Policy Management (BPAPM) program effective fall 2017 and;

**THAT** SAPC recommend to Senate the approval of the addition of the specialization in Communication and Policy Studies to the BPAPM program effective fall 2017 and;

**THAT** SAPC recommend to Senate the approval of the change of name from the Specialization in Development Studies to the Specialization in Development Policy Studies to the BPAPM program effective fall 2017 and;

**THAT** SAPC recommend to Senate the approval of the change of name from the Specialization in International Studies to the Specialization in International Policy Studies to the BPAPM program effective fall 2017 and;

**THAT** SAPC recommend to Senate the addition of the concentrations: Communication Technologies and Regulation, and the Concentration in Strategic Public Opinion within the Specialization in Communication and Policy Studies to the BPAPM program effective fall 2017 and;

**THAT** SAPC recommend to Senate the addition of the concentrations: Communication Technologies and Regulation, and Strategic Public Opinion within the Communication and Policy Studies specialization to the BPAPM program effective fall 2017 and;

**THAT** SAPC recommend to Senate the addition of the concentrations: Global Economic Relations, and Rights and Human Development within the Development Policy Studies specialization to the BPAPM program effective fall 2017 and;

**THAT** SAPC recommend to Senate the addition of the concentrations: International Relations and Conflict, and Security and Intelligence within the International Policy Studies specialization to the BPAPM program effective fall 2017 and;

**THAT** SAPC recommend to Senate the approval of the addition of the concentrations: Economic Policy, Environmental and Sustainable Energy Policy, and Social Policy within the Public Policy and Administration specialization to the BPAPM program effective fall 2017.

#### **Senate Motion September 9, 2016**

**THAT** Senate approve the deletion of the following specializations: Communication and Information Technology Policy, Human Rights, Social Policy, and Strategic Public Opinion and Policy Analysis to the Bachelor of Public Affairs and Policy Management (BPAPM) program effective fall 2017 and;

**THAT** Senate approve the addition of the specialization in Communication and Policy Studies to the BPAPM program effective fall 2017 and;

**THAT** Senate approve the change of name from the Specialization in Development Studies to the Specialization in Development Policy Studies to the BPAPM program effective fall 2017 and;

**THAT** Senate approve the change of name from the Specialization in International Studies to the Specialization in International Policy Studies to the BPAPM program effective fall 2017 and;

**THAT** Senate approve the addition of the concentrations: Communication Technologies and Regulation, and the Concentration in Strategic Public Opinion within the Communication and Policy Studies specialization to the BPAPM program effective fall 2017 and;

**THAT** Senate approve the addition of the concentrations: Communication Technologies and Regulation, and Strategic Public Opinion within the Communication and Policy Studies specialization to the BPAPM program effective fall 2017 and;

**THAT** Senate approve addition of the concentrations: Global Economic Relations, and Rights and Human Development within the Development Policy Studies specialization to the BPAPM program effective fall 2017 and;

**THAT** Senate approve the addition of the concentrations: International Relations and Conflict, and Security and Intelligence within the International Policy Studies specialization to the BPAPM program effective fall 2017 and;

**THAT** Senate approve the addition of the concentrations: Economic Policy, Environmental and Sustainable Energy Policy, and Social Policy within the Public Policy and Administration specialization to the BPAPM program effective fall 2017.



## MEMORANDUM

From the Senate Committee on  
Curriculum, Admission and Studies Policy

**To:** Senate  
**From:** Howard Nemiroff, Chair of SCCASP  
**Date:** Sept 9, 2016  
**Subject:** 2016-17 Academic Regulations Change

---

### For Senate approval:

SCCASP recommends to Senate changes to the academic regulations for the following section of the 16-17 calendar:

1. 2.9 Academic Accommodation for Students with Disabilities  
**Motion: That Senate approve revisions to the calendar language for Academic Accommodation for Students with Disabilities Regulations as presented.**

(docs: TBD-1425:R-UG-2.9 Academic Accommodation for Students with Disabilities)

### For Information to Senate:

SCCASP approved revisions to the 2016-17 fall, winter and (2017) summer academic schedules pertaining to the deadlines for students with disabilities to request formal examination accommodations, as presented.

