



*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 November 29, 2019 at 2:00 pm  
Senate Room, Robertson Hall**

**MINUTES – OPEN SESSION**

**Present:** S. Ajila, B.A. Bacon (Chair), M. Barbeau, S. Blanchard, A. Bowker, D. Brown, N. Cappuccino, A. Chandler, M. Close, J. Deaville, D. Deugo, T. Di Leo Browne, D. Dragunoiu, D. Gillberg, R. Goubran, H. Gupta, K. Hellemans, O. Hobbs, F. Hosseinian, B. Hughes, E. Bilodeau (proxy for W. Jones), C. Joslin, L. Kostiuik, J. Kovalio, Z. Kryworuchka, E. Kwan, C. Macdonald, R. McKay, H. Nemiroff (Acting Clerk), D. Nussbaum, J. Paulson, A. Plourde, P. Rankin, M. Rooney, W. Shi, A. Shotwell, D. Siddiqi, S. Sivathayalan, E. Sloan, P. Smith, J. Tomberlin, A. Tremblay, C. Trudel, K. von Finckenstein, J. Voordouw, C. Warner, P. Wilson, J. Wolfart, P. Wolff, W. Ye

**Regrets:** L. Akagbosu, O. Baysal, T. Boswell, S. Boyle, A. Courchene, T. Daniels, C. Dion, K. Evans, P. Farrell, P. Gunupudi, M. Haines, B. A. Kuzmarov (Clerk), J. Liu, S. Moran, M. Piché, C. Viju, B. Wright

**Absent:** A. Ahmad, J. Bruno, J. Cheetham, C. Cruickshank, P. Dion, B. Hallgrimsson, P. Lagasse, S. Parathundiyil, B. Popplewell, S. Shires, S. Srinivasan, J. Stoner

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**Open Session:**

**1. Welcome (Chair) & Approval of Acting Clerk**

The Chair welcomed Senators to the meeting at 2:00 pm. He noted the absence of Betina Appel Kuzmarov (Clerk), and that Howard Nemiroff had been asked to take on the role of Acting Clerk for this meeting only.

It was **MOVED** (C. Macdonald, Z. Kryworuchka) that Senate approve the appointment of Howard Nemiroff as Acting Clerk for the Senate meeting of November 29, 2019. The motion **PASSED**.

## 2. Approval of Agenda (open)

It was **MOVED** (M. Close, D. Deugo) that Senate approve the agenda for the meeting of Senate on November 29, 2019, as presented.

The motion **PASSED**.

## 3. Minutes: October 18, 2019 (open session)

It was **MOVED** (J. Wolfart, A. Tremblay) that Senate approve the minutes of the open session of the Senate meeting of October 18, 2019, as presented.

The motion **PASSED**.

## 4. Matters Arising:

There were none.

## 5. Chair's Remarks

The Chair highlighted the following newsworthy events from the past month:

- Fall Convocation on November 9<sup>th</sup>: Over 1,300 students graduated and an honorary degree was awarded to Mary Ellen Turpel-Lafond. The Chair congratulated the graduates and thanked all Senators who took part in the event.
- At the *Excellence Canada Summit* in Toronto on November 5, Carleton became the first post-secondary institution in Canada to receive Gold Level Certification in Mental Health at Work. The Chair noted the significance of this national recognition, and Carleton's commitment to continue the work of improving mental health for our community.
- Carleton has established 3-year Chairs in Teaching Innovation, to be awarded to educators in recognition of their teaching excellence and innovation. The Chair congratulated the inaugural winners of this distinction: Professors Melanie Adrian (Law & Legal Studies) and Mira Sucharov (Political Science).
- Research Info-Source Rankings: Carleton University is showing a year over year increase of 29% in research funding – the largest such increase of any comprehensive or medical university in this country. The Chair extended congratulations to all researchers at Carleton for achieving this distinction.
- On November 21, Carleton co-hosted the annual meeting and Celebration of Excellence and Engagement of the Royal Society of Canada, in partnership with the University of Ottawa and the National Research Council. 650 delegates from across the country attended. Four Carleton scholars became fellows of the Royal Society this year: Norman Hillmer (History), Tim Cook

(History), Robert Letcher (Biology), and Rianne Mahon (Public Policy & Administration). Carleton Chancellor Professor Lenore Fahrig, who recently was awarded the Romanowski Medal for Environmental Research, also spoke at the event.

