



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 February 15, 2019 at 2:00 p.m.
Senate Room, Robertson Hall
AGENDA**

***Note that a Closed Session will precede the Open Session of this meeting.**

Open Session:

1. Welcome & Approval of Agenda (open)

2. Minutes:

- a) January 25, 2019

3. Matters Arising

- a) Second language requirement for PhD programs

4. Chair's Remarks

5. Question Period

- a. CASG Questions regarding changes to student fees

6. Administration (Clerk)

- a. Student Senators – membership ratification
- b. Senate and Committee members – call for nominations (students) for 2019/20
- c. Update on Senate Committee Review

7. Reports:

- a. SAPC (J. Tomberlin)
- b. SCCASP (H. Nemiroff)

8. Reports for Information:

a. Senate Executive Minutes (January 15, 2019)

9. Other Business

10. Adjournment



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**Carleton University Senate
Meeting of January 25, 2019, at 2:00 pm
Senate Room, Robertson Hall**

MINUTES

Present: F. Afagh, F. Afaq, S. Ajila, S. Angulo, B.A. Bacon (Chair), S. Blanchard, A. Bowker, S. Boyle, A. Chandler, J. Coghill, , B. Creary, C. Cruickshank, J. Deaville, T. Di Leo Browne, C. Dion, L. Dyke, P. Farrell, R. Goubran, E. Grant, N. Grasse, P. Gunupudi, H. Gupta, B. Hallgrimsson, J. Hayes, W. Horn, B. Hughes, W. Jones, C. Joslin, S. Klausen, J. Kovalio, S. Kroff, B. Kuzmarov (Clerk), J. Liu, C. Macdonald, R. Mckay, H. Nemiroff, M. Neufang, S. Paul, J. Paulson, M. Piché, A. Plourde, B. Popplewell, M. Qalinle, J. Ramasubramanyam, P. Rankin, M. Rooney, L. Schweitzer, S. Shires, A. Shotwell, D. Siddiqi, E. Sloan, J. Smith, P. Smith, T. Tandon, J. Tomberlin, C. Trudel C. Viju, J P. Watzlawik-Li, J. Wolfart

Regrets: A. Dodge, D. Dragunoiu, J. Erochko, M. Esponda, K. Evans, B. Hughes, E. Kwan, D. Nussbaum, W. Shi, K. von Finckenstein

Absent: A. Ahmad, J. Cheetham, A. Harrison, W. Horn, F. Hosseinian, D. Howe, P. Lagasse, A. Maheshwari, N. Nanos, D. Oladejo, J. Stoner,

Recording Secretary: K. McKinley

Guests: K. Horn-Miller, B. Michaud (Co-chairs of CUISIC), S. Fai (Chair of the Senate Library Committee)

The Chair opened the meeting at 2:04 p.m.

1. WELCOME & APPROVAL OF AGENDA

It was **MOVED** (J. Paulson, C. Dion) that Senate approve the agenda of the Senate meeting on January 25, 2019, as presented.
The motion **PASSED**.

2. MINUTES – November 30, 2018

It was **MOVED** (E. Grant, M. Qalinle) that Senate approve the minutes of the Senate meeting on November 30, 2018, as presented.
The motion **PASSED**.

3. MATTERS ARISING

a) SCCASP Vocabulary Clarification RE: Revisions to Regulation 2.2.4 in Undergraduate Calendar as discussed in SCCASP Report, October 19, 2018. SCCASP was asked to clarify vocabulary used in this regulation, specifically “final grade” and “overall approximate grade.”

Chair Howard Nemiroff indicated that SCCASP replaced the term “final grade” in 2.2.4 with “cumulative grade earned,” which is the language used more consistently throughout the Calendar. There was no further discussion.

b) Report on co-teaching responsibilities for new program in Migration and Diaspora Studies, as discussed on October 19, 2018.

A question was raised at the Senate meeting in October 2018 regarding the heavy workload for faculty involved in co-teaching courses in this new program. Vice-Provost Lorraine Dyke reported that the question was referred back to SAPC and CUCQA for review. Program leads indicated that they did not perceive a cause for concern, but agreed to contact the Dean should any issues arise in the future. CUCQA and SAPC did not feel the need to revisit this issue. In the interim, the program has been approved by the Quality Council and is moving toward Ministry approval.

