



*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 28, 2025 at 2:00 pm  
Pigiarvik 608**

**AGENDA**

**Closed Session**

- 1. Welcome & Approval of Agenda**
- 2. Minutes (Closed):** November 29, 2024
- 3. Graduation:**
  - a. Notification of Receipt of Graduation Lists (Clerk)
  - b. Motion to Graduate all Recommended Students
  - c. Posthumous Recognition (Clerk)
  - d. Special Features of the Graduating Class (Deans)
  - e. Motion to Graduate Recommended Students: Dominican University College
- 4. Report on the Empowering Motion (Clerk)**
- 5. Other Confidential Business**

**Open Session:**

- 1. Approval of Agenda**
- 2. Minutes (Open):** January 31, 2025
- 3. Matters Arising**
- 4. Chair's Remarks**
- 5. Question Period**
- 6. Administration (Clerk)**
  - a. Senate schedule 2025-26
- 7. Reports:**
  - a. SCCASP (J. Wallace)
  - b. SQAPC (D. Hornsby)
  - c. SAGC (E. Sloan)
- 8. University Funding: A Primer (Provost)**
- 9. Motion submitted by Senator J. Mason**
- 10. Reports for Information:**
  - a. Senate Executive Minutes (January 21, 2025)
  - b. Senate Undergraduate Student Awards Committee – Report on New Awards
- 11. Other Business**
- 12. Adjournment**



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**Carleton University Senate  
Meeting of January 31, 2025 at 2:00 pm  
PK608 + Zoom Videoconference**

**MINUTES**

**Present:** J. Armstrong, S. Blanchard, A. Bordeleau, A. Bowker, S. Burges, A. Buri, J. Chan, E. Cyr, M. DeRosa, , R. Goubran, K. Graham, L. Grant, E. Gray, J. Greenberg, X. Haziza, , K. Hellemans, D. Hornsby, D. Howe, L. Kostiuik, G. Lacroix, A. Lannon, N. Laporte, A. MacDonald, B. MacLeod, A. Marcotte (acting for D. McNair), J. Mason, D. Mendeloff, M. Nadeem, P. Rankin, R. Renfroe, M. Rivers-Moore, O. Saloojee, A. Shotwell, E. Sloan (Clerk), C. Smelser, W. Tetty (Chair), C. Trudel, C. Viau, G. Wainer, J. Wallace, P. Williams

**Present via Zoom:** M. Barbeau, F. Brouard, J.P. Corriveau, T. Davidson, S. El Fitori, R. Gorelick, N. Hagigi, S. Hawkins, J. Lynch, L. Madokoro, L. Marshall, D. Maseko, A. Masoumi, H. Nemiroff, Y. Ono, M. Rooney, S. Sadaf, R. Tfaily

**Regrets:** M. Bahran, J. Debanne, M. Haines, B. O'Neill, M. Pearson, D. Sprague, R. Teather

**Absent:** M. Abarghouei, J. Garcia B. Heerspink P. Kouzovnikov, J. Kundu, R. Treasure,

**Recording Secretary:** K. McKinley

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**1. Welcome & Approval of Agenda**

The meeting was called to order at 2:03 pm. The Chair, President Wisdom Tetty, welcomed Senators to the first meeting of 2025, and his first meeting as Chair of Senate. He noted that it is an honour and privilege to serve and to be part of the Carleton community, and he thanked Senators for the work they do to support the university's academic mission.

The Chair also welcomed the following new Senators:

- Vice President Finance & Administration Duane McNair
- Faculty members Janine Debanné, Alexis Shotwell, Megan Rivers-Moore, Yuu Ono and Tonya Davidson.

The Chair acknowledged the recent passing of Professor Patricia Smart, from the Department of French, and Professor Mark Salber Phillips from the Department of History. He expressed condolences to their friends and families.

After reviewing the meeting protocols, the Chair introduced the agenda.

It was **MOVED** (D. Mendeloff, R. Goubran) that Senate approve the agenda for the meeting of Senate on January 31, 2025, as presented.

The motion **PASSED**.

**2. Minutes:** November 29, 2024 (open session)

The recording secretary noted an error on page 9 of the minutes; MBA was misspelled as MGA.

It was **MOVED** (E. Gray, C. Viau) that Senate approve the minutes of the open session of the Senate meeting of November 29, 2024, as amended.

The motion **PASSED**.

**3. Matters Arising:**

There were none.

**4. Chair's Remarks**

The Chair began his remarks by highlighting some of the recent achievements of members of the Carleton community.

Four esteemed Carleton alumni have been named to the Order of Canada:

- Vijayakumar Murty, an alumnus of the Faculty of Science for his work advancing knowledge in Mathematics,
- Barbara Jean Perry, an alumna of the Faculty of Arts & Social Sciences and an internationally recognized expert on hate crime,
- Michael Prince, an alumnus of the Faculty of Public and Global Affairs and an advocate for disability rights, and

- Diane Sims, an alumna of the Faculty of Public & Global Affairs (Journalism) who is a writer and accessibility advocate.