(docs: 2016-17 The Academic Year)

**Minutes of the 595<sup>th</sup> Meeting of the  
Board of Governors**

**Monday, March 21<sup>st</sup>, 2016 at 5:00 p.m.  
Room 2440R River Building, Carleton University**

<b>PRESENT:</b>	Mr. A. Tattersfield, Chair	Dr. C. Carruthers	Dr. R. O'Reilly Runte
	Dr. F. Afagh	Ms. J. Gilbert (phone)	Ms. R. Thompson
	Mr. F. Alhattab	Dr. R. Gorelick	Mr. A. Ullett
	Mr. D. Andrews	Mr. E. Greenspon	Ms. L. Watson
	Ms. D. Armstrong	Mr. O. Javanpour	Mr. B. Wener
	Mr. R. Burgess	Ms. L. Levonian (phone)	Mr. M. Wernick
	Mr. D. Craig	Dr. P. Merchant	Dr. S. Whitney
	Ms. L. A. Daly (phone)	Mr. N. Nanos (phone)	
	Mr. M. El Koussy	Dr. B. Örmeci	
	Mr. K. Evans (phone)	Ms. C. Switzer	
<b>REGRETS:</b>	Ms. G. Courtland	Ms. C. Gold	Mr. J. Durrell
	Mr. B. Hobin	Mr. R. Jackson	
<b>STAFF:</b>	Ms. J. Caldwell	Ms. S. Blanchard	Dr. P. Ricketts
	Mr. D. Watt	Dr. N. Rajapakse	Mr. S. Levitt
	Mr. E. Kane	Mr. B. Winer	Ms. J. Conley
	Mr. D. Boyce	Mr. K. Mann	Mr. T. Sullivan
<b>GUESTS:</b>	Mr. J. Tomberlin		

---

**OPEN SESSION**

**1. CALL TO ORDER AND CHAIR'S REMARKS**

The Chair called the meeting to order at 5:02 p.m. and welcomed all attendees, guests and observers. He congratulated Mr. Greenspon on his recent appointment as the President of the Public Policy Forum and also acknowledged the recent victories of the Raven's Basketball and Hockey teams.



**2. DECLARATION OF CONFLICT OF INTEREST**

The Chair asked for any declarations of conflict of interest from the members as it pertained to the items on the Open agenda. There were none.

**3. APPROVAL OF AGENDA**

There was a motion by Mr. Wener and it was seconded by Mr. Craig that the agenda be approved as presented. It was carried.

**4. APPROVAL OF THE CONSENT AGENDA**

Ms. Thompson moved to approve the Consent Agenda as presented. It was seconded by Mr. Javanpour and was carried.

**5. ITEM(S) FOR DELIBERATION**

**5.1 Approval of Bylaws**

The Chair announced that Appendix A and B of the Bylaws being presented had accidentally not been included with the documents for the special resolution. A hard copy of the documents was provided to each member as a courtesy and the Chair gave notice to the Board that the appendices would be presented for consideration at the April meeting of the Board, by special resolution.

Mr. Wernick, in his capacity as Chair of the Governance Committee, made a brief presentation to the Board, providing background information on the review of the Bylaws. He noted that the committee, in collaboration with the staff in the Secretariat, have ensured that the revisions are now compliant with the anticipated changes in legislation linked with the Ontario Not-for-Profit Corporations Act.

Mr. Wernick indicated that Sections 9 and 10 of the bylaws were not reviewed by the committee as a review of them was delegated to the Clerk of Senate, through the Senate Governance Committee. It is anticipated that the committee will receive proposed changes during the 2016/17 academic year, which will then be brought to the Board for review and approval at a later date.

During the process, the committee received and discussed a number of written submissions from the Carleton community. In addition, they consulted Universities Canada and received excellent legal advice on the not-for-profit rules in Ontario. They also discussed the lessons that could be drawn from recent governance challenges faced by other post-secondary institutions across Canada.

The Committee came to the determination that the basic governance Bylaws of the University are sound and that there was no cause for a dramatic overhaul. They have clarified the boundaries between open and closed sessions and set the default to open. Also, all Board materials will be posted on the Secretariat website in advance of the meetings, making them accessible to the university community. Most Board business will be conducted in open session with media and public present or able to watch via live streaming.