4. CHAIR’S REMARKS

The Chair wished Senators a Happy New Year, and highlighted some of the recent events and developments at Carleton University:

- Shireen Hassim will join Carleton University's Faculty of Arts & Social Sciences as the *Canada 150 Research Chair in Gender and African Politics*.
- Ellen Waterman has been appointed the first *Helmut Kallman Chair for Music in Canada*, in Carleton's School for Studies in Art & Culture.
- Halim Yanikomeroglu from the Department of Systems and Computer Engineering has been awarded a 2019 Engineering Institute of Canada Fellowship (FEIC) for a lifetime of dedication and contribution to engineering in Canada. Professor Yanikomeroglu also received the IEEE Communications Society Wireless Communications Technical Committee (WTC) Recognition Award in 2018.
- Carleton Science alumna Mary L'Abbé, a leading researcher in nutrition, has been appointed to the Order of Canada.
- Sprott School of Business won a number of awards at the JDCC (Jeux du Commerce Central), central Canada's largest undergraduate business school competition: first prize in Accounting, third prize in Entrepreneurship, and third prize in Digital Strategy.
- Carleton University's Dining Services is the first among Canadian universities to receive a Three-Star SPE Certification.
- The Provost search is progressing well. Short-listed candidates were interviewed last week, and a second round of interviews is planned for early February. A final decision will be made after interviews have concluded.
- Decanal searches are progressing in staggered phases. The Provost is in discussions with the preferred Business candidate, Engineering is on track in the short-list phase, and the search for the Graduate & Postdoctoral Studies Dean has launched.
- The Carleton University Indigenous Strategic Initiatives Committee is now fully staffed and has held two meetings to establish themes and a process for consultation. Co-chairs Kahente Horn-Miller, Benny Michaud and Jerry Tomberlin will present more information to Senate later in this meeting.
- Benny Michaud has been appointed as Assistant Director of the Department of Equity Services. The Chair noted that Benny has been performing admirably in this role as Acting Assistant Director for several months and is a valued asset to Carleton University.

- The Provost and CUASA jointly announced a partnership to move towards ten new Indigenous faculty hires for Carleton University.
- The revised Sexual Violence Policy will be posted on January 29th. The process allows for public consultations and workshops with various groups. The Chair thanked everyone involved in this important review process.
- The Chair noted the passing of these members of Carleton's community:
 - Bruce Thomlinson and Judy Booth, two alumni killed in the Westboro bus tragedy.
 - Stuart Adam, an important academic leader for Carleton in the 1990s and early 2000s as part of President Van Loon's team.
 - Marc Andrew Hewson, Professor of American Literature and a nationally recognized Ernest Hemingway scholar. The English Department, in conjunction with Dr. Hewson's family, has established the *Doctor Marc Andrew Hewson Memorial Scholarship* to honour his many contributions to the department.
 - Gilles Paquet, who was Chair of Economics and Dean of Graduate Studies at Carleton. Professor Paquet was also an outstanding teacher, researcher and well-known public intellectual. He was awarded a Carleton honorary degree.
 - Peter Calamai, a leading figure in Canadian journalism and an adjunct research professor at the School of Journalism and Communication.
- Finally, the Chair spoke to the recent announcements from Queen's Park regarding changes to tuition, student bursaries and loans, and student fees at Ontario universities.
 - The Provincial Government announced a 10% tuition rollback on domestic student tuition. The cut in Carleton's overall budget amounts to approximately 4%, or about \$20M. The Chair assured Senate that Carleton is in a solid fiscal position, and will adjust the budgeting process to protect Carleton's academic mission and operations.
 - The government has yet to provide more information on the changes to bursaries through OSAP.
 - The government also announced changes to student fees that would differentiate between essential mandatory fees, and non-essential optional fees. The impact on student

associations and important services such as the U-PASS is not yet known. The Chair indicated that the administration will work with student associations to formulate a plan once more details have been released by the government.

Questions and Discussion:

A Senator asked who will determine which student fees are essential and whether Senate could make that determination under its mandate. The Chair indicated that these details are not yet known. It is likely that universities will have some leeway, but choices will be based on government guidelines.

The Chair also indicated that the U-PASS is an important program for the city, but it will be difficult to maintain without mandatory fees. This issue will be on the list of questions taken to the technical briefing.

5. QUESTION PERIOD

a) Question regarding the *Senate Policy on Accommodation for Student Activities*

A Senator submitted a question outlining specific concerns regarding the *Senate Policy on Accommodation for Student Activities*, which was passed by Senate on March 31, 2017. The concerns focused on issues faculty members have experienced in providing accommodations for student athletes.

It was noted that the policy was not included in the materials circulated to Senators, but can be found on the Senate website policy page, for reference.

The Provost noted first that the policy applies to a broad range of activities, as indicated in paragraph 2 of the policy:

Carleton University strongly supports these activities. Faculty members must provide all reasonable accommodation to students who compete or perform at the national or international level. In particular, this includes varsity athletes, students participating in recognized international academic competitions or student artists performing internationally.

The Provost acknowledged that athletics does appear to be emphasized in the policy, and that the language could be reviewed for possible revision by SCCASP.

The Provost then spoke to the specific concerns raised in the question:

i) Use of the [McIntyre Exam Centre] MEC for student athletes, without [Paul Menton Centre] PMC accommodations. The issue here is that the MEC is closed to us for other makeup exams, on the grounds that it is only to be used for accommodating PMC students.