The Chair then acknowledged the following achievements in research:

- John Anderson, Assistant Professor in the Department of Cognitive Science, has received a Canadian Hearing Services grant and is leading an impactful study on the link between hearing loss and cognitive reserve, research that will offer the potential for breakthroughs in deaf studies and interventions targeting brain health.
- Carleton University has been recognized as one of Canada's fastest growing research-intensive universities by ReSearch Infosource. In 2022-23, Carleton's sponsored research income surpassed \$113M, marking a 108% increase in research investment since 2017. This growth secures Carleton's position among the top three comprehensive universities in the country. The Chair congratulated all researchers for this accomplishment.

The Chair also reported on the efforts of Carleton Engineering graduates to rehabilitate Parliament's iconic Centre Block. Dan Carson, lead structural engineer and graduate of Carleton's Bachelor of Civil Engineering and Master of Structural Engineering programs, will be working alongside 15 other Carleton graduates to bring the historic building into the 21<sup>st</sup> century.

Finally, the Chair reminded Senators of the upcoming annual Service Excellence Awards on February 20, to recognize the dedicated efforts of faculty and staff. The event will be held in Teraanga Commons but will also be live-streamed.

## 5. Question Period

Questions were submitted in advance by 8 Senators:

### Question from Edward Cyr

When I was a student at Waterloo, the fall break was first implemented to address concerns regarding student mental health and wellbeing. Because many students travel from afar to come to university, it was deemed important that the fall break align with thanksgiving so that students could visit family during this traditional gathering holiday, and have sufficient time to travel while having minimal impact on missing classes.

Here are the problems I see and experience. When thanksgiving is offset from reading week (e.g. F24):

1. The student population is growing, and available spaces/times to hold midterm exams is vanishing. SES only allows scheduling of midterms (through them) on weekends or Friday evenings (I've only ever had weekends). I cannot hold my midterm exams during

scheduled class times because the classroom is not sufficiently large, making cheating easy. Student midterms are increasingly scheduled during weekends of these breaks (including thanksgiving), as this is the only time available. Before the break is too early (not enough content has been covered), and after thanksgiving is too late to provide meaningful graded feedback in a reasonably early time in term. Therefore, students are not afforded the break as intended to travel to see family/friends that would help them to destress. Thanksgiving is (in my opinion) one of the most important weekends for 1st-year students to be able to visit home after being away for the first month of schooling.

2. The value of the break as a divider between 0.25-credit course almost guarantees that students will have final exams on one (or both) weekends of the break. This has been the case in engineering for the duration of the ECOR 104x course offerings.
3. Courses that have Monday lectures, under the current schedule, will miss 2 weeks of lectures and that needs to be made-up at the end of the term (I know they don't miss two weeks of lectures, but they have nearly 3 full weeks, or 20 days, without a single lecture for that course). This particularly affects our engineering capstone projects. When these lectures are made-up at the end of the term, the course becomes very back-end heavy. If the exam is scheduled at the beginning of exams, students do not have enough time to learn/practice/get help. This is exactly what happened to my capstone and 2nd-year dynamics course this term.
4. For multi-section courses, where the Lab sections are cross-listed, some students are behind by 1-week in lecture content. This makes lab/tutorial planning difficult.

I propose to align the fall break with thanksgiving (and the winter break with family day), to minimize the number of missed classes. I also propose that the university implement a policy that protects students by prohibiting examinations on the weekends of thanksgiving and family day.

Response from VPSE Suzanne Blanchard:

- Q1: The issue in the first question has arisen partly due to the shortage of spaces that can accommodate large classes for midterm exams. The Registrar's Office is working to minimize this issue by converting extra large spaces for exam use, so that exams do not need to be held on weekends.
- Q2: Most of the 0.25 credit courses are ECOR offerings, and there will be fewer ECOR exams during the break for the 2025-26 academic year.
- Q3/4: These issues exist mostly in Engineering and Computer Science. Scheduling is working to ensure that capstone and other special courses are not scheduled on Mondays.
- Winter Break will begin on the Family Day Monday. Fall break will be held in the 7<sup>th</sup> or 8<sup>th</sup> week of the semester, as this provides the most positive impact for students.

Thanksgiving may occur in the 4<sup>th</sup> week of class, which is a less optimal time for a Fall Break.

**Questions from Gabriel Wainer:**

Question 1

Students facing Academic Offenses have the right to appeal decisions made by the Dean's office to the Senate Appeals Committee.

However, in some situations, the opposite would need to be considered. There are cases related to Academic Integrity or Academic Offenses dismissed without proper investigation due to delays in the process or the backlog of cases. Additionally, there are instances where the Dean's office dismisses an offense despite the instructor's strong certainty regarding the violation and adherence to standard reporting procedures, sometimes without providing a clear explanation on the decisions.

- Is there a mechanism in place to ensure that all Academic Integrity and Academic Offense cases are handled consistently across all Faculties, so that students are evaluated based on the same criteria and standards, regardless of their Faculty of origin?
- Is there a mechanism for instructors to appeal decisions made by a Dean's office when they believe a case warrants further investigation, similar to the process available to students?