- Carleton University partnered with TVO to launch the new TVO Indigenous Hub at Carleton's School of Journalism and Communication. Journalist in Residence Shelby Lisk will feature Indigenous perspectives and voices from across Ontario and will be a valuable resource for Carleton journalism students and the Carleton community.
- Carleton faculty and staff are invited to the annual Holiday Luncheon on December 5<sup>th</sup> in the Fieldhouse. Over 1,500 people are expected to attend.

## 6. Question Period

Two questions were submitted in advance by Senator Justin Paulson.

*Question #1: A colleague in FASS received an odd phone call recently from the new Manager of Student Conduct and Harm Reduction regarding a student's grade, and asked that I enquire at Senate as to what role this person is playing in relation to university academics generally and professors specifically. Part of this staff member's job description includes that the manager is supposed to "persuade" — does this include persuading professors and instructors? Is the job to advocate for students by calling profs? Suggesting accommodations should be considered or grades be changed outside of the usual structures of the PMC and the Dean's office? If this office is to play an intervening role in university academics, has this been cleared by Senate?*

The Vice-President, Students & Enrolment and University Registrar, Suzanne Blanchard, responded to this question. She noted the recent restructuring of the Student Affairs portfolio which resulted in the appointment of a new Associate Vice-President of Students Affairs, and the separation of this unit into Student Life (Orientation) and Student Support (for mental health, student conduct, harm reduction and other issues). Currently, three case managers under Student Support meet with students who may need extra help in personal and academic matters. Case managers may reach out to faculty members to inform them of the student's situation, but their role is to share information in an effort to support students, not to persuade faculty on academic matters. Case managers may persuade or encourage students to take positive steps to remedy their situation, but there is no role for Student Affairs in academic accommodations per se.

Question #2: *We need to have a clear discussion about FGPA's actual or perceived policies regarding time-to-completion, extensions, leaves of absence, and the policies concerning exemptions from those norms. My perception, shared by a number of FASS colleagues whom I represent, is that the actual Senate-approved policies are vague, yet for the last few years have imposed strictly and with a Draconian one-size-fits-all approach. a) Which FGPA policies regarding times-to-completion and extension are Senate policies, and which are internal to FGPA? b) The university claims to care about mental health, yet still imposes a three-term limit for LOAs for health leave. Why? (This makes no sense to me.) c) Timelines for completion that force FASS students to complete under time schedules designed for science labs place unreasonable pressure on our students and simply encourage a lack of rigour, minimal fieldwork, and fast/shoddy scholarship. Will FGPA work with Senate to revise our approach?*

The Dean of the Faculty of Graduate & Postdoctoral Affairs, Patrice Smith, responded to this question. She noted that the regulation is based on the norm for our sector and that so far FGPA has not perceived a need to amend it. Senator Shotwell asked why the limit for Leaves of Absence (LOAs) is three terms. She noted that many students need to work full time while studying, take longer to complete their degrees, and may need additional LOAs. The Dean responded that LOAs have been approved for students beyond the 3 terms, depending on the circumstances. The FGPA is implementing a more individualized and holistic approach that will monitor the student's progress and engage faculty members as well, to ensure all are on the same page. A Senator suggested that this matter might be brought to the Senate Review Committee, but this is not possible as the Senate Review Committee is without a Chair and cannot meet. It was agreed to bring the question to SCCASP for further consideration and to continue the discussion off-line, possibly bringing the issue back to Senate in the future.

## 7. Administration (Clerk)

### a. Senate membership ratification

The Senate Office received a nomination for Julia Sinclair-Palm to fill the faculty vacancy for FASS on Senate.

It was **MOVED** (P. Rankin, A. Bowker) that Senate ratify the new Senate appointment, as presented.

The motion **PASSED**.

The Acting Clerk noted that there remain some vacancies for Senators on Senate committees, and that the Secretariat Office will be distributing a *Call for Nominations* within the next few days.

## 8. Reports:

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

#### Items for Approval (3):

1) Co-op B. Eng. Admission and Continuation Regulation Revision. Removal of CCDP2100 course from the coop requirement.