The Provost responded that the use of the MEC is not mentioned or specified in the policy.

ii) The policy puts no burden of responsibility on the students: they do not have to make their accommodation request by any particular deadline. There is a related expectation by student athletes that all their games or travel shall be accommodated and missed classes "excused", and that their athletic schedule should take precedence over their academic schedule.

The Provost indicated that this is a valid concern. Accommodation requests should be declared to the professor at the beginning of the term if the dates required are known and predictable. The onus should be on the student to do so. The Registrar also noted that the Athletic Director can and should determine which accommodation requests are valid, depending on the level of competition or activity.

iii) The new policy is inappropriately bundled into the course outlines with human rights and equity policies, though it is neither and should not be conflated with these.

The Provost responded that the notice from the Provost's Office has bundled these together, but that can be altered moving forward.

iv) There is no policy for accommodating childcare or work shifts that may require students to miss classes or exams; why travel for athletic competition is more important than these is perplexing and leads to equity concerns.

The Provost agreed that there is no over-riding policy for health emergencies or childcare emergencies, largely because it has not been required. Students currently are able to request this type of accommodation on an individual basis from their Professor, and can appeal if necessary through the Director of their program, or through the Associate Dean or Dean of their faculty. SCCASP could review this concern, although the current system appears to be functioning well.

v) As written, the Athletic Director has inappropriate oversight over the acceptability of accommodations made in what should be an academic matter (with the Dean as the only overseeing authority).

The Provost noted that the Athletic Director is the appropriate authority for athletic accommodations, but she would not determine the eligibility of academic or other accommodation requests. The Chair of SCCASP also noted that the policy states that the Dean, when required, will make a determination regarding academic accommodations. The Provost added that SCCASP will review the policy language to see if a revision could clarify this.

A Senator asked for additional clarity around the timelines required for submitting an accommodation request, and whether a deadline could be suggested. Additionally, an acceptable range for the total number of classes missed through these accommodations would be useful. The concern is that learning outcomes will be compromised if too many classes are missed within a semester.

The Provost agreed to take all of these questions back to SCCASP for review and discussion.

6. SENATE ADMINISTRATION

a) Convocation Date Changes for Spring Ceremonies (Clerk)

The Clerk of Senate noted that the Convocation Working Group in coordination with the Registrar's Office has proposed a change to June Convocation in order to accommodate the growing number of Engineering graduates. The proposed change would split the Faculty of

Engineering & Design graduates into two ceremonies on Thursday of graduation week and add a separate 9th ceremony on Monday afternoon for the graduates from the Sprott School of Business.

This change requires Senate approval to add an extra date (Monday) to the Convocation week for June 2019, 2020 and 2021.

It was **MOVED** (B. Kuzmarov, L. Schweitzer) that Senate approve the following dates for Spring Convocation: June 10-14, 2019; June 8-12, 2020; June 7-11, 2021.

The motion **PASSED**.

b) Senate Committee Review

The Clerk presented an update on the Senate Committee Review. Stage one of the review, the Benchmarking Study, has been completed. Eighteen universities were involved in a survey of the landscape of committee structures at Ontario universities. Data from this study, circulated to Senators in advance of this meeting, demonstrates the following key observations:

- Carleton University has the most Senate committees of all Ontario universities surveyed, at 14.
- Carleton is the only Ontario university of those surveyed that does not require the Governance Committee and other key committees to be staffed by Senators.
- Other Ontario university Senates have consolidated their appeals committees; Carleton's Senate currently has four appeals committees.

The next step in the review is to focus on the Carleton context. Over the next few weeks, the Clerk will be asking Chairs of Carleton Senate committees for feedback on the functioning, structure, and terms of reference of their committees. This information will be shared with Senate in February. The Clerk thanked Senate for its support of this important project. There were no questions from Senators on the materials circulated, analysis provided or the process followed.

c) Notice of Appointments Contrary to Advertising Procedures

The Clerk noted that in December, the Senate Office was notified of two appointments made contrary to advertising procedures. Both were

Instructors whose positions were converted from term positions to preliminary appointments. There were no questions or comments from the floor.

7. REPORTS

a) Senate Academic Program Committee (SAPC) (J. Tomberlin)

The Provost presented eight major modifications to Senate.

1. It was **MOVED** that Senate approve the major modifications to the Master of Political Management program as presented with effect from Fall 2019.
2. It was **MOVED** that Senate approve the major modifications to the PhD in Legal Studies and the PhD in Legal Studies with Specialization in Political Economy programs as presented with effect from Fall 2019.
3. It was **MOVED** that Senate approve the deletion of the Carleton-Leeds Internship program as presented with effect from Fall 2019.
4. It was **MOVED** that Senate approve the deletion of the Bachelor of Computer Science, Biomedical Computing Stream program, as presented with effect from Fall 2019.
5. It was **MOVED** that Senate approve the major modification to the Bachelor of Information Technology, Optical Systems and Sensors program as presented with effect from Fall 2019.
6. It was **MOVED** that Senate approve the major modification to the Bachelor of Food Science program as presented with effect from Fall 2019.
7. It was **MOVED** that Senate approve the major modifications to the Bachelor of Arts and Bachelor of Science (Hons, Gen.) in Linguistics programs as presented with effect from Fall 2019.
8. It was **MOVED** that Senate approve the major modification to ALDS 5215 and ALDS 5806 as presented with effect from Fall 2019.