**Response from Clerk of Senate Elinor Sloan:**

There is no mechanism for handling Academic Integrity offences consistently across Faculties, and this would be difficult and impractical to implement, given the distinctions between the Faculties. There also is no mechanism for Instructors to appeal decisions made by their Faculty Deans. The Ad Hoc Committee on the Academic Integrity Policy has been made aware of this question and they will review it during their work revising the policy.

**Gabriel Wainer Question 2 – Self-Declaration Form for Deferred Exams**

On November 22<sup>nd</sup>, 2022, Senate introduced the new Self-Declaration Form for Deferred exams. The introduction of this form brings a concerning trend, especially in Engineering, where up to 30% of students in certain courses are seeking deferrals. This raises suspicions about the authenticity of these requests. This may indicate a need for more robust mechanisms to assess and verify the legitimacy of deferral claims to ensure fairness and accountability in the academic process.

What measures are being implemented to reduce the number of potentially fraudulent requests? Are there any specific plans in place to address this issue, other than putting the onus on the instructors in charge of the course?

Follow-up question:

As part of the Deferral process, we must now submit the "Missed Deferred Final Examination Information Request" form, which has created additional workload for the responsible instructors. This form is intended solely for situations involving a Request for Special Consideration.

Filling out this form is often a time-consuming endeavor, as it is rarely utilized. In classes with 30% of students requesting deferrals, and 50% of those missing the deferred exam, instructors would face an additional workload ranging from 45 minutes (for a small class) to a staggering 3 hours (for a large class), making this process inefficient and burdensome.

Are there any measures being considered to address this matter? Which? Would it be possible to have the Registrar's office reach out to instructors only when there is an official Request for Special Consideration, rather than completing a form for each individual student who misses the deferred exam? This could significantly streamline the process.

**Response from VPSE Suzanne Blanchard:**

The self-declaration form has been operational for approximately 1.5 years, and as such it is still too early to be able to detect systematic trends, including those regarding fraudulent claims. The Registrar's Office is continuing to monitor the numbers, and to follow up where necessary with students to identify issues. VPSE Blanchard agreed to confirm a timeline for when an evaluation of the process would be reported to Senate.

VPSE Blanchard also noted that the goal of the form is to support students, to identify students with issues, and to eliminate the need for a doctor's visit. The RO will also be monitoring the form's impact on graduation and retention rates.

In response to the question regarding the missed deferred final examination and information request form, the VPSE noted that this should only be submitted by the Instructor if the Registrar's Office requests it.

**Question from Azar Masoumi:**

The results of the 2024 Senate Survey highlighted the strong desire among Senators for increased time for questions, debate and discussion, and ensuring debates and disagreements are not shut down. As our incoming President and Chair of Senate, how do you plan to ensure meaningful and substantial debate and discussion can happen in Senate?

What is your approach to chairing discussions that involve critique, debate and disagreement?

Response from Senate Chair Wisdom Tettey:

Fulsome deliberations and robust discussions are important to the purposes of this body, and we need to provide the opportunities for all Senators to thoughtfully engage in these conversations. At the same time, we also need to discipline ourselves collectively to be able to operate within the time that we have, so that we are able to deal with our core business. The solution is to focus on the quality of our deliberations.

**Questions regarding Carleton's financial situation:**

**Laura Madokoro:**

Could Senate please be provided with an update on the financial situation at Carleton? Over the past year, we have received a number of helpful updates and the sense was generally that we were headed into difficult circumstances but that there was a great deal of contingency planning in place. This past fall, the messaging that we received as a university community became more urgent as did the accompanying initiatives e.g. early retirement packages. Did something change to precipitate these shifts?

Response from Provost Pauline Rankin:

The university's financial picture has declined since May of 2024 when a full report on Carleton's finances was presented to Senate. At that point, the deficit for 2024/25 was predicted to be in the vicinity of \$26M. Since then, our financial situation has become even tighter, with the deficit growing as a result of our current enrolment pressures, particularly with regards to international students.

The current tuition shortfall (the difference between the predicted tuition revenue vs. the actual) for 2024/25 is \$14M. This stems from a 55% decline in undergraduate international student enrolment and a 35% decline in new international graduate students. This reality has necessitated a more urgent need to consider how to reduce expenditures.

In order to keep Senate informed on these matters as they continue to unfold, the Provost will offer another presentation to Senate in February. This presentation, based on a series of questions submitted by Senator Sean Burges, will focus on government funding, the corridor model and an explanation of how academic programs are funded. At the April meeting of Senate, the Provost will provide a full picture of the financial presentation as part of the annual budget process.

A Senator asked how faculty members can receive more information on the university's financial situation. It was suggested that Senators review the published audited financial statements of the university, which are available online along with Carleton's operating budget. However, since financial forecasts are changing on a weekly basis it is not always possible to provide the most current information online. The Provost indicated that she has provided presentations at Faculty Board meetings and will continue to speak at Senate in response to questions from Senators. The Chair added that Senators can take advantage of meetings organized by Chairs/Directors and Deans to have these conversations at the department and Faculty level, to contextualize the situation in a more local setting.

