



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 March 27, 2020 at 2:00 pm  
Via Zoom Videoconference\***

**MINUTES – OPEN SESSION**

**Present/Registered:** A. Ahmad, S. Ajila, L. Akagbosu, B.A. Bacon (Chair), M. Barbeau, O. Baysal, S. Blanchard, T. Boswell, A. Bowker, S. Boyle, D. Brown, J. Bruno, N. Cappuccino, A. Chandler, M. Close, C. Cruickshank, T. Daniels, J. Deaville, D. Deugo, T. Di Leo Browne, C. Dion, P. Dion, D. Dragunoiu, K. Evans, P. Farrell, D. Gillberg, R. Goubran, P. Gunupudi, H. Gupta, M. Haines, B. Hallgrímsson, K. Hellemans, O. Hobbs, F. Hosseinian, B. Hughes, C. Joslin, L. Kostiuk, J. Kovalio, Z. Kryworuchka, B. A. Kuzmarov (Clerk), E. Kwan, A. Lannon, J. Liiu, C. Macdonald, R. McKay, H. Nemiroff, D. Nussbaum, S. Parathundyil, J. Paulson, M. Piche, A. Plourde, B. Popplewell, P. Rankin, M. Rooney, W. Shi, S. Shires, A. Shotwell, D. Siddiqi, J. Sinclair-Palm, S. Sivathayalan, E. Sloan, P. Smith, J. Stoner, J. Tomberlin, A. Tremblay, C. Trudel, K. von Finckenstein, J. Voordouw, C. Warner, P. Wilson, J. Wolfart, P. Wolff, B. Wright, W. ye

**Regrets:** C. Viju,

**Absent:** J. Cheetham, A. Courchene, P. Lagasse, S. Moran, S. Srinivasan

**Recording Secretary:** K. McKinley

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\*Recording Secretary's Note: Due to the Covid-19 Pandemic and directives from public health authorities as well as federal and provincial governments, Senate moved to a virtual meeting platform for this meeting. The platform also allowed for Senators without a computer to join via telephone. Voting on motions was accomplished via a polling feature of the platform; those calling in registered their votes by email to the recording secretary.

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**Open Session:**

**1. Welcome (Chair) & Approval of Agenda**

The Chair welcomed all Senators to the first ever remotely held Senate meeting, via Zoom. Due to the ongoing health crisis caused by the Covid-19 pandemic, Senate will continue to meet using video-conferencing platforms until it is safe

to resume in-person meetings.

The Chair began the meeting by reviewing the following video-conferencing protocols established for Senate Zoom meetings:

- Senators should remain muted and with video cameras off until called upon by the Chair to speak.
- Presenters can turn on their video camera and microphone when it is their turn to speak to an agenda item.
- Senators should activate the CHAT function and use it to gain the floor for questions and comments, and also to indicate when they want to move or second motions. Senators are asked to reserve the CHAT for these functions and not to use it for Chats on the side.
- Senators will be able to vote on motions via live polls. Those joining by telephone need to email the Assistant University Secretary their responses to each poll.

It was **MOVED** (M. Close, S. Parathundyil) that Senate approve the agenda for the meeting of Senate on March 27, 2020, as presented.

The Chair noted that 4 emergency motions (circulated 2 days prior to the meeting), should be inserted as a new Item 6 on the agenda, entitled "Emergency Motions" and containing four sections (a, b, c, and d) for the four motions being presented. All subsequent Items on the agenda would be renumbered accordingly.

With this addition to the agenda, the motion **PASSED**.

## 2. Minutes: February 28, 2020 (open session)

It was **MOVED** (M. Haines, J. Bruno) that Senate approve the minutes of the Open Session on February 28, 2020, as presented.

The motion **PASSED**.

## 3. Matters Arising

There were none.