OMNIBUS MOTION:

It was **MOVED** (J. Tomberlin, L. Dyke) that Senate approve the major modifications as presented above with effect from Fall 2019.

Discussion:

A Senator asked to have the second modification (for the PhD in Legal Studies, and PhD in Legal Studies with Specialization in Political Economy) pulled out of the omnibus motion to be considered separately.

The second item was removed from the omnibus motion for separate consideration before the vote.

The motion **PASSED**.

Item #2: It was **MOVED** (J. Tomberlin, L. Dyke) that Senate approve the major modifications to the PhD in Legal Studies and the PhD in Legal Studies with Specialization in Political Economy programs as presented with effect from Fall 2019.

Discussion:

Several Senators objected to this modification, which removes the second language requirement from the PhD in Legal Studies. It was noted that proficiency in a second language has been a standard requirement of most PhDs, and is meant to enhance research breadth. Many Senators felt that there was merit in keeping this requirement, while others felt that graduates could make a solid contribution to scholarship in an area with only one language and that this is not unusual in similar disciplines. The Dean of the Faculty of Graduate and Postdoctoral Studies also noted that there was no objection to this modification at Faculty Board. After a thorough discussion, the Chair called the vote.

The motion **PASSED**, with 36 voting for the motion, 7 against, and 7 abstentions.

The Dean of Graduate and Postdoctoral Affairs offered to take this issue back to Faculty Board for discussion, to review the percentage of Carleton PhD programs with language requirements and to bring that information back to Senate. The Chair thanked the Dean for this offer and suggested that it be included in Matters Arising at the next Senate meeting.

b) Senate Committee on Curriculum, Admissions and Study Policy (SCCASP) (H. Nemiroff)

Three items were brought to Senate for approval, two items were circulated for information and there was one item for discussion.

Items for Approval:

Regulation Changes to the BJ and BJHum: clarification in the calendar to ensure that the CGPA for graduation is embedded in the progression through the program. (6.5 for BJ and 7.0 for BJHum)

It was **MOVED** (H. Nemiroff, B. Popplewell) that Senate approve the changes to the Bachelor of Journalism and Bachelor of Journalism and Humanities for the 2019/20 Calendar as presented.
The motion **PASSED**.

Revisions to Regulation 7.5 for the BComm: Replacement of BUSI1402 with BUSI 2800 as a required course.

It was **MOVED** (H. Nemiroff, L. Schweitzer) that Senate approve the changes to regulation 7.5 Bachelor of Commerce for the 2019/20 Calendar, as presented.
The motion **PASSED**.

Revisions to Regulation 8.2 – Application for Graduation: Deadline for Spring Graduation Applications moved from March 1 to April 1.

It was **MOVED** (H. Nemiroff, C. Dion) that Senate approve the changes to regulation 8.2 Application for Graduation for the 2019/20 Calendar as presented.

A Senator asked if this would negatively impact the Registrar's Office in terms of workload. The Registrar indicated that because of improvements to automation processes, resources are adequate for the change.

The motion **PASSED**.

Items for Information:

A list of minor modifications to programs in all faculties was circulated to Senators in advance. There was no discussion and no motion for this item.

The second item - minor modification to calendar language presented in Matters Arising.

Item for Discussion: Senate Policy on Academic Implications of Labour Disruptions

Senate passed a motion in May of 2018 asking SCCASP to develop a policy for student accommodations in the event of a labour disruption on campus. A draft policy was circulated to Senators for discussion and comment.

The Chair of SCCASP noted that this policy is loosely based on an existing policy at York University, with a few key differences. It was also noted that McGill University brought a similar policy to their Senate, but it was defeated on the floor.

One Senator expressed concern with emulating York University policy too closely. In his view, providing too many accommodations for students decreases the pressure to end the strike and can prolong labour disruptions. It was suggested that this could be a factor in the prolonged and frequent strikes in recent years at York University.

A few Senators commented on the language in Section 2.1 of the draft policy - *Academic Standards and Quality*:

During a Labour Disruption, Senate will ensure the maintenance of academic standards and quality for all programs. No dilution of standards normally expected of students is permitted. Diminution in the instructional or supervisory support given to students should be minimized to the extent possible.