In response to a follow-up question regarding engagement with the provincial government leading up to the election, the Provost encouraged all Senators to speak with candidates in their ridings on this issue. Carleton's Director of Government Relations has prepared packages for all political parties to highlight the issues faced by universities, and both the Council of Ontario Universities and Universities Canada have been active in promoting information on this issue. The Provost added that a multi-pronged approach is essential, and it is the responsibility of everyone in the Carleton community to be as engaged and active as possible.

In response to a follow-up question, the Chair clarified that the university Department of Government Relations deals with various levels of government, and not necessarily with professional bodies. However, COU is mobilizing support from various groups, including students, in its advocacy work.

**Jody Mason:**

The deadline for acceptance of the Early Retirement Incentive is Jan. 31<sup>st</sup>. This program could potentially have a dramatic effect on the ability of units to run their programs. In my own unit (English), it looks like we'll lose roughly 18% of our full-time faculty (and we've already lost 20% since 2018 with no new hires to replace them). Meanwhile, faculties are instituting cuts to CI budgets for 2025-26. My question is as follows: sound budgeting requires forecasting for best- and worst-case scenarios. What are the best- and worst-case scenarios planned for the Early Retirement Incentive? In other words, if all eligible full-time faculty and staff choose to take the offer, what is the plan?

**Response by Provost Pauline Rankin:**

The Volunteer Retirement Incentive Program (VRIP) is not an "early" retirement incentive as the individuals who received the offer already are eligible to retire. Before the university announced the VRIP, a benchmarking study of similar actions undertaken by Queen's and other universities was completed. The benchmarking study shows an average of 15 – 20% participation rate

among those eligible for the program. There are indications that Carleton's VRIP participation rate may be slightly higher than this average, but there are no concerns that all faculty and staff who were offered the incentive will take the offer. Once the application and approval process has been completed, there will be a communication regarding the outcome of the initiative.

### **Megan Rivers-Moore**

In the context of the early retirement offer, and the fact that tenure lines in FASS that are lost (to retirement or because colleagues take jobs elsewhere) are not being replaced, the idea of amalgamating units or programs is circulating widely. How would merging units help the university financially in any significant way? What cost would this have for students and our ability to run meaningful programs? How is senate involved in this process? Is there any centralized oversight of this process as part of long-term planning for the time after austerity?

### **Response from Provost Pauline Rankin:**

Restructuring discussions initially occur at the Department and Faculty level. Proposals for altering or amalgamating units or programs falls under the purview of individual Faculties. These proposals are discussed and voted on at Faculty Board meetings. Those decisions are then reviewed by the Vice Presidents' Academic and Research Committee (VPARC), the Senate Quality Assurance and Planning Committee, and then Senate for discussion and approval. In the case of structural changes or name changes, final approval occurs at the Board of Governors. Final approval for new programs and the closure of programs occurs at Senate and not the Board of Governors. A robust governance process is in place with multiple checkpoints to cover all of these decisions.

### **Alexis Shotwell**

Current austerity measures have significant potential impact on Carleton's mission to be a place for high-quality teaching and research. There have been conversations about potentially reorganizing, amalgamating, or closing departments at the level of Faculty Chairs and Directors meetings. Given that these conversations have much higher-level implications, very much involved with our academic mission, have there been discussions about striking a Senate-level ad hoc committee to take oversight of potentially substantial changes to Carleton's function and community?

### Response from Provost Pauline Rankin:

There have been no discussions about creating an Ad Hoc Committee at Senate on these issues because of the robust governance process and oversight described in the previous answer. The Provost noted that there is no university directive to close departments. She reminded Senate that we recently created the School of Nursing so growth does continue even during periods of financial constraint. She added that she has indicated publicly in various settings that it must be a priority to support our research mission as much as possible during this difficult financial period.

### Morgan Rooney

1. Recent [reporting](#) from the Board of Governors indicates that one of Carleton's "cost-containment measures" is a " 'drill down' on scholarships, teaching assistants, and contract instructors." Can the Provost confirm if one anticipated result of that "drill down" is reductions to incoming graduate students' offers of admission? If so, does that mean that new grad students would be offered fewer guaranteed teaching assistantships, or that fewer grad students overall would be offered guaranteed teaching assistantships, or some combination of both, or something else? More fundamentally, how can we expect our graduate programs to continue to attract new grad students, let alone boost their current enrollment, if our admissions offers are not competitive with those provided by other Canadian institutions?
2. In combination with planned reductions to TAs (?) and Contract Instructors (CIs) – with some faculties looking to reduce CI-taught courses by as much as 50% – the institution has also offered early retirement buy-outs to (reportedly) as many as 300 full-time instructors. At the same time, [OIRP's data cubes](#) show that student enrollment at Carleton has remained relatively stable, with (for example) 30,139 students in Fall/Winter 2024-2025 compared to 30,231 students in the same period in 2023-2024. With relatively stable student enrollment but radical reductions in the staff who do the actual teaching (full-time instructors, CIs, and TAs), Carleton students face the prospect of fewer course offerings, more students in those classes that do run, and reduced personalized feedback and attention. How are instructors supposed to teach courses that deliver on institutional priorities (e.g., experiential learning, student engagement, authentic assessment tasks, etc.) if they have more students than ever but no additional – or perhaps even less – TA support than previously? How, in other words, will instructors be able to evaluate students without relying primarily or exclusively on high-stakes assessments that can be automatically graded (i.e., multiple-choice exams and the like)?