#### **4. Chair's Remarks**

The Chair began his remarks by acknowledging that the situation Carleton is faced with is unprecedented and extremely challenging. The Chair has been releasing daily updates, summarizing in real time the latest developments in the Covid-19 pandemic, and Carleton's responses to them. The priority in making these difficult decisions has always been the safety of the Carleton community, the need to flatten the curve of the pandemic, and the need to preserve Carleton's academic mission with flexibility and compassion, bringing students to the safe completion of the semester.

The Chair praised the entire Carleton community for their calm, mature and compassionate dedication to Carleton's academic mission and for helping students through this difficult time. He noted as well that Carleton has donated all of its protective medical equipment and supplies to the Ottawa Hospital for the frontline workers dealing with the Covid-19 pandemic.

#### **5. Question Period**

Three questions were submitted in advance by Senator Morgan Rooney:

- 1) *Can Senate Executive update the Senate body on plans for ensuring that Senate can continue its business and Senators can continue to participate in the business of Senate (hopefully, remotely)? (If someone else has asked a form of this question, feel free to disregard.)*

The Clerk of Senate responded to this question. Since the AGU contains a provision for e-votes, Senate was able to use an e-poll on March 16 to approve a provision allowing Senate to meet virtually through video-conferencing. This platform will enable Senate to continue to perform its academic governance duties and to complete the semester. The Clerk thanked Senators for their flexibility and for their support of these new measures.

- 2) *This crisis is exposing how ill-prepared the university sector is for something like this. When this current crisis has ended, will Senate or senior leadership recommend the formation of a committee to investigate and develop recommendations for emergency preparedness measures for everyone in a teaching role (faculty, CIs, and TAs) in the event of another pandemic? I'm thinking especially of basic competencies for teaching online in particular (using cuLearn, Kaltura, BigBlueButton; designing online assessments; etc.)? I am confident that Carleton's instructors care deeply for their students and will*

*do everything they can to continue on, but I also know too well that asking 3500+ education workers (many in part-time roles) to transform their pedagogical practice over the course of a weekend is clearly going to present severe challenges.*

The Provost responded to this question. He noted that a number of tools to move courses online are available to instructors. He also noted that instructors should remain flexible and accommodating in making the shift to online instruction and evaluation. The Chair added that the university sector does need to continue to prepare for events like this moving forward.

- 3) *What does the move to online course delivery (and online final exams) mean for programs that have accreditation requirements? (Engineering, Sprott, Social Work, etc.) Are we making these decisions regarding academic matters in consultation with the appropriate accreditation bodies?*

In response to this question, the Dean of Sprott circulated the following statement released by the Association to Advance Collegiate Schools of Business (AACSB) on March 18, 2020:

"In response to COVID-19 more than half of AACSB member schools have converted face-to-face courses to virtual options. These innovative offerings provide learners with an important balance: continuing their education while also ensuring the health of their communities. Many AACSB-accredited institutions have offered blended and online programs for years, and the accreditation standards support such delivery models and ensure the same high quality education as any other program." Stephanie Bryant, Executive Vice President and Chief Accreditation Officer, AACSB

The Dean of Engineering also shared a statement released by the Canadian Engineering Accreditation Board (CEAB), which stated that the Accreditation Board criteria are not limited to a particular mode of delivery, and that universities temporarily moving courses online are not required to submit a notice of change to the CEAB.

The Dean of FPA noted that the School of Social Work at Carleton has worked closely with its accreditation body in devising its approach to deal with this situation. Many of the materials developed by Carleton's School of Social Work

are now being used by other institutions across the country, in both English and French.

*Follow-up questions from Senators focussed on faculty workload as well as the possible waiving of some fees. Answers reflected the fact that it was early in the crisis and that issues of workload and finances would have to be considered holistically once all the information was available.*

*It was also asked whether there were plans to do a post-epidemic assessment to gather lessons learned, and whether the community would have the opportunity to provide feedback, and it was agreed that this was a good idea.*

## **6. Emergency Motions**

The Chair introduced four emergency motions that have been brought to Senate as a result of the Covid-19 pandemic. These motions were circulated to Senators just two days before the Senate meeting; as a result, each emergency motion was preceded by a waive-of-notice-of-motion vote requiring 2/3 majority approval.