It was **MOVED** (H. Nemiroff, S. Blanchard) that Senate approve the revisions to regulation TBD 1585 R-UG-COOP-BENG for the 2020-21 Undergraduate calendar as presented.

The motion **PASSED**.

2) Regulation 5.5 – Change of Grade (New regulation specifying a time limit within which faculty can submit a change of grade request.)

It was **MOVED** (H. Nemiroff, D. Siddiqi) that Senate approve the revisions to Reg. 5.5 for the 2020-21 Undergraduate calendar as presented.

#### Discussion:

The new regulation specifies that change of grade requests must be completed within 6 months of the last day of the exam period. Some Senators felt this time limit was too restrictive and advocated for a longer period. The Chair of SCCASP and the University Registrar noted that according to their research the majority of these requests can be completed within the 6 month window but an extension would be possible in consultation with the Associate Dean of the Faculty. It was also noted that an appeals process can be initiated if the extension is not granted by the Associate Dean in the case, for example, of a student's mental health crisis.

The motion **PASSED**, with 3 Senators opposed and 5 abstaining.

3) Reg. 10.4 (TBD 1800: R-GR-General Regulations) – Change of Grade  
(same change as #2, but for graduate calendar)

It was **MOVED** (H. Nemiroff, D. Siddiqi) that Senate approve the revisions to Reg. 10.4 for the 2020-21 Graduate calendar as presented.

The motion **PASSED**, with 1 Senator opposed and 11 abstaining.

**Items for Discussion:** Amnesty Motion: Carleton University Senate Policy on the Academic Implications of Labour Disputes (Nov 29, 2019)

The *Carleton University Senate Policy on the Academic Implications of Labour Disputes* was developed in response to a motion brought to Senate by Senator Alexis Shotwell in May of 2018. The original motion as passed by Senate is copied below:

*Whereas a labour disruption, legal strike, or lock-out at Carleton University may significantly affect students' ability to attend class, access resources, receive academic guidance, and complete academic assignments in a timely manner; Whereas during a labour disruption, legal strike, or a lock-out it remains the obligation of Senate as the final academic authority on campus to ensure the maintenance of high academic standards and quality for all programs across the university; Senate asks SCCASP to develop a formal policy governing the process of providing accommodation for students unable to participate in academic activities in the case of a labour disruption, legal strike, or lock-out while maintaining academic standards under these circumstances.*

Senators received in their meeting package a third draft of the policy, based on the most recent feedback from Senate in September 2019. A notice of motion on the policy will be brought to Senate for vote in January 2020.

The Chair of SCCASP noted the following responses from SCCASP to the most recent comments from Senate on the policy:

- Section 1.3 – Senators had questioned the requirement that the policy come into effect only for labour disruptions lasting longer than 10 days. SCCASP added section 1.3.1 which explained that in cases of such brief disruptions faculty are in the best position to determine what accommodations are appropriate.
- Section 2.2.1 – There had been a request from some Senators to change the phrase “may be entitled” to “will be entitled.” SCCASP rejected this suggestion, since there may be occasions where accommodations cannot be made.
- Sections 2 & 3 – Senators had expressed concern around determining what accommodations are reasonable:
  - Section 2.3.1 – States that the Provost is authorized to provide this information.
  - Section 3.1.1.1 - Communication and Dissemination of Information will occur via the *Provost’s Advisory Committee on the Continuity of Academic Operations* (Academic Continuity Committee)
- There was a question regarding how programs in collaboration with other institutions would respond to labour disruptions (e.g. the BIT program, which is a collaborative program with Algonquin College). SCCASP recommends that the Amnesty Policy only apply to Carleton University and its students. Other institutions will have their own policies.

Discussion:

Senators asked for clarification on the role of the *Provost’s Advisory Committee on the Continuity of Academic Operations*. There was concern that Senate might be relinquishing its authority unnecessarily to this committee, since Senate still would have the ability to conduct electronic meetings and/or short notice meetings to deal with academic issues during a labour disruption. The Provost replied that this committee deals with day-to-day issues that are not relevant to Senate; anything in the purview of Senate would be brought to Senate. The advisory committee is mentioned in this policy because of its role in disseminating communications.