### Response from Provost Pauline Rankin:

In response to the first question, the Provost reported that Graduate Studies is predicting a 7% growth in domestic graduate enrolment for 2025/26. Four out of five Faculties opted to adopt rolling graduate admissions this year and current accepted offers suggest that this strategy will help to grow Carleton's graduate programs. Graduate Studies has made no cuts to their base budget for scholarships for 2025/26. Entrance scholarships (\$3,000, based on GPA only) have been cut, in line with practices at other Ontario universities, but this decision has not made an impact on graduate applications and accepted offers.

Vice-Provost Graduate Studies Dan Siddiqi was recognized by the Chair and added that Graduate Studies is changing the kinds of offers they make to new graduate students. The offer will include a guaranteed dollar value instead of a guaranteed position; this will allow flexibility in placing students where needed. Vice-Provost Siddiqi noted that this approach is common in the university sector.

In response to the second question, the Provost reported that Deans are working with individual departments on this process to determine course offerings for 2025/26. The overall number of courses will be reduced but the goal is to ensure that programs will continue and that students have sufficient choice and variety. Faculties also are doing their best to ensure that there is no reduction in priority TA spending for 2025/26. The Provost added that Teaching & Learning Services offer a variety of supports for assessment strategies that go beyond multiple choice and they can be contacted for more information.

## **6. Administration (Clerk)**

### **a) Senate Membership Ratification**

The Clerk presented a memo to ratify 4 new FASS faculty members and 2 undergraduate students:

- Tim Haats FED – Faculty member - Industrial Design
- Gabriel Maracle – Faculty member - FPGA
- Maya Papineau – Faculty member - FPGA
- Simon Viel – Faculty member - Science
- Samantha Monastero – Undergraduate Student – FASS
- Ashley Paiva – Undergraduate Student - FASS

It was **MOVED** (C. Trudel, R. Renfroe) that Senate ratify the new Senate appointments, as presented, for service beginning immediately upon approval.  
The motion **PASSED**.

## **b) Convocation Dates**

The Clerk presented a motion to approve the suspension of Fall Convocation. This proposal follows a review of Convocation ceremonies at other post-secondary institutions across the province, and a consideration of Carleton's budget challenges. The Clerk noted that most Ontario universities, including the University of Ottawa, have already suspended their Fall Convocation ceremonies. The suspension would take effect in Fall of 2025, with November 2025 graduates invited to the June 2026 ceremony. The Clerk clarified that students do not need to attend Convocation in order to graduate; once Senate has approved the list of graduands, those students have officially graduated.

It was **MOVED** (G. Wainer, L. Kostiuk) that Senate approve the suspension of Fall Convocation effective as of Fall 2025, and the move to one Convocation period per year, to be held in the Spring (June).

### Discussion:

In response to a question, the Clerk confirmed that June convocation would most likely be kept within one week but the number of ceremonies per day could increase.

In response to a question regarding cost savings, the VP Students & Enrolment noted that setup costs for Fall Convocation total approximately \$400K, with staff overtime costs added to that. A Senator added that in addition to cost savings, suspending the Fall Convocation will result in less disruption for the athletics centre and all of the activities normally scheduled in that facility during the week of Fall Convocation.

The motion **PASSED**.

## **7. Reports:**

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

Committee Chair Julia Wallace presented 6 items for Senate approval and 6 items for information.

Items for approval:

Updating General Information - Co-op

It was **MOVED** (R. Renfro, K. Hellems) that Senate approves the revisions to R-UG-COOP-General Information effective for the 2025/26 Undergraduate Calendar as presented.

The motion **PASSED**.

The next four items from the memo were combined into an omnibus motion.

Revisions of Co-op admission and continuation requirements – various programs

It was **MOVED** (G. Lacroix, K. Graham) that Senate approves the revisions to TBD-1581 R-UG-COOP-B.A. B.Sc. Psychology, TBD-2294 R-UG-COOP-B.A. Human Rights and Social Justice, TBD-2293 R-UG-COOP-B.D.S. Admission and Continuation Requirements, and TBD 1585 R-UG-COOP-B.ENG Admission and Continuation Requirements effective for the 2025/26 Undergraduate Calendar as presented.

The motion **PASSED**.

Individual motions from the omnibus:

- THAT Senate approves the revisions to TBD-1581 R-UG-COOP-B.A. B.Sc. Psychology effective for the 2025/26 Undergraduate Calendar as presented.
- THAT Senate approves the revisions to TBD-2294 R-UG-COOP-B.A. Human Rights and Social Justice effective for the 2025/26 Undergraduate Calendar as presented.
- THAT Senate approves the revisions to TBD-2293 R-UG-COOP-B.D.S. Admission and Continuation Requirements effective for the 2025/26 Undergraduate Calendar as presented.
- THAT Senate approves the revisions to TBD 1585 R-UG-COOP-B.ENG Admission and Continuation Requirements effective for the 2025/26 Undergraduate Calendar as presented.