Following the unanimous recommendation of the Governance and Executive committees, Mr. Wernick moved, and it was seconded by Mr. Wener to approve the following special resolution of the Board of Governors:

**WHEREAS** it is considered in the best interest of the Corporation to adopt a new general operating Bylaw of the Corporation;

On motion duly made, seconded and carried it is **RESOLVED THAT:**

1. Effective July 1, 2016 the general operating Bylaw of the Corporation (as amended) is hereby repealed and the new general operating Bylaw No.1, which has been submitted to this meeting and is annexed to the minutes of this meeting as Schedule A, is hereby approved and adopted.
2. Any one of the officers and directors of the Corporation is authorized to take all such actions and execute and deliver all such documentation, which are necessary or desirable for the implementation of this resolution.

During the discussion period following the motion, concerns were raised about the changes that were made to the student election process, which would imply that the CUSA seat would be removed. Mr. Wernick clarified that this was a misunderstanding and that in fact, the current Bylaws indicate one undergraduate student, nominated by the Carleton University Students' Association, and the same for a graduate student nominated by the GSA. The proposed Bylaw change would be to have two undergraduate and two graduate students, elected by the respective students-at-large, in an election managed by the University Secretary.

An AMENDMENT to the motion was presented by Mr. Alhattab however it was defeated.

Dr. Gorelick presented a Point of Order relating to Item 5.1, citing that because Appendices A and B were not included with the Bylaws at the time of the notification of the special resolution, that the 5-day notice requirement had not been met. The Chair reminded the members that a statement was made earlier in the meeting to acknowledge

the oversight regarding the Appendices and that the Bylaws will be presented at the current meeting while the two appendices will be presented, by way of a special resolution, at the April meeting of the Board.

Dr. Gorelick indicated that he intended to present 33 amendments to the motion to approve the Bylaws. He then presented 24 amendments, all of which were either defeated or withdrawn. None were passed.

The Chair called for a vote on the notice of special resolution. It carried with twenty-three in favour, three opposed and one abstention.

A request was made by a member that in future, should a member have a significant number of amendments to propose that they be provided to the University Secretary in advance of the meeting, so that they can be distributed to the members accordingly.

## 5.2 Approval of 2016/17 Tuition Fees

Mr. Watt spoke to a PowerPoint which was distributed to all members at the start of the meeting. His presentation included an update on the current status of the 15/16 operating budget and changes since November 2015 which will affect future planning. Some of these changes include a projected decline in the university-age population over the next six years and significant adjustments at the provincial level to funding models and Strategic Mandate Agreements.

These factors affecting potential revenue for the University, coupled with significant expenditures such as extraordinary pension payments, increased operating costs, due mainly to salaries, annual deferred maintenance costs and additional costs due to new legislation, have caused the university to give consideration to a variety of options including a possible 0% tuition increase.

Mr. Watt presented two scenarios illustrating the impact of the 0% increase. One option followed the assumption that the university would have to find a way to increase the annual enrolment intake by 12%, which would be very difficult to control and could lead to significantly lower entry standards, larger classes and crowding in facilities. The second option would be to cut costs, reducing the number of faculty and professional services staff which would, in turn, have a negative impact on the delivery of programs and services. This reduction would lead to the closure of two medium-sized departments.

Mr. Watt also presented the members with the proposed changes to miscellaneous administrative fees for students for the 16/17 academic year.

Ms. Armstrong moved, and it was seconded by Mr. Wener, to recommend the approval of the increase in tuition and miscellaneous administrative fees, as presented for the 2016/17 academic year. The motion was carried with two against and three abstentions.

The Vice-Chair commented that the Board is sensitive to the impact of a tuition increase for students. He reminded members that the highest tuition rates are in Ontario, which also has the lowest government contribution to post-secondary education, which continues to decrease each year. It was suggested that members continue to have a voice at the provincial level, sharing their concerns. A comment was made that there could be better communication from the University and the Board to the greater student population, relating to decisions about tuition increases. A request was made to work with the student Governors to find ways to better inform students, at all levels, about how financial decisions affecting tuition are made. In addition, it was noted that there are millions of dollars of unclaimed student scholarship funding across Canada and a suggestion was made to have the university explore ways to create more awareness of these opportunities, in order to tap into the unclaimed funds.