### **Motion #1: Grade Mode Option**

In order to ensure that students in the Winter 2020 term are not unduly disadvantaged by the recent mandated shift to remote delivery of all courses, the Provost's Office proposed an additional grading mode that would allow students, on a course-by-course basis, to convert their grades to SAT/UNS. The originally recorded grade would remain available in the student record, if it is needed for other purposes.

It was **MOVED** (P. Smith, J. Paulson) that Senate waive the notice of motion for the motion presented by the Provost regarding grade mode options for the Winter 2020 term.

The motion **PASSED**, with one abstention and none opposed.

It was **MOVED** (J. Tomberlin, K. Hellemans) that Senate approve the proposal to allow SAT/UNS designations for the Winter 2020 term, as presented.

#### **Discussion:**

- Senators asked if the SAT/UNS option might be harmful for some students, who may need the letter grades for graduate admissions, scholarships, etc., and that it might disadvantage strong students. In response, it was noted that the SAT/UNS designation is optional; students can choose to keep letter grades for their courses. Teaching staff are also encouraged to be as flexible as possible and to consider alternatives for students in

their classes as appropriate. Students who are not satisfied with the options provided by their instructor can contact their department Chair or Associate Dean. It was also noted that other schools will be aware of Covid-19 anomalies and will take these into consideration in graduate and scholarship applications.

- In response to a question regarding the timeline of the motion, it was noted that, if the motion is passed, a communication to the community will be released immediately after the Senate meeting, if possible. Students will have until May 29, 2020 to decide if they want to change their grading option to a SAT/UNS designation. This allows students to decide which option would be in their best interest. It was also noted that the student's request will not be shared with their instructor(s).
- In response to a question, it was noted that this option is not being offered for the summer term because courses offered in the first half of the summer 2020 term are prepared and ready to go online.
- A Senator asked how scholarships would work if students opt for SAT/UNS. The Registrar replied that all aspects of academic performance evaluation and scholarships, including individual formulas, will be examined to ensure that students will not be disadvantaged.
- A Senator asked how we can make it easier for students to understand their choices. The Registrar noted that all advisors have been fully briefed and will respond to emails as they receive them. Online FAQs will also be posted and available to students. It was also noted that an UNS grade will not prevent the student from progressing in their performance evaluation. Since the SAT/UNS will not be counted in the academic evaluation, a grade of UNS will not jeopardize a student who is under academic warning.
- The Registrar also noted that if a student requested a SAT/UNS instead of a letter grade, but later needs the letter grade s/he would have received for that course in order to meet entrance requirements, for example, the Registrar's Office can provide a confirmation for the institution.

The motion **PASSED**, with 2 abstentions and none opposed.

#### **Motion #2: Convocation Dates 2020**

In accordance with recommendations from health authorities and the provincial and federal governments regarding physical distancing guidelines, the Clerk of Senate presented a motion for Senate to support the decision to postpone the Spring Convocation to an unspecified date in the fall of 2020. The Clerk noted that Convocation would be postponed but students would still graduate in June.

It was **MOVED** (S. Paul, Z. Kryworuchka) that Senate waive the notice of motion for the motion from the Clerk of Senate regarding Convocation dates for 2020. The motion **PASSED** unanimously.

It was **MOVED** (B. Kuzmarov, S. Boyle) that Senate supports the postponement of the Spring 2020 Convocation Ceremonies to a later time, with the new dates to be in line with the guidelines and regulations from health authorities and the provincial and federal governments.

The motion **PASSED** unanimously.

There was no discussion.