Update to Admission regulations for B. Sc. Nursing – additional language added for upper year admission for internal applicants (advanced standing)

It was **MOVED** (M. DeRosa, K. Hellems) that Senate approves the revisions to TBD-2262 R-ADM-Program-Nursing B.Sc.N. effective for the 2025/26 Undergraduate Calendar as presented.

The motion **PASSED**.

Items for Information:

- Minor modifications – UG – Dec 3
- Minor modifications – GR – Dec 3
- Minor modifications – UG – Dec 17
- Minor modifications – GR – Dec 17
- Minor modifications – UG – Jan 21
- Minor modifications – GR – Jan 21

There was no discussion of these items.

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

Committee Chair David Hornsby presented 1 cyclical review and 37 major modifications for Senate approval.

Cyclical Review: UG and GR Programs in Political Science

It was **MOVED** (D. Mendeloff, J. Greenberg) that Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate and graduate programs in Political Science.

The motion **PASSED**.

Major Modifications:

To expedite the process the 37 major modification motions were combined into one omnibus motion.

It was **MOVED** (R. Renfroe, J. Wallace) that Senate approve the major modifications as presented.

A Senator asked for motion #28 to be pulled from the omnibus and to be discussed separately.

With motion #28 removed, the omnibus motion **PASSED**.

Individual motions from the omnibus:

- THAT Senate approve the deletion of the introduction of ACSE 3999 as presented with effect from Fall 2025.

- THAT Senate approve the introduction of the B.Cyber. course categories as presented with effect from Fall 2025.
- THAT Senate approve the introduction of the minor in Cognitive Science as presented with effect from Fall 2025.
- THAT Senate approve the introduction of DATA 3999 as presented with effect from Fall 2025.
- THAT Senate approve the deletion of GINS 3900 and introduction of GINS 3910 as presented with effect from Fall 2025.
- THAT Senate approve the deletion of GINS 3901 and introduction of GINS 3911 as presented with effect from Fall 2025.
- THAT Senate approve the deletion of GPOL 3100 & 4908 and introduction of PSCI 4699 as presented with effect from Fall 2025.
- THAT Senate approve the introduction of the BA Combined Honours in History with a Concentration in Public History as presented with effect from Fall 2025.
- THAT Senate approve the introduction of HRSJ 3999 as presented with effect from Fall 2025.
- THAT Senate approve the major modification to the Industrial Applications Internship Option for BCS Honours as presented with effect from Fall 2025.
- THAT Senate approve the introduction of the stream and minor in Information Systems as presented with effect from Fall 2025.
- THAT Senate approve the introduction of the streams in International Business and International Management and minor in International Business as presented with effect from Fall 2025.
- THAT Senate approve the introduction of the streams in International Business and International Management and minor in International Business as presented with effect from Fall 2025.
- THAT Senate approve the introduction of the minor in Supply Chain Management as presented with effect from Fall 2025.
- THAT Senate approve the deletion of the BSc (Hons) in Computational Biochemistry as presented with effect from Fall 2026.
- THAT Senate approve the introduction of the stream in User Experience and User Interfaces to the BCS Honours as presented with effect from Fall 2026.
- THAT Senate approve the introduction of the stream in Artificial Intelligence to the BEng in Software Engineering A stream as presented with effect from Fall 2025.
- THAT Senate approve the major modifications to the BCom concentration in International Business as presented with effect from Fall 2025.

- THAT Senate approve the major modification to the MA in Music and Culture programs as presented with effect from Fall 2025.
- THAT Senate approve the introduction of the minor in Integrated Science as presented with effect from Fall 2025.
- THAT Senate approve the introduction of MECT 3999 as presented with effect from Fall 2025.
- THAT Senate approve the deletion of the minor in Industrial Economics as presented with effect from Fall 2026.
- THAT Senate approve the deletion of the BGIInS Specializations and Streams in Global Literatures; and Global Migration and Transnationalism as presented with effect from Fall 2026.
- THAT Senate approve the major modification to the BGIInS Specialization in Global Politics as presented with effect from Fall 2025.
- THAT Senate approve the deletion of the Concentrations in International Political Economy; and Natural Resources, Environment and Economy as presented with effect from Fall 2026.
- THAT Senate approve the major modification to the MA Art and Architectural History with collaborative specialization in Digital Humanities as presented with effect from Fall 2025.
- THAT Senate approve the deletion of CHST 4908 as presented with effect from Fall 2025.
- THAT Senate approve the deletion of the B.G.In.S. streams and specializations in French and Francophone Studies and Teaching English in Global Contexts as presented with effect from Fall 2026.
- THAT Senate approve the deletion of the minor in Professional Writing as presented with effect from Fall 2026.
- THAT Senate approve the introduction of the Bachelor of Data Science course categories as presented with effect from Fall 2025.
- THAT Senate approve the deletion of the MA programs in Religion and Public Life as presented with effect from Fall 2025.
- THAT Senate approve the major modification to HLTH 5813 as presented with effect from Fall 2025.
- THAT Senate approve the introduction of the advanced completion option to the MSC in Health: Science, Technology and Policy as presented with effect from Fall 2025.
- THAT Senate approve the major modification to MCS and MCS specialization in Cybersecurity as presented with effect from Fall 2025.