One Senator asked how this policy language could be applied to the variety of possible labour disruptions on campus, from academic staff to support staff, TAs and so on. For example, in the case of a faculty or TA strike, diminution in instructional and/or supervisory support would occur, and likely could not be avoided. Another Senator expressed concern with the implications of the language in the first sentence of this section, specifically what Senate's role would be during a labour disruption, and how Senate would or could guarantee the maintenance of academic standards. The Chair of SCCASP agreed to take these concerns back to the committee for review and discussion.

In response to another question, the Chair of SCCASP noted that the current policy includes accommodations for students “unable” to cross the picket line, but not for those “unwilling” to cross. This wording reflects a preference expressed at Senate last May. It was noted that conscientious objectors are not currently accommodated in the policy, and movement on this issue would require further discussion.

There was some confusion regarding the exact wording of the original motion passed by Senate in May of 2018. The Chair indicated that the minutes from this meeting will be consulted for clarification, and brought to the next Senate meeting under Matters Arising.

The Chair thanked Senators for their input and asked the Chair of SCCASP to take these comments back to SCCASP for consideration.

c) Reports – Senate Library Committee (S. Fai, guest)

The Chair of the Senate Library Committee, Steven Fai, provided an update on the activities and mandate of the committee. A question was raised at a previous Senate meeting regarding the committee’s role in overseeing library operations including the weeding of collections.

Professor Fai indicated that he has been the Chair of the Senate Library Committee since 2011. The committee exists as an advisory body to the library, and normally meets once per semester, but due to scheduling difficulties, it has yet to meet this academic year. Professor Fai noted that culling books occurs annually, and is a regular practice at every academic library, including Carleton. He also indicated that the library has been working proactively this year with some departments (Art History and English) that had expressed concerns with the large culls in their collections.

A Senator noted that the Terms of Reference for the Library Committee suggest that there is a role for the committee in collections management. He asked if the Library Committee practices oversight over library policies such as weeding. Professor Fai responded that in his view the mandate of the committee is to help to determine the development of university

library collections. Library operations, including the practice of culling books, is the responsibility of librarians and not the committee.

Another Senator noted that materials belonging to one department are often used by students in other disciplines, and that it is important to remember that a cull in one department would impact several departments across the university. For example, books and materials belonging to the History department are often used by students in Political Science.

A Senator added that in his experience, a department was notified of a cull after it had occurred, only to have the cull reversed to reacquire materials that were still needed. This is an example of how Senate oversight could provide protection from this type of error. It was suggested that the Library Committee could have a more active role in reviewing plans for culls and acquisitions.

Further discussion revealed some disagreement among Senators on the interpretation of the current Terms of Reference of this committee, and to what extent the committee is mandated to oversee library operations and collections management. Several Senators expressed the view that collections management is a deeply academic issue that impacts the ability to deliver programs, and that Senate should have more of a role in this process.

The Chair thanked Senators for their comments and noted in summary the concerns expressed by Senate that the Library Committee has not had the opportunity to review and comment on plans for collections management. The Clerk indicated that a review of the Library Terms of Reference and its mandate will be included in the comprehensive review of Senate committees currently underway.

8. CARLETON UNIVERSITY INDIGENOUS STRATEGIC INITIATIVES COMMITTEE (CUISIC) PRESENTATION

Co-Chairs Jerry Tomberlin, Kahente Horn-Miller, and Benny Michaud gave a presentation on the activities of the newly formed Indigenous Strategic Initiatives Committee. (See attached pdf.)

It was **MOVED** (J. Tomberlin, J. Paulson) that Senate support and endorse the work of the *Carleton University Indigenous Strategic Initiatives Committee* (CUISIC) towards revitalizing our Indigenous strategy and our relationship with Indigenous peoples on and off campus, as presented. The motion **PASSED**.

As part of the consultation process, the Co-Chairs of the committee have agreed to return to Senate within the next few months for a more substantial conversation and discussion. The Chair congratulated the committee Co-Chairs on their achievements so far in working towards positive and lasting change at Carleton.

9. REPORTS FOR INFORMATION

The following items were circulated to Senators for information:

- a) Senate Executive Minutes: November 20, 2018
- b) Membership reports for the University Promotions Committee and the Tenure and Promotions Appeal Committee
- c) Dominican University College - Minor Modifications
- d) SCCASP – Course Program Minor Modifications

There was no discussion.

10. OTHER BUSINESS

There was none.

11. ADJOURNMENT

The meeting was adjourned (J. Paulson, E. Grant) at 4:03 pm.