Other Senators felt that the language in 2.2.1: “students . . . may be entitled to appropriate accommodations” should be changed to “students... will be entitled to appropriate accommodations.” The Chair of SCCASP agreed to bring this suggestion back to the committee for consideration. The Chair of Senate asked that the original motion be circulated prior to the next Senate meeting in January, when Senate will vote on the policy.

**Items for Information:**

The following items were presented to Senate for information. There was no discussion.

- 1) Concentration Definition (Glossary)
- 2) Draft Multi-Year Academic Schedule 2020 – 2027
- 3) Draft Schedule for Summer 2021-2027
- 4) 2020-21 Fall-Win-Sum Academic Schedule

**8-Reports, cont'd**

**b. Senate Quality Assurance and Planning Committee (SQAPC)**

SQAPC Chair, Dwight Deugo noted that Carleton's new Institutional Quality Assurance Process (IQAP) was ratified and approved by the Ontario Universities Council on Quality Assurance on November 22<sup>nd</sup>. He thanked all involved in the creation of the new IQAP, particularly Lorraine Dyke for her leadership on this process.

**Omnibus Motion:**

It was **MOVED** (D. Deugo, P. Wolff) that Senate approve the Final Assessment Reports and Executive Summaries arising from the Cyclical Reviews for the programs presented.

The motion **PASSED**.

**Individual Motions:**

**MOTION:** that Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate and graduate programs in African Studies.

**MOTION:** that Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate and graduate programs in Applied Linguistics and Discourse Studies.



**MOTION:** that Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate and graduate programs in Cognitive Science.

**MOTION:** that Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate and graduate programs in Neuroscience and Mental Health.

## 9. Carleton University Indigenous Strategic Initiatives Committee (CUISIC) Calls to Action

The Chair introduced CUISIC Co-Chairs Kahente Horn-Miller, Benny Michaud, and Jerry Tomberlin, and administrator Theresa Hendricks. The Chair acknowledged the guest presence at Senate of Dr. John M. H. Kelly, Co-Director of CIRCLE.

Kahente Horn-Miller began by reviewing the process leading up to the development of the 41 Calls to Action. The initiative began in December 2018 with the establishment of a 32-member committee composed of faculty, staff, students, and community members. The committee developed themes and questions for a series of consultations that were scheduled from March to September 2019. Over 600 people were consulted through this process, including members of the Carleton community, members of Kitigan Zibi, Akwesasne, and Pikwakanagan communities, and service organizations in the Ottawa region. The 41 Calls to Action have been posted online; feedback was received and incorporated into the final version posted at Senate today.

Co-Chair Jerry Tomberlin highlighted a few changes made since the Calls were circulated to Senators in the meeting package:

- The first two Calls under *Indigenous Institutional Support* were combined into one longer item for clarity.
- A Call for financial support was added under *Calls for Student Support*.
- The last two Calls were moved from *Research & Innovation* to *Culture, System & Structure*.

Discussion:

D. Siddiqi thanked the committee for their work on this initiative. The Chair thanked the members of the committee and all from Carleton who participated in this endeavor.

It was clarified that these Calls would be presented as well to the Board of Governors, and that any items under the purview of the Board would be brought back to the Board as well. The Provost noted in response to a question that an implementation plan will be developed in January 2020, and that Senate will be updated on a regular basis.

It was **MOVED** (D. Siddiqi, J. Wolfart) that Senate receive the CUISIC Calls to Action, understanding that any action under the purview of Senate will in due course be brought back to Senate for approval, and that Senate thank the members of the Carleton University Indigenous Strategic Initiatives Committee for their work on this important initiative.  
The motion **PASSED UNANIMOUSLY**.

## 10. Strategic Integrated Plan Update

Co-Chair Patrice Smith provided a review on the activities of the SIP Task Force:

- Launch on September 6, 2019,
- Speaker Series: 8 Events, 13 speakers, more than 600 people participated
- 40 Consultations: more than 1,000 people participated
- Themed Consultations: 150 people consulted

Based on the consultations, the committee identified 4 Mission Pillars:

- Research
- Teaching & Learning
- Student Experience
- Organizational Excellence

Emerging preliminary strategic directions include:

- Leadership in Sustainability
- Access, Equity, Diversity, Inclusion
- Healthy Environments
- Internationalization
- Campus-Community engagement
- Real-World / Social Impact Beyond Disciplinary Boundaries
- Innovation

- Indigenous Initiatives

The following next steps were identified:

- Summary Document for community – prepared in December & January
- SIP Process Update to Senate – January & February
- SIP Draft Available for Review – March & April
- Approval of Draft – May

The Chair of Senate noted the strong consultation process and thanked Patrice Smith and the other co-chairs for their work on this file.