- THAT Senate approve the major modification to MIT in Data Science Analytics and Artificial Intelligence as presented with effect from Fall 2025.
- THAT Senate approve the introduction of the minor in Business (Finance) as presented with effect from Fall 2025.
- THAT Senate approve the major modification to the PhD program in Linguistics, Language Documentation and Revitalization as presented with effect from Fall 2025.

Motion #28: Undergraduate Programs in Canadian Studies:

Committee Chair David Hornsby noted that the motion is to delete undergraduate programs in Canadian studies including the BA, BA Hons and combined Honours in Canadian Studies, the Mention Français, Mention Français Honours and Combined Honours, and the Minor in Quebec Studies. This decision has been made due to lack of enrolment and a shortage of teaching staff for these programs.

It was **MOVED** (A. Bowker, E. Gray) that Senate approve the deletion of the undergraduate programs in Canadian Studies as presented with effect from Fall 2025.

Discussion:

A Senator asked that motions to close programs not be included in an omnibus motion, as Senators would likely wish to discuss these proposals separately before voting on them. The Senator also noted that Canadian Studies is a long-standing important program at Carleton, dating from 1957; it was also suggested that previous decisions not to put resources into this program have resulted in the lower student enrolment and loss of faculty members dedicated to it. Courses in Canadian studies are still popular.

Senator Jody Mason proposed the following amendment to the motion:

It was **MOVED** (J. Mason, L. Madokoro) that the motion be amended to the following: THAT Senate approve the deletion of the undergraduate programs in Canadian Studies, *with the exception of the minor in Canadian Studies*, as presented with effect from Fall 2025.

During the discussion it became apparent that there was some confusion as to whether the minor in Canadian Studies was included in the list of programs to be cut through the original motion. The Dean of FASS proposed that Senate pause the discussion so

that FASS may reassess the motion and return to Senate with more information specifically regarding the minor in Canadian Studies

The motion to amend was **WITHDRAWN**.

It was **MOVED** (A. Bowker, A. Shotwell) that the motion regarding the deletion of undergraduate programs in Canadian Studies be postponed to the next meeting of Senate on February 26, 2025.

The motion to postpone the original motion **PASSED**.

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

Committee Chair Elinor Sloan presented a motion to ratify 4 new faculty members to 2 Senate committees:

- Senate Quality Assurance and Planning Committee
  - Matthias Neufang (Faculty member – Science)
  - Augustine Park (Faculty member – FASS)
  - Johan Voordouw (Faculty member – FED)
- Senate Student Academic Integrity Appeals Committee
  - Beth Hughes (Faculty member – FASS)

It was **MOVED** (E. Sloan, P. Rankin) that Senate ratify the nominees for Senate committees, as presented, for service beginning upon approval.

The motion **PASSED**.

**d) Senate Review Committee (SRC)** (G. Wainer) – **Enrolment Report**

Committee Chair Gabriel Wainer introduced this item. He reported that the Senate Review Committee, in following its mandate, met on January 20, 2025 to review the annual Enrolment Report submitted by the Vice-President Students & Enrolment (VPSE). After completing its review, the committee prepared a list of questions that were submitted to the OVPSE. The questions along with the Enrolment Report were circulated to Senators in advance in the Senate binder.

The VP Students & Enrolment, Suzanne Blanchard, then presented the Enrolment Report, addressing the questions of the Senate Review Committee in her presentation.

Undergraduate Provincial Count: Between 2023 and 2024, domestic undergraduate enrolment at Carleton has increased by 3% but international enrolment has declined by 55%. This decline is significantly higher than the 25% decrease predicted for this period. Declining international enrolments began during COVID but have continued as a result of recent IRCC policies and legislation. Overall domestic undergraduate enrolment is mostly flat, but graduation and retention rates have improved.

The VPSE next spoke to questions about government funding. Each academic program at Carleton is assigned a specific weighted grant unit. Some programs, such as those with labs for example, have a higher weighted grant unit. Graduate programs also are rated higher than undergraduate; as a result one graduate student would bring in more money from the government than one undergraduate student.

In terms of corridor funding, Carleton has been very close to the top of the corridor throughout the term of the current Strategic Mandate Agreement (SMA3).

New first year students per Faculty: FPGA and Spratt enrolment numbers are recovering and FED has achieved modest growth, with high results for Mechatronics and Aerospace/Mechanical Engineering. Science enrolment for first-year students has declined mostly because of declining international student numbers in Computer Science. However, greater interest is evident in Cybersecurity and Data Science.

For Fall 2025, the prediction for undergraduate enrolment is flat domestic enrolment and a continued decline in international enrolment of 20%.

Graduate Enrolment: Total domestic graduate enrolment has increased while international enrolment has declined, although this decline is less pronounced than it is for undergraduate students. It was noted that most of the graduate enrolments are part-time rather than full-time, so calculations are made using full-time equivalents to obtain a more accurate portrait.