Second Language Requirements in Carleton University PhD Programs

Program	Second Language Requirements			Notes (in Graduate Calendar)
	Required	Not required	May be required	
Anthropology		x		
Applied Linguistics and Discourse Studies		x		
Canadian Studies	x			Satisfactory demonstration of an understanding of a language other than English. Although French is the preferred second language, students may be permitted to substitute an Aboriginal language indigenous to Canada or another language if it is demonstrably relevant to their research interests.
Cognitive Science			x	Required when relevant to the student's program of research.
Cultural Mediations	x			Upon graduation, each student is expected to be proficient in one language (preferably French) in addition to English. Additionally, students will be expected to deal with all material that is their primary object of research in its original language. The graduate coordinator should be consulted about the fulfillment of language requirements.
English	x			Candidates must demonstrate reading ability in a language other than English, normally by successfully completing a translation examination during the second year of full-time enrollment in the program.
Ethics and Public Affairs		x		
Geography		x		
History	x			All candidates are required to demonstrate a reading knowledge of a language other than English, the choice to depend upon the field of the candidate's thesis or research. For seminars dealing with sources not in English, a reading knowledge of the appropriate language will be required before acceptance into the program. Details may be obtained from the supervisor of graduate studies.
Psychology		x		
Sociology		x		
Communication		x		
Economics		x		
International Affairs	x			Doctoral students must successfully complete an examination in second language proficiency administered by Carleton University's School of Linguistics and Language Studies, or meet the equivalent standard as determined by the School of Linguistics and Language Studies. There is an administrative fee for the standard test which also provides a certificate of language proficiency. Students are strongly encouraged to take the opportunity to improve their language skills during their doctoral studies, including during their summer terms. This requirement must be completed or significant progress demonstrated by the end of the third year of the program.
Legal Studies	x			Candidates must demonstrate reading ability in an approved language, other than English, normally by successfully completing a translation examination during the second year of full-time enrollment in the program.
Political Science			x	Ph.D. candidates must demonstrate the ability to use a research skill appropriate to their program. The research skill requirement will normally be satisfied before the defence of the thesis proposal, and will take one of the following forms: An ability to read and translate French or another language appropriate to their course of study; or the ability to speak a language other than English sufficient to conduct interviews in that language. The other language must be one which is incorporated into the final thesis and has the approval and acknowledgement of the supervisor; or An approved graduate level social science methods course equivalent to 0.5 credit.
Public Policy	x			Students will be required to demonstrate a reading knowledge of French. Another language may be substituted for French, if it is relevant to the thesis.
Social Work		x		
Aerospace Engineering		x		
Architecture		x		
Civil Engineering		x		
Electrical and Computer Engineering		x		
Environmental Engineering		x		
Information Technology: Digital Media		x		
Mechanical Engineering		x		
Biomedical Engineering		x		
Biology			x	The admissions committee or the student's advisory committee may also direct the student to take or to audit additional courses. Knowledge of a second language may be specified as a requirement.
Chemistry		x		
Computer Science		x		
Earth Sciences		x		
Health Sciences		x		
Mathematics and Statistics			x	Language requirement. Determined by the candidate's advisory committee and normally requires the ability to read mathematical literature in a language considered useful for his/her research or career, and other than the candidate's principal language of study.
Neuroscience		x		
Physics		x		
Management		x		

Senate – February 15, 2019

Question Period Submission

Given the proposed changes to tuition and ancillary fees from the provincial government, the student body is concerned about the affect this will have on academics, services, and the overall campus community. The Carleton Academic Student Government has consulted with students to form a short list of questions to pose to Carleton’s administration and the university Senate. They are as follows:

- How are “essential services” being interpreted by the university? Does the university anticipate it will be allowed to determine what “essential services” are, or will it be determined by the province? Will the essential role played by groups such as CASG be recognized by the university in its implementation of the Students Choice Initiative?
- Marginalized communities receive a lot of support from the Service Centres put at risk of losing funding through student opt-out. How can the university support these Service Centres in continuing to deliver their services?
- Does the university anticipate that the U-Pass will be put at risk with the opt-outs? Especially considering that some students already choose to go through the extensive process of opting out.
- How can the university increase its support of career development and employability skills?
- Would Academic Advisors/supports on campus be put at risk due to changes in budget or funding allocation?
- What is the Omnibus ancillary fees? What does it pay for?

DATE: February 8, 2019

TO: Senate

FROM: Dr. Jerry Tomberlin, Interim Provost and Vice-President (Academic), Chair, Senate Academic Program Committee

RE: 2019-20 Calendar Curriculum Proposals
Graduate & Undergraduate Major Modifications

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 Reports (as required)

In electronic communications dated October 31st, November 21st, 2018, January 17th & 18th, 2019 members of the Library staff, upon review of the proposals, confirmed no additional resources were required for the 2019-20 major modifications included below.

Documentation

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

Omnibus Motion

In order to expedite business with the multiple major modifications that are subject to Senate approval at this meeting, the following omnibus motion will be moved. Senators may wish to identify any of the following 8 major modifications that they feel warrant individual discussion that will then not be covered by the omnibus motion. Independent motions as set out below will nonetheless be written into the Senate minutes for those major modifications that Senators agree can be covered by the omnibus motion.

THAT Senate approve the major modifications as presented below with effect from Fall 2019.