### **Motion #3: Academic Changes for Summer 2020 Semester**

Senator J. Paulson presented a motion for Senate to confirm recommendations for Summer 2020 academic changes provided by the Academic Continuity Committee in response to the global pandemic.

It was **MOVED** (J. Paulson, A. Ahmad) that Senate waive the notice of motion for the motion presented by J. Paulson regarding academic changes to the Summer 2020 semester as a result of the Covid-19 pandemic.

The motion **PASSED**, with one opposed and no abstentions.

It was **MOVED** (J. Paulson, A. Tremblay) that Senate confirms the recommendation of the Academic Continuity Committee that:

- a. Given the current health emergency, all summer 2020 courses at Carleton will be offered through online and other methods of distance learning.
- b. Summer course registration shall be delayed appropriately. Programs must prepare for and make any necessary changes to their full schedule of courses in time for them to be available on Carleton Central by April 6, 2020.
- c. All outgoing international experiential learning opportunities are cancelled for the summer 2020 term.

These measures are understood by Senate to be an extraordinary response to an extraordinary situation, and are to be implemented without precedent for the normal operations of academic programs.

Discussion:

- A Senator asked if the extra workload imposed upon Contract Instructors to migrate courses online could be compensated, considering that they are already underpaid. The Chair indicated that the financial implications of the online migration are under consideration, but that no decisions have been made yet regarding compensation.
- Another Senator asked if teaching evaluations could be waived for the Summer semester, as many of the questions on these evaluations are not applicable to online delivery. The Provost replied that teaching evaluations have been suspended for the winter, and the issue is under discussion for the summer term.
- It was noted that only those courses that can be offered online will be offered over the summer term. Courses offered in the first summer term are ready for distance learning; any that require more development for the migration online have been moved to the second summer term. Instructors have the option of cancelling the course as well.
- The effect of cancelled courses on faculty workload calculations will be considered by Deans on a case-by-case basis, and accommodations can be provided as appropriate.

The motion **PASSED**, with 3 abstentions and none opposed.

**Motion #4: Changes to Internship/Co-op Requirement for School of Industrial Design**

As a consequence of the Covid19 pandemic, and the large-scale suspension of internship programs, students in the School of Industrial Design may not be able to complete the mandatory 12-week internship period required for 4<sup>th</sup> year students enrolling in IDES4400. The Director of the School of Industrial Design presented two motions to remedy this situation and to ensure that 4<sup>th</sup>-year students would be able to graduate.

It was **MOVED** (C. Joslin, A. Shotwell) that Senate waive the notice of motion for two motions presented to Senate on March 27, 2020 by the Director of the School of Industrial Design regarding changes to SID Co-op/Internship requirements.

The motion **PASSED**, with one abstention.

It was **MOVED** (B. Hallgrímsson, L. Kostiuk) that Senate approve the suspension of aspects of the Calendar description for IDES 4400 for Winter 2020 through to Winter 2021 terms only, as presented.

The motion **PASSED**, with 2 abstentions and none opposed.

There was no discussion.

It was **MOVED** (B. Hallgrímsson, C. Trudel) that Senate approves that Special Studies Course IDES 4305 in the 2020 Fall term serve as an equivalence to the IDES 4400 course in the Fall 2020 term only and will be a SAT or UNSAT graded program requirement, so as to have no impact on the CGPA.

The motion **PASSED**, with one abstention and none opposed.

There was no discussion.

## 7. Administration (Clerk)

### a. Senate Committee membership update

The Clerk of Senate provided an update on the membership status of Senate Committees. There has been a strong response from Senators and faculty members to the Call for Nominations, but vacancies for Senators still remain on the Senate Executive Committee and the Senate Academic Governance Committee. The Call for Nominations has been extended to enable the Senate Office to fill the remaining vacancies before the end of the academic year.

### b. Notice of non-advertised recruitment

The Senate Office received one notice for non-advertised recruitment for a spousal hire.

