



*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 May 29, 2020 at 2:00 pm  
Via Zoom Videoconference**

**MINUTES – OPEN SESSION**

**Present/Registered:** A. Ahmad, V. Asi, B.A. Bacon (Chair), M. Barbeau, O. Baysal, S. Blanchard, T. Boswell, A. Bowker, S. Boyle, D. Brown, J. Bruno, N. Cappuccino, A. Chandler, J. Cheetham, M. Close, T. Daniels, J. Deaville, D. Deugo, T. Di Leo Browne, C. Dion, D. Dragunoiu, P. Farrell, M. Gagne, D. Gillberg, R. Goubran, H. Gupta, M. Haines, B. Hallgrimsson, K. Hellemans, O. Hobbs, B. Hughes, C. Joslin, L. Kostyuk, B. A. Kuzmarov (Clerk), E. Kwan, A. Lannon, J. Liu, C. Macdonald, R. McKay, H. Nemiroff, D. Nussbaum, S. Parathundyl, J. Paulson, M. Piche, A. Plourde, B. Popplewell, P. Rankin, M. Rooney, W. Shi, A. Shotwell, D. Siddiqi, J. Sinclair-Palm, S. Sivathayalan, E. Sloan, P. Smith, J. Stoner, J. Tomberlin, C. Trudel, C. Viju, J. Voordouw, K. Weary, P. Wilson, J. Wolfart, P. Wolff, B. Wright, W. Ye

**Regrets:** S. Ajila, Z. Kryworuchka, P. Lagasse, N. Tilokani, A. Tremblay, C. Warner

**Absent:** C. Cruickshank, P. Dion, K. Evans, P. Gunupudi, F. Hosseinian, J. Kovalio, S. Moran, S. Srinivasan, K. von Finckenstein

**Guests:** R. Davies, L. Dyke, B. Michaud, T. Hendricks, K. Horn Miller, D. Nwakanma, C. Taylor, J. Van Den Dries

**Recording Secretary:** K. McKinley

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**Open Session:**

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

The Chair welcomed Senators to the third Senate meeting in 2020 held by videoconference. Meeting protocols were briefly reviewed, then the Chair welcomed four new Student Senators whose terms began May 1<sup>st</sup>: Kathleen

Weary, new president of CUSA, Matthew Gagne, new president of CASG, Namrata Tilokani, new GSA president, and the new VP Academic of GSA, Victoria Asi. Guests from the Carleton University Strategic Indigenous Initiatives Committee and Strategic Integrated Plan Task Force were also welcomed.

Finally, the Chair congratulated Senator Winnie Ye, who was awarded the 2020 Partners in Research Technology in Engineering Ambassador Award. Senator Ye was also elected as a Fellow of the Engineering Institute of Canada for her contributions to the field of silicon photonics.

It was **MOVED** (D. Deugo, M. Close) that Senate approve the agenda for the meeting of Senate on May 29, 2020, as presented.  
The motion **PASSED**.

## **2. Minutes: April 24, 2020**

It was **MOVED** (O. Hobbs, J. Paulson) that Senate approve the minutes of the Senate meeting on April 24, 2020, as presented.  
The motion **PASSED**.

## **3. Matters Arising**

There were none.

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

The Chair noted that the summer semester is underway and is progressing well. Carleton was one of the first universities to make the decision to move summer courses to online delivery, and registration has been strong. The Chair thanked all instructors for their work in making this a successful transition.

The Canada Emergency Student Benefit opened on May 15<sup>th</sup>. The Chair urged students who are not employed over the summer months to apply for this assistance. In addition, Carleton will continue to offer emergency funding for students as needed throughout the summer.

Carleton is beginning to implement the 10 recommendations of the Scenario Planning Group, including the decision to move all Fall 2020 courses online, in

order to ensure safety and equity for students. In parallel, Carleton is preparing to open research spaces as it becomes safe to do so over the coming months, in accordance with Phase 1 of the Province's re-opening framework.

Preparations are underway for the Fall semester. The Chair thanked all instructors and those who are assisting in the design and preparation of online courses to ensure that the online learning environment is welcoming and inclusive. The Chair also extended thanks to all who have assisted in the transition of services online, from academic advising to mental health counselling, and the creation of virtual social spaces and activities. Accessibility and accessible technology is an important factor to consider, and the Chair acknowledged the recent piece on this subject by Senator James Deaville, which was highlighted in Academica Group's Top 10 list for May 29.

The Chair applauded the successes of Carleton's new University Librarian, Amber Lannon, in expanding online resources available to the Carleton community. Carleton faculty, staff and students now can access over 6 million public works including digitized versions of Carleton's print collection. The Chair congratulated the entire library team for this accomplishment. In response to a question, it was noted that the MacOdrum Library also is planning to implement curbside pickup of materials, similar to the practice announced by and planned for the Ottawa Public Library.