Major Modifications

1. Bachelor of Arts (Hons) in Geography, Concentration in Urban Geography

CUCQA approval: January 23, 2019

SCCASP approval: February 5, 2019

SAPC Motion February 7, 2019

THAT SAPC recommends to Senate the approval of the introduction of the Concentration in Urban Geography to the Bachelor of Arts (Hons) in Geography program as presented with effect from Fall 2019.

Senate Motion February 15, 2019

THAT Senate approve the introduction of the Concentration in Urban Geography to the Bachelor of Arts (Hons) in Geography program as presented with effect from Fall 2019.

2. PhD in Information Technology

CUCQA approval: January 23, 2019

SCCASP approval: February 5, 2019

SAPC Motion February 7, 2019

THAT SAPC recommends to Senate the approval of the major modification to the PhD in Information Technology program as presented with effect from Fall 2019.

Senate Motion February 15, 2019

THAT Senate approve the major modification to the PhD in Information Technology program as presented with effect from Fall 2019.

3. Master of Information Technology

CUCQA approval: January 9, 2019 & January 23, 2019

SCCASP approval: January 15, 2019 & February 5, 2019

SAPC Motion February 7, 2019

THAT SAPC recommends to Senate the approval of the major modification to the Master of Information Technology program as presented with effect from Fall 2019.

Senate Motion February 15, 2019

THAT Senate approve the major modification to the Master of Information Technology program as presented with effect from Fall 2019.

4. Master of Arts, International Affairs

CUCQA approval: January 23, 2019

SCCASP approval: February 5, 2019

SAPC Motion February 7, 2019

THAT SAPC recommends to Senate the approval of the major modification to the Master of Arts in International Affairs program as presented with effect from Fall 2019.

Senate Motion February 15, 2019

THAT Senate approve the major modification to the Master of Arts in International Affairs program as presented with effect from Fall 2019.

5. Minor in Human Resources and Management for BA Honours Psychology

CUCQA approval: January 23, 2019

SCCASP approval: February 5, 2019

SAPC Motion February 7, 2019

THAT SAPC recommends to Senate the introduction of the minor in Human Resources and Management for BA Honours Psychology as presented with effect from Fall 2019.

Senate Motion February 15, 2019

THAT Senate approve the introduction of the minor in Human Resources and Management for BA Honours Psychology as presented with effect from Fall 2019.

6. GINS 3930: Carleton International Placement and GINS 3931: Carleton International Placement

CUCQA approval: January 9, 2019

SCCASP approval: February 5, 2019

SAPC Motion February 7, 2019

THAT SAPC recommends to Senate the approval of the major modification to GINS 3930 and GINS 3931 as presented with effect from Fall 2019.

Senate Motion February 15, 2019

THAT Senate approve the major modification to GINS 3930 and GINS 3931 as presented with effect from Fall 2019.

7. Master of Architecture

CUCQA approval: December 12, 2018

SCCASP approval: December 18, 2018

SAPC Motion January 17, 2019 & February 7, 2019

THAT SAPC recommends to Senate the approval of the major modification to the Master of Architecture program as presented with effect from Fall 2019.

Senate Motion February 15, 2019

THAT Senate approve the major modification to the Master of Architecture program as presented with effect from Fall 2019.

8. Bachelor of Arts, Childhood and Youth Studies

CUCQA approval: January 9, 2019

SCCASP approval: February 5, 2019

SAPC Motion January 17, 2019

THAT SAPC recommends to Senate the approval of the major modification to the Bachelor of Arts (Hons and Gen) in Childhood and Youth Studies program as presented with effect from Fall 2019.

Senate Motion February 15, 2019

THAT Senate approve the major modification to the Bachelor of Arts (Hons and Gen) in Childhood and Youth Studies program as presented with effect from Fall 2019.

DATE: February 8, 2019

TO: Senate

FROM: Dr. Jerry Tomberlin, Interim Provost and Vice-President (Academic), Chair, Senate Academic Program Committee

RE: Undergraduate Dual Degree Policy

Please find attached the Undergraduate Dual Degree Policy.

Background

The Undergraduate Dual Degree Policy has been created in order to allow for the completion of dual degrees at the undergraduate level and to facilitate the development of these programs between institutions. The policy was modelled after the Graduate Dual Degree Policy, which was previously approved and implemented. The policy has been reviewed by SCCASP to allow review by Admissions and the Registrar's Office.

SAPC Motion: February 7, 2019

THAT SAPC recommends to Senate the approval of the Undergraduate Dual Degree Policy as presented.

SENATE Motion: February 15, 2019

THAT Senate approve the Undergraduate Dual Degree Policy as presented.