A Senator asked how Carleton's reputation can be addressed in this plan. The Chair noted that a Strategic Plan is by definition a reputation plan, but that a separate communications plan and reputational strategy will be developed for the SIP rollout.

Several Senators noted that strategic terms like innovation, sustainability, or even leadership have become overused and tired. Almost all universities make these same claims in their strategic plans; Carleton's SIP needs terms with more weight and relevance to Carleton. It was noted as well that many great stories were told around the table during the consultation process, and that these stories could potentially be a source of more meaningful language, imagery and symbolism for Carleton's SIP narratives.

The Chair thanked Senators for their comments and encouraged all to continue to contribute to the online discussion via the feedback page on the SIP website.

## **11. Strategic Mandate Agreement (SMA) Update**

President Benoit Antoine Bacon and Provost Jerry Tomberlin provided an update on the SMA3 process. President Bacon noted that Carleton representatives met with the Ministry of Training, Colleges and Universities in early November, and presented Carleton's responses to the 10 metrics that had been specified by the government. The presentation was well received, but the Ministry felt that Carleton's response to the *Institutional Strength* metric was too broad. The Ministry specified that programs in this metric must apply to 30-50% of the student population, and must have measurable standards of strength and success.

The Provost suggested *Interdisciplinarity* as Carleton's institutional strength, since it is consistent with Carleton's research stories, and has also emerged as a major theme in the Strategic Integrated Plan process. The Ministry responded positively to this

suggestion. The Provost and Vice-Provost have developed a preliminary list of interdisciplinary programs that includes representation from all Faculties, matches the distribution of students across the university, and represents programs with higher than average high school entering averages (for undergraduate programs) and higher than average graduation rates. It was suggested that cross-appointed faculty and cross-listed courses also could strengthen the narrative around this metric. Deans are currently reviewing the list and discussions will continue in the New Year.

## 12. Coordinated Accessibility Strategy Presentation

Boris Vukovic and Adrian Chan, Co-Chairs of the Coordinated Accessibility Strategy Steering Committee, presented an overview of the Coordinated Accessibility Strategy and a summary of the activities of the steering committee and working group over the past year.

The Coordinated Accessibility Strategy originated from a Call to Action, from the previous SIP, to develop a university-wide strategy around accessibility. The phases of the project were outlined for Senators along a project timeline:

- Listening Phase: November to December 2018. Information was collected from the community; due to the large volume of feedback this phase was extended by several months, ending in March 2019.
- Tactical Phase: November 2018 to February 2019. Feedback was analyzed to develop recommendations.
- Drafting Phase: April to November, 2019. A draft of the strategy was developed.
- Fine-Tuning Phase: November 2019. Final feedback received was used to fine-tune the strategy.
- Finalization Phase: December 2019. Release date will be early in 2020.

Co-Chair Adrian Chan described the phases of the consultation process, outlined the purpose, vision and guiding values of the initiative, and noted seven areas of focus as identified through the consultation phase. Each area of focus includes a set of objectives and recommendations or actionable items. Senators were encouraged to review the draft strategy and to provide feedback via the Coordinated Accessibility Strategy website portal.

Senators asked for information on how this strategy will be implemented. Coordination and knowledge will be held centrally, but responsibility for implementing recommendations will lie with the individual units across the campus.

The Chair thanked the Co-Chairs and committee members for their work on this initiative.

### **13. Reports for Information:**

- o **Senate Executive Committee Minutes:** October 18, 2019  
There was no discussion.

### **14. Other Business**

Senators were reminded of the Carleton Annual Round Dance planned for the evening, from 6:00 – 9:00 pm in the Residence Commons. All Senators were invited.

The Chair also acknowledged and welcomed visitors from Yukon University, formerly Yukon College, who have been visiting Carleton and other universities to investigate models of academic governance.

### **15. Adjournment**

The meeting was adjourned at 4:00 pm.