Although Spring Convocation has been postponed, and Fall Convocation also looks unlikely, preparations are underway to hold a series of virtual celebrations for Carleton's June graduates. A special graduation webpage is under development and will include congratulatory videos, a social media wall and other activities. Festivities will begin on June 19<sup>th</sup> after graduates are approved by Senate.

In closing, the Chair asked Senators to remember and to celebrate some of the many successes of this year, including the following:

- A new high in annual research funding of \$81.7M. This represents a 2-year compounded increase of 50%, which indicates that Carleton is excelling in the world of ideas and discovery.
- Continued progress in health and wellness, especially mental health.

- Sustainability success: Carleton was named the second most sustainable university in Canada.
- Important achievements in Indigenous Initiatives, embodied by the recently released report *Kinàmàgawin Learning Together*.

The Chair invited Senators to review other highlights of the 2019–20 academic year, including a section on Senate's achievements, in the 2020 President's Report.

## 5. Question Period

No questions were submitted in advance.

## 6. Administration (Clerk)

### a. Senate membership ratification

Senate was asked to ratify three faculty members, three graduate students and one undergraduate student as new Senators for the term beginning July 1, 2020. The Clerk noted that Senate membership is almost complete, with just one faculty vacancy and three student vacancies remaining.

It was **MOVED** (B. Kuzmarov, E. Sloan) that Senate ratify the new Senate appointments, as presented.

The motion **PASSED**.

### b. Senate Survey – Call for Participation

The Clerk noted that the second annual Senate Survey has been prepared and will be circulated to Senators at the conclusion of the current Senate meeting. Senators were encouraged to complete the survey to provide feedback on their experience on Senate over the past 10 months.

### c. Call for Annual Reports from Committee Chairs

The Clerk reminded Senators that annual reports from committees that do not report regularly to Senate are due on or before June 11, 2020. The Assistant University Secretary will be in touch with Chairs to confirm details.

## 7. Reports

### a. Senate Quality Assurance and Planning Committee - SQAPC

The committee Chair, Dwight Deugo, presented one motion for an academic unit name change, one motion for major modification, and one omnibus motion for 13 cyclical review reports from the Faculty of Engineering and Design.

Academic Unit Name Change: SQAPC is recommending that the Institute of Cognitive Science be changed to the Department of Cognitive Science. The SQAPC Chair noted that the Dean of the faculty has submitted a letter in support of the change.

It was **MOVED** (D. Deugo, D. Siddiqi) that Senate recommends to the Board of Governors the change of academic unit name from the Institute of Cognitive Science to the Department of Cognitive Science, to take effect upon approval.

The motion **PASSED**, with 1 opposed and 1 abstention.

Major Modification: Name change for program in Neuroscience

The SQAPC Chair noted that the new name is a more accurate reflection of the program.

It was **MOVED** (D. Deugo, P. Wolff) that Senate approve the name change from Neuroscience B.Sc. Combined Honours to Neuroscience and Biology B.Sc. Combined Honours with effect from Fall 2021.

The motion **PASSED** unanimously.

Omnibus Motion: FARES in Engineering

The omnibus motion covers the cyclical review process outcomes of 13 different Engineering programs.

It was **MOVED** (D. Deugo, L. Kostiuk) that Senate approve the Final Assessment Reports and Executive Summaries as presented.

Discussion:

A Senator noted that some of these assessments are 6 or 7 years old, and as a result the next set of evaluations are scheduled to begin already in

2020/21. Can these be delayed? The Chair of SQAPC responded that it is important to keep these cyclical reviews on schedule, so a delay of the next round of assessments is not advisable.

In response to another question, it was noted that “good quality” or “acceptable” is a standard rating that can be accompanied by no recommendations for changes or improvements. Another Senator remarked that several concerns documented in the reports were dismissed in a single paragraph and asked how that could happen. It was noted in response that many of these concerns and issues are outdated and have been resolved or are no longer relevant.

The omnibus motion **PASSED** with 3 abstentions.

List of Individual Motions from the Omnibus Motion:

**THAT** Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in **Architectural Conservation and Sustainability Engineering**.

**THAT** Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in **Aerospace Engineering**.

**THAT** Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in **Civil Engineering**.

**THAT** Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in **Environmental Engineering**.

**THAT** Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in **Mechanical Engineering**.

**THAT** Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in **Biomedical and Mechanical Engineering**.

**THAT** Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in **Biomedical and Electrical Engineering**.

**THAT** Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in **Communications Engineering**.

**THAT** Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in **Computer Systems Engineering**.

**THAT** Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in **Electrical Engineering**.

**THAT** Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in **Engineering Physics**.

**THAT** Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in **Software Engineering**.

**THAT** Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate programs in **Sustainable and Renewable Energy Engineering**.