### c. 2020-21 Schedule of Senate meetings (for information)

This schedule has been made available, and was circulated to Senators for information with meeting materials.

## 8. Reports:

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

The Chair of SCCASP presented four items for information:

- Minor Modifications
- Additional Regulations for the BA – courses that have been added to the BA for breadth requirements
- CDN2510/FINS2510 – correction/clarification of language in the calendar regarding mode of delivery

- BIB Requirements – ensuring that qualifications for trips abroad align with ISSO requirements

There were no motions for Senators, and there was no discussion.

**b. Senate Quality Assurance and Planning Committee - SQAPC**

The Chair of SQAPC presented two items for Senate approval and one item for information.

Major Modifications (for approval): Omnibus Motion

It was **MOVED** (D. Deugo, M. Barbeau) that Senate approve the major modifications as presented below with effect from Fall 2020.

The motion **PASSED**.

Individual Motions contained in the Omnibus:

- That Senate approve the introduction of the Master of Applied Business Analytics and TIMG 5907 as presented with effect from Fall 2020.
- That Senate approve the major modifications to the Master of Information Technology programs as presented with effect from Fall 2020.

Major Modifications: Dominican University College

Major modifications from DUC are brought to SQAPC, then to Senate for ratification.

It was **MOVED** (D. Deugo, M. Close) that Senate ratify the outcome of the quality assurance process for the major modifications to DTHI/DPHY & DTHI/DTHY4005.

The Vice-Provost noted an error in the motion as circulated: DTHI/DPHY should read DPHI/DPHY. The corrected motion should read thus: *that Senate ratify the outcome of the quality assurance process for the major modifications to DPHI/DPHY & DTHI/DTHY 4005.*

With this correction, the motion **PASSED**, with 3 abstentions and none opposed.

#### Minor Modifications: Dominican University College

Minor modifications, including course changes for 2020-21, approved by the Dominican University College Academic Council were provided to Carleton University for information.

#### c. Senate Academic Governance Committee - SAGC

The Senate Academic Governance Committee (SAGC) oversees and advises the Carleton Academic Student Government (CASG) on governance matters. The CASG council recently brought proposed changes to their constitution to SAGC for review. SAGC is recommending these changes to Senate.

It was **MOVED** (B. Kuzmarov, T. Boswell) that Senate approve the changes to the Constitution of the Carleton Academic Student Government (CASG) as presented.

The motion **PASSED**, with 2 abstentions and none opposed.

#### 9. Report on Senate E-Polls, March 16-17

The Clerk reminded Senators of e-polls that had been circulated on March 16-17; results were circulated to Senators on March 17. There were no further questions or comments from Senators.

#### 10. SMA Update

The Chair noted that due to the Covid-19 pandemic the provincial government has paused the SMA process. Updates from the Ministry are expected at a future date.

#### 11. SIP -Report

The draft circulated at the last Senate meeting was posted publicly for comments on the SIP website. The period for public commentary has been extended to April 6<sup>th</sup>, and a second draft will be circulated to Senators for discussion at the April Senate meeting.

#### 12. Reports for Information:

- a. Senate Executive Committee Minutes
- b. Membership Reports
  - i. University Promotions Committee
  - ii. Tenure and Promotions Appeal Committee

There was no discussion of these items.

**13. Other Business**

The Chair noted that the next Senate meeting in April will be held remotely. The Chair thanked all involved in setting up the video-conferencing platform for this meeting.

A Senator asked about access to library materials that are not online for doctoral students' research. The University Librarian stated that they are monitoring what other universities are doing and looking for options. It was noted as well that inter-library loans currently only are available for online materials.

A Senator also asked how the SAT/UNS motion will impact doctoral defenses. The Dean of FGPA stated that they are trying to be flexible and accommodating to students, and will be evaluating on a case-by-case basis.

**14. Adjournment**

The meeting was adjourned at 4:00 pm.