### 5.3 Approval of Funding for Sprott School of Business Building

Dean Tomberlin was invited to make a brief presentation to the Board. In addition to the working paper that was provided in advance, he shared a document summarizing “Growth Projections 2015/16 to 2020/21 for the Sprott School of Business” which addressed previous concerns that had been raised regarding the School’s ability to increase enrollment targets, thus validating the need for the building.

Mr. Craig moved to recommend the authorization of funding up to the amount of \$2.2 million for the design of the new School of Business building, as presented. The motion was seconded by Ms. Armstrong.

During discussion of the motion, a request was made to ensure that should there be no infrastructure funding from the Federal Government that the decision to proceed with the building be halted and reevaluated, and that the design contract include a termination clause to this effect. In addition, it was confirmed that the \$2.2 million for this project be allocated from the existing Nicol donation for the Sprott School of Business building.

The Chair requested that General Counsel be provided with a copy of the contract for the Design project to review the requested clauses.

A vote was taken on the motion. There was one abstention and it was carried.

### 5.4 Approval of 2016/17 Ancillary Budget

Mr. Watt made a brief presentation to the Board, referencing the report on the *Proposed Budget for Ancillary Units for 2016/17* which was provided in advance. There are nine ancillary units on campus and the mandate of these units is to generate sufficient

revenues to fund the cost of providing the services. Some of the highlights of this report included:

- **Athletics:** While this unit continues to accumulate some surpluses, there are significant deferred maintenance projects which will include new turf on the stadium field and HVAC upgrades.
- **Parking Services:** A question was raised regarding the outstanding debt in this budget and it was noted that this is linked to maintenance for the new parking structure, which is expensive to maintain.
- **Print Shop:** Underwent a name change (formerly Graphic Services) which better reflects the services provided. Also under this umbrella is the Campus Card Office which has been noticing a significant increase in the requests for copying, thanks to the new CU on the Go printers in select locations around campus. It was noted that the outstanding debt for this Service has now been paid off in full which is a significant achievement.
- **Ancillary Properties:** The National Wildlife Research Centre lease has been renewed for another ten years. While occupancy in the CTTC building is up from last year, remaining space continues to be allocated as swing space for the university, in order to address space shortages. The Office of the Vice-President (Research and International) has leased the Human Computing Interaction (HCI) building for the next four years.

In addition, the Ancillary Capital Fund continues to help support projects and initiatives that the University would not be able to otherwise fund, such as paying off the Fieldhouse debt and supporting the e-Shop purchasing initiative.

Mr. Wener moved to approve the 2016/17 Ancillary Budget as presented. It was seconded by Ms. Armstrong and was carried.

#### 5.5 Approval of Compulsory U-Pass Student Fees

A working paper was provided in advance. No further discussion took place.

Ms. Armstrong moved, and it was seconded by Mr. El Koussy, to approve the recommendation of the compulsory U-Pass fee of \$196.96 for the spring/summer sessions, as presented. The motion carried.

#### 5.6 Approve Recommendation for the 2015/16 Board Award Recipient

Dr. Carruthers spoke briefly to the working paper which was provided in advance. He thanked the Board Award Jury for their time to participate in the process.

Dr. Carruthers moved to approve the recommendation of the Community Relations & Advancement Board Award Jury that Jasmine Shaw receive the 2015/16 Board of Governors Award for Outstanding Community Achievement. It was seconded by Ms. Daly. The motion carried with one abstention.

The Chair indicated that he contacted Ms. Shaw prior to the Board meeting to let her know that her name was going to be presented to the Board as the recipient of the Award, and that it was pending Board approval.

## **6. ITEM(S) FOR INFORMATION**

### **6.1 Chair's Report**

There were no further comments from the Chair.

### **6.2 President's Report**

The President did not rush to add anything due to time. Materials were circulated in advance from the Vice-President (Students and Enrolment), the Director of University Communications and Chief Advancement Officer.

### **6.3 Committee Chair Reports**

There were no further updates.

## **7. OTHER BUSINESS**

There was none.