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

The Chair of SCCASP, Howard Nemiroff, presented one item for approval and four items for information.

Item for approval: Streams Minimum credit requirements

This is a motion to approve a change in the glossary definition of “Stream” which allows for 1.5 credits to count for a stream, instead of 2 credits.

It was **MOVED** (H. Nemiroff, D. Brown) that Senate approves the changes to the credit requirements for Stream for the 2020/21 calendar year.

The motion **PASSED**, with 3 abstentions.

Items for Information:

- Glossary: Clarification of language around course numbering, enabling pathways/streams to be reported on the transcript, and clarification of maximum elements in degree.
- Academic year deadline for Architecture has been adjusted to align with due date for submissions.
- Change degree requests have been adjusted.
- Econ 6000 level courses, previously deleted via minor modifications need to be reinstated because of delayed approvals from Ottawa University.

**c. Senate Academic Governance Committee (SAGC)**

The Clerk of Senate spoke to this item, reminding Senators that committee membership oversight became the responsibility of the Senate Academic Governance Committee (SAGC) as a result of modifications brought by the Senate Committee Review in 2019.

The Clerk noted that Senators are still needed to fill vacancies on the Senate Academic Governance Committee and the Senate Quality Assurance and Planning Committee.

It was **MOVED** (B. Kuzmarov, C. Dion) that Senate ratify the following new Senate committee appointments, as presented.

The motion **PASSED** unanimously.



## **8. Kinàmàgawin: Learning Together – Report from CUSIIC Task Force**

The final report of the CUSIIC Task Force - Kinàmàgawin: Learning Together – was circulated to Senators in advance of the meeting. Co-chairs Kahente Horn Miller, Benny Michaud and Jerry Tomberlin spoke to Senators about the process and all affirmed that it was a rewarding and meaningful collaborative experience. Over 600 people, including Senators, engaged with this project, and the report reflects what was heard in the many consultations. Kinàmàgawin has been well received by Indigenous communities as well.

The document marks the end of one process but the beginning of another, as the focus shifts to implementing the 41 Calls to Action. One of the first steps in this direction is the revamping of CIRCLE (Centre for Indigenous Research Culture Language and Education) in line with the 31<sup>st</sup> Call to Action, the creation of an Indigenous Research Centre. Another priority is drafting a new hiring policy for Indigenous faculty and staff. Other changes will take longer to implement as some will require more approvals before they can move forward. In keeping with the 41<sup>st</sup> Call to Action, it was noted that annual progress reports will be brought to Senate, to note progress made and challenges remaining as Carleton moves further into the implementation phase.

In response to a question from Senate regarding resources for these changes, it was noted that funding for ten full-time Indigenous faculty has been committed, and further resources for implementation will be available in stages as the project progresses. Departments can request support and resources to assist them in implementing recommendations. The collaborative learning bundles, for example, are expanding and evolving, and will continue to be useful to instructors.

The Chair of Senate thanked the CUSIIC Co-Chairs, the committee, and all who contributed to this important work.

## **9. Strategic Integrated Plan (SIP) - Approval**

The final draft of the Strategic Integrated Plan (SIP) was circulated in advance to Senators. Task Force Co-Chair Patrice Smith presented an overview of the SIP process to Senators, including the timeline, concept development, strategic plan formation, and drafting process with review at Senate. Overall, the process lasted almost one full year and included contributions from thousands of people. The Chair of Senate thanked the entire task force and the four co-chairs for their fine work, and Senators for their input.

It was **MOVED** (P. Smith, A. Shotwell) that Senate approve the Strategic Integrated Plan, as presented.

The motion **PASSED**, with 3 abstentions and one opposed.

## **10. Planning for Fall 2020**

### **a. Report from Carleton University Scenario Planning Group (CUSP)**

The report was circulated in advance to Senators. The Chair introduced the report's 9 guiding principles and 10 recommendations. The principles inform a value-based decision-making process, prioritizing the health of the community and the centrality of Carleton's academic mission, needs of students, equity across student groups, and the desire for decisions to be timely and finely balanced. The recommendations are anchored in a careful analysis of epidemiology, public health restrictions and guidelines, and the specific context of universities. An extensive review of several possible models and scenarios was undertaken with broad consultation given the tight timelines.

As Ontario lifts restrictions, Carleton is planning for a progressive and safe return to research labs, libraries and student services on campus in a careful and phased process. The report concludes that the only way to guarantee safety and equity for students this fall is to move all courses for undergraduate and graduate students online. Carleton was among the first universities in Canada to make this announcement. Other recommendations in the report include prioritizing student access to technology, adapting residences to ensure the safety of students staying there, devising creative online spaces and activities to minimize social isolation, and further enhancing pedagogical support for instructors.

The Chair opened the floor for discussion.