MEMORANDUM

From the Senate Committee on
Curriculum, Admission and Studies Policy

To: Senate
From: Howard Nemiroff, Chair of SCCASP
Date: February 15, 2019
Subject: 2019-20 Academic Regulations Changes

For Senate approval:

1. Regulation changes to Admission requirements for Special Studies

Motion: That Senate approved the changes to Special Studies Admissions requirements for the 2019/20 Calendar as presented

- Attachment: *TBD 1352 R-ADM-General Section Special Studies*

2. Regulation changes to Admission requirements for Bachelor of Journalism

Motion: That Senate approve the changes to the Bachelor of Journalism admission requirements for the 2019/20 Calendar as presented.

- Attachment: *TBD-1375 R-ADM-BJ*

3. Regulation changes to Admissions requirements for advanced standing in BA Criminology and Criminal Justice

Motion: That Senate approve the changes to the Bachelor of Arts Criminology and Criminal Justice admission requirements for the 2019/20 Calendar as presented.

- Attachments: *R-ADM-BA AdvStand Crim-CrimJustice*

4. Regulation changes to Admissions requirements for articulation agreements for Criminology, Law, Psychology, Sociology

Motion: That Senate approve the changes to the Admission requirements for articulation agreements for Criminology, Law, Psychology, Sociology for the 2019/20 Calendar as presented.

- Attachments: *R-ADM-BA Articulation Agreements Crim Law Psych Soc*

5. Regulation changes to Admissions requirements for BA Child Studies, Criminology

Motion: That Senate approve the changes to the Admission requirements for Bachelor of Arts Child Studies and Criminology for the 2019/20 Calendar as presented.

- Attachments: *R-ADM-BA Child Studies, Criminology*

6. Revisions to Regulation 5.2 Transfer of Credit subsequent to admissions – Addition of Dual Degree requirements

Motion: That Senate approve the changes to Reg 5.2 – Transfer Credits for the 2019/20 Calendar as presented.

- Attachments: *R-UG-5.2 – Dual Degree*

Senate Executive Committee
January 16, 2019
8:00 a.m. in 503S Tory Building

MINUTES

Present: B. Appel Kuzmarov, B. A. Bacon (Chair), A. Chandler, L. Dyke, E. Grant, A. Maheshwari, J. Tomberlin

Regrets: B. Hughes

Recording Secretary: K. McKinley

The Chair called the meeting to order at 8:04 am

1. Approval of the Agenda

The Committee approved by general consensus the Senate Executive Committee agenda for January 16, 2019.

2. Approval of the Minutes:

Senate Executive Minutes: November 20, 2018

The Committee approved by general consensus the minutes of the Senate Executive meeting on November 20, 2018, with one minor correction.

3. Approval of Senate agenda: January 25, 2019

Several changes were made to the draft agenda:

- A follow-up report on co-teaching responsibilities for the new program in Migration and Diaspora Studies was added under Matters Arising (Item 3b)
- An item was specified for the Question Period (5a)
- Convocation Date Change was added as an item under Senate Administration (6a), and the Senate Committee Review was moved to item 6b.
- The report on the Carleton University Indigenous Strategic Initiatives Committee (CUISIC) was moved from Reports for Information to become its own item (Item 8).
- Reports for Information became Item 9.
- DUC Minor Modifications was added to Reports for Information

- Other Business and Adjournment were renumbered to items 10 and 11 respectively.

The Senate agenda for January 25, 2019 was approved with these changes.

4. Review of Senate Minutes from November 30, 2018

Two minor changes in terminology/language were made and one formatting change was suggested for item 7a (Reports: Senate Academic Program Committee).

5. Report on Senate Committee Review (Clerk)

A Benchmarking Study of Senate committees at Ontario Universities was prepared by the Assistant University Secretary and circulated to Executive Committee members in advance. The Clerk introduced the study and identified aspects that will be shared at the next Senate meeting on January 25, 2019:

Research parameters:

- 18 Ontario universities were included in the review
- Online research via university websites was conducted in November and December of 2018.

Key findings:

- Carleton University has the largest number of Senate standing committees of all Ontario universities surveyed, at 14. The most common range for Ontario university Senates is 6 to 9 committees.
- There is no correlation between the size of a university's Senate and the number of Senate standing committees, or between the size of the university and the number of Senate committees.
- Carleton University is the only university of those surveyed that does not require key committees such as Governance to be composed entirely or even partly of Senators.
- Most universities have one or two consolidated appeal committees with a broad mandate. Carleton's Senate has four appeal committees.

The study also compared major responsibilities of university Senates and how these are allocated within committee structures. The Clerk indicated that committee Chairs will be contacted to assist with the next part of the

review, which is a comprehensive study of current committee structure and practice. A report on phase 2 of the review will be prepared for the Senate meeting in February.

6. Other Business:

The committee briefly discussed the work plan for future Senate meetings. It was tentatively decided to schedule a presentation on Experiential Learning at the Senate meeting on March 29th, and a presentation on Education City either in April or May, as time permits.

7. Adjournment – The meeting was adjourned at approximately 8:45 am.