## **8. QUESTION PERIOD**

There were no questions.

A motion to adjourn the Open Session of the meeting was made at 8:03pm. The Chair thanked all guests who attended the Open Session and asked them to leave so that the Closed Session of the meeting could begin.



**Minutes of the 596<sup>th</sup> Meeting of the  
Board of Governors**

**Tuesday, April 26<sup>th</sup>, 2016 at 4:00 p.m.  
Room 2440R River Building, Carleton University**

<b>PRESENT:</b>	Dr. C. Carruthers	Dr. R. O'Reilly Runte	Ms. C. Switzer
	Dr. F. Afagh	Ms. C. Gold (phone)	Mr. A. Ullett
	Mr. F. Alhattab	Dr. R. Gorelick	Ms. L. Watson
	Ms. D. Armstrong (phone)	Mr. E. Greenspon (phone)	Mr. B. Wener
	Mr. R. Burgess	Mr. B. Hobin	Dr. S. Whitney
	Mr. D. Craig	Mr. R. Jackson	
	Ms. L. A. Daly	Mr. O. Javanpour	
	Mr. J. Durrell	Dr. P. Merchant	
	Mr. K. Evans	Mr. N. Nanos (phone)	
	Ms. J. Gilbert	Dr. B. Örmeci	
<b>REGRETS:</b>	Mr. M. El Koussy	Ms. L. Levonian	Ms. R. Thompson
	Mr. A. Tattersfield, Chair	Mr. D. Andrews	Ms. G. Courtland
	Mr. M. Wernick		
<b>STAFF:</b>	Ms. J. Caldwell	Ms. S. Blanchard	Mr. S. Levitt
	Mr. D. Watt	Ms. J. Conley	Mr. T. Sullivan
	Mr. D. Cumming	Mr. B. Winer	

---

**OPEN SESSION**

**1. CALL TO ORDER AND CHAIR'S REMARKS**

The Vice-Chair, Dr. Carruthers, called the meeting to order at 4:00p.m. and welcomed all attendees, guests and observers. It was noted that the Chair of the Board was not able to attend the meeting and that the Vice-Chair would be chairing the meeting in his absence.

Dr. Carruthers congratulated Dr. Örmeci noting that she will be receiving the Engineering Ambassador Award at the Partners in Research National Awards on May 3<sup>rd</sup>.

**2. DECLARATION OF CONFLICT OF INTEREST**

The Vice-Chair asked for any declarations of conflict of interest from the members. There were none.

**3. APPROVAL OF AGENDA**

Mr. Durrell moved, and it was seconded by Ms. Daly, that the agenda be approved as presented. It was carried.

**4. APPROVAL OF THE CONSENT AGENDA**

The Vice-Chair indicated that the minutes of the 595<sup>th</sup> Open Consent Agenda will be removed from the Consent Agenda as he felt that they could contain further information than they presently do. A revised version of the minutes will be presented at the June meeting of the Board.

Mr. Javanpour moved, and it was seconded by Mr. Wener, that the Open Consent agenda be approved as presented, minus the minutes of the 595<sup>th</sup> Open meeting. It was carried.

**5. ITEM(S) FOR DELIBERATION**

**5.1 Approval of Bylaws, Part II – Appendices A and B**

Mr. Evans moved to approve the following special resolution of the Board of Governors, and it was seconded by Ms. Daly:

**WHEREAS** the new General Operating Bylaw was adopted by special resolution at the March 21<sup>st</sup>, 2016, 595<sup>th</sup> meeting of the Board of Governors; and

**WHEREAS** it is considered in the best interest of the Corporation to adopt Appendices A and B to the General Operating By-law of the Corporation; and

On motion duly made, seconded and carried it is **RESOLVED THAT:**

1. Effective July 1, 2016 Appendices A and B of the General Operating By-law of the Corporation submitted to this meeting and annexed to this resolution is hereby approved and adopted.
2. Any one of the officers and directors of the Corporation is authorized to take all such actions and execute and deliver all such documentation, which are necessary or desirable for the implementation of this resolution.