A few Senators asked about Senate's role in these decisions. As the ultimate academic authority, Senate should have a role in the decision-making process for academic changes. In response, it was noted that Carleton has preserved the role of Senate in academic governance during the pandemic by ensuring that Senate can still meet remotely. It was noted that because of recruitment deadlines for students it was necessary to make the announcement that courses would be moving online prior to the

confirmation vote at Senate. Senate was involved in confirming the decision to move summer courses online and similarly the Chair confirmed that a motion will be brought to the June Senate meeting to approve this recommendation for online course delivery in the Fall semester.

A Senator asked about whether clubs and societies would be able to occupy space on campus, and whether the university will be providing an alternative to Expo Carleton. Ontario has released a document outlining a three-phased approach to reopening the province. Among activities allowed within Phase One is research activity. Carleton is working on a process to bring people onto campus to conduct research safely. As we work into Phase 2, and more spaces on campus open, clubs and other small, safe gatherings could be possible. The Student Experience Office is working with CUSA on the Carleton Expo for the Fall. The proposal is to hold the expo online, supported by the SEO. Exhibitors will be able to provide information on their clubs, and may have the option to hold MS Teams live event sessions. Student groups will have support to make the choices that work best for them.

A Senator asked about the use of the SAT/UNS grading option for the Fall semester. In response it was noted that this was not the case for the summer semester and the matter had not been considered for the Fall. In response to another question it was noted that instructors will be encouraged to make their online courses asynchronous whenever possible, although both synchronous and asynchronous courses will be fully supported.

A Senator observed that graduate students and Contract Instructors do not receive early confirmation of which courses they are teaching for the Fall, making it very difficult for them to be able to prepare their online courses adequately. Can these timelines be altered so that graduate students and Contract Instructors receive early notification of their teaching assignments? The Chair noted that this is being carefully considered in line with various collective agreements. The university is also making a budgetary investment in IT Infrastructure and Teaching & Learning services for resources. The Provost acknowledged the challenge but noted that many of these discussions are connected to collective agreement matters that are not in the purview of Senate.

A Senator noted that the courses for the summer session are mostly full. The Registrar's Office confirmed that it is working with departments to attempt to add additional spaces, and potentially extra courses as well. It was noted in addition that Carleton is consulting with Ottawa University on joint programs and other initiatives.

A Senator observed that new International graduate students subject to travel and VISA restrictions face barriers for many sources of funding because they cannot be in Canada. At the same time, faculty members are relying upon these international students to assist with NSERC-funded research projects. The Senator asked if it would be possible to provide these students with Teaching Assistantships or Research Assistantships, as they also may be relying upon these types of funding to pay their tuition. The Dean of FGPA answered that due to advocacy efforts, new international students are now able to apply for a Social Insurance Number online, which will enable many to be paid as Teaching Assistants while abroad. The ISSO and FGPA are coordinating their efforts to continue to advocate for these students. The Chair noted that the federal government is cognizant of these issues.

**b. Review of Transition to Remote Learning**

A memo was circulated in advance to Senators. The motion was proposed in response to a suggestion in the April Senate meeting that Senate be involved in a review of the transition to online learning during the Winter semester. It was suggested that SQAPC be tasked with this review. The memo formalizes this request, asking SQAPC to report on the practices of remote teaching in Winter and Summer terms, to review best practices in remote and online teaching, to monitor online teaching preparations for Fall 2020, and to call on any resources necessary to meet this mandate.

It was **MOVED** (J. Tomberlin, J. Paulson) that Senate approve this referral to the Senate Quality Assurance and Planning Committee, as outlined.

Discussion:

A Senator observed that the study of best practices should include the use of online exams. The Provost agreed to forward this recommendation to the committee. Other Senators commented on perceived missing details in the motion, particularly regarding timelines associated with the tasks and the

consequences of any recommendations from the committee. In response, it was noted that it would be best for SQAPC to make decisions on timelines for the tasks. SQAPC's mandate is to ensure the quality of Carleton's programs, which makes it well placed to take on this review. The committee also can call on the expertise of other individuals and groups as needed to round out the representation for the project.

A Senator asked if the committee also could focus on changes required in academic regulations regarding the content and accessibility of syllabi, given the movement to online delivery. The Provost replied that this issue requires more careful consideration and reflection, and may not be within the purview of this particular review.

Finally, a Senator noted that a few other universities are holding virtual Town Halls for faculty and staff. The Chair responded that he would consider the possibility of holding one at Carleton.

The motion **PASSED** with 4 abstentions and 4 opposed.

#### **11. Reports for Information:**

##### **a. Senate Executive Committee Minutes**

There was no discussion of this item.

#### **12. Other Business**

The Chair reminded Senators that the next Senate meeting will be held on Friday June 19<sup>th</sup> beginning at 10:00 am, and will include both closed and open sessions.

#### **13. Adjournment**

The meeting was adjourned at 4:17 pm.