Following the motion, Mr. Evans informed the Board that Appendix A (Board and Committee Meetings – Open and Closed Sessions) and Appendix B (Rules of Procedures at Meetings) are not bylaws in and of themselves but are considered stand-alone policy documents which have been recommended by the Governance Committee to be included with General Operating Bylaw No. 1 which was passed in March 2016.

He continued to note the Appendix A is a current policy that was already in place and other than a minor wording change in the first line, is identical to a version already approved by the Board. Appendix B is a new document which is intended to be a guideline for the rules of procedures that are traditionally referenced and applied at Carleton Board meetings. After further clarification regarding the use and intent of Appendix B, three minor grammatical changes were noted and will be corrected.

The Vice-Chair called for a vote on the motion for the special resolution and it was carried.

## 5.2 Approval of 2016/17 Operating Budget

In response to several requests since the March 21<sup>st</sup> meeting of the Board, Mr. Watt spoke to a handout provided in hard copy which further addressed how Carleton tuition increases are determined. He welcomed suggestions from some of the members for better ways to present the financial statements.

Mr. Watt presented the 2016/17 Operating Budget. A comprehensive Budget document with notes was provided in advance of the meeting and was referred to during the presentation.

Mr. Wener moved, and it was seconded by Mr. Javanpour, to approve the 2016/17 Operating Budget as presented. The motion carried.

## 5.3 Approval of 2016/17 Student Fees

Mr. Watt made a brief presentation, summarizing the details that were provided in the Working Paper which was provided in advance.

Mr. Wener moved, and it was seconded by Mr. Alhattab, that the proposed changes to Student Association Fees for 2016/17 be approved for implementation on September 1, 2016. The motion carried.

#### 5.4 Approval of Revisions to Advancement Policies

President Runte informed the Board that while the Philanthropic and Commemorative Naming Policies are already in effect, the recommendation before the Board at this time was to approve a proposed amendment to reflect that the Senior Management Committee has the authority to approve a Naming with a value of up to \$1,000,000. Anything above this amount will be brought to the Board.

Mr. Javanpour moved, and it was seconded by Dr. Merchant, to approve the amendment to both the Philanthropic and Commemorative Naming Policies, as presented.

A request was made that for future changes to be made to policies that the Board be presented with a version that shows track changes.

The vote was called for the motion on the table and it was carried.

### **6. ITEM(S) FOR INFORMATION**

#### 6.1 Chair's Report

There was no report.

#### 6.2 President's Report

The President provided a brief report on the following:

- Congratulations to Ms. Conley as she was recently named as the Association of Fundraising Professionals (AFP) Outstanding Fundraising Executive of the Year Award for 2016. In addition, and also from Ms. Conley's team, Mr. Savenkoff was named as one of the Top 40 Under 40 business professionals in the Ottawa area.
- Mr. Watt will be receiving an award from CAUBO for distinguished service to Carleton University and the university community-at-large.
- Two faculty from Carleton were finalists for three major book awards.
- Dr. Rajapakse, with the help of his team, completed the submission of the Aerospace Grant.
- Dr. Ricketts received additional funding from the province for distance learning.
- The Governor General has confirmed his attendance at one of the convocation ceremonies
- A recent trip to Hong Kong and Indonesia included the receipt of considerable gifts for student scholarships and awards including a number of graduate fellowships.

Mr. Cumming spoke briefly to the activities of the Department of University Communications, which were listed on the handout provided in advance.

Due to time constraints, Ms. Blanchard referred the Board to her report which was provided in advance.

### 6.3 Committee Chair Reports

**Finance Committee** – Ms. Armstrong indicated that significant business of the committee had already been presented in earlier discussions of this meeting.

**Building Program** – Mr. Hobin indicated that the committee will be making a presentation to the Board in June on the results of the Campus Master Plan. He also noted that good progress on the Health Science Building is being made. In addition, a committee has been struck with representatives from the Building Program, Administration and the Sprott School to conduct interviews with the short list of candidates for the Architectural Design Consultants for the Business School building project.

## 7. **OTHER BUSINESS**

There was none.

## 8. **QUESTION PERIOD**

There were no questions.

A motion to adjourn the Open Session of the meeting was made at 5:40pm. The Vice-Chair thanked all guests who attended the Open Session and asked them to leave so that the Closed Session of the meeting could begin.