New graduate enrolment has seen a healthy increase of 13% for domestic students, with a 34% decrease for international students. For Fall 2025, admissions for domestic masters should increase, but international enrolment is estimated to decline by approximately 10%. This decline can be offset by earlier conversion rates. Returning graduate enrolment shows positive growth throughout.

An analysis of undergraduate enrolment trends per Faculty shows potential slow growth in Spratt and recovery in FPGA, particularly in key programs such as Political Science,

Journalism and Economics. The Recruitment Office is continuing to work with individual departments on initiatives and strategies to further boost undergraduate enrolment within certain programs.

Master's enrolment trends show steady growth through all Faculties with a large recent increase in Spratt enrolment due to the new Online MBA program. In response to a question from the Senate Review Committee, VPSE Blanchard noted that without considering the MBA, Spratt's other Masters programs have experienced an increase in enrolment of 9% over a period of 3 years.

PhD enrolments are generally smaller and as a result they have more variations from year to year. Aside from the spike in new PhD enrolment spiked during COVID (in 2021), variations for other years are within normal parameters.

In response to a question from the Senate Review Committee on predictive modeling, the VPSE reported that Carleton uses the Ontario Ministry of Finance population projections which are based on data from Statistics Canada. In conjunction with Carleton's Office of Institutional Research and Planning (OIRP) the VPSE reviews the demographic data and also parses out regional changes and variety in preparing the report.

A regional comparison of undergraduate applications over a 10-year period shows positive increases in applications from Ottawa and Eastern Ontario, and some recovery in applications from the GTA since the decline during COVID. The recently approved new undergraduate programs could help to increase this enrolment moving forward. It was noted that Carleton was the first choice in 25% of the applications received from Ottawa and Eastern Ontario.

International undergraduate admissions have decreased in the past year, and there is a larger gap between the number of students confirmed and those who actually registered. This is due to VISA processing delays and other issues.

In response to a question from a Senator, VPSE Blanchard noted that recruitment from the United States is very challenging as the American post-secondary landscape provides so much choice and variety. The RO has developed initiatives for USA recruitment, but the market is not easy to pierce.

A Senator asked for more information on the lower enrolment numbers for students from the GTA. VPSE Blanchard responded that enrolment numbers declined for obvious

reasons during the pandemic and have been slow to recover. In the current economic climate, students in the GTA are less willing to move away from home to attend university. Strategies to improve this situation include renewed in-person recruitment in high schools and communities in the GTA and spreading awareness of Carleton's specialized new programs, such as Nursing, Mechatronics and Cybersecurity which could bring more students to Ottawa.

A Senator asked why first year admissions in Mechanical and Aerospace Engineering are 60% over the targets that were set. Another Senator added that resources within the department cannot handle such a large increase. For example, Aerospace labs have a maximum capacity of 160 students and last year over 200 students were admitted to the program. The VPSE noted first that targets are difficult to hit precisely and that the numbers in Mechanical and Aerospace Engineering do need to be stabilized. The Dean of the Faculty of Engineering and Design agreed that this is an unsustainable path, and that it is a challenge for the Faculty.

The Chair thanked the Senate Review Committee Chair and VPSE Blanchard for the presentation, and Senators for their engagement.

## **8. Reports for Information**

- a) Senate Executive Minutes (October 8 + October 25 e-poll)
- b) Report from COU Academic Colleague

Council of Ontario Universities (COU) Academic Colleague Kim Hellemans spoke briefly to this report, noting that the COU is now focused on advocacy around the provincial government election and post-election strategies. COU is also formulating strategic messaging in response to the threat of US tariffs, that universities are well-positioned to handle the upscaling of potential labour market needs. Senator Hellemans concluded by urging Senators to engage with local MPs and MPPs to advocate for our sector.

## **9. Other Business**

A Senator noted issues during the meeting with the sound system for those joining online and asked for this to be resolved by the next meeting. The University Secretary responded that IMS is aware of the issue and that the Secretariat staff is also aware and have been doing their best to provide a work-around until the issue is resolved.

## **19. Adjournment**

The meeting was adjourned (L. Kostiuk, J. Chan) at 3:58 p.m.



# Senate Questions – February 2025

## **Questions submitted by Sean Burges:**

In a time where academic units are being asked to innovate, collaborate, and make hard decisions, academic staff need clarity about how 'bums on seats' in classrooms translates into funding and resources flowing to departments/programs and to the University itself.

- 1) How does the university calculate the funding that flows to a department/program on a per student enrolled in said department/program basis?
- 2) How does the university calculate the funding that flows to a department/program for each student enrolled in a class delivered by that department/program?
- 3) How does the funding flowing to an academic department/program translate into resources available for planning and delivering education and student enrichment?
- 4) How does enrolment at the University translate into funding flows from the Province?
- 5) How much of the University's funding (nominal and percentage) from the Province comes in the form a 'block grant' and a 'student enrolment contingent grant'?
- 6) Can you please explain how enrolment-based funding from the Province to the University is calculated and under what envelopes it falls.
- 7) Is there a limit to how much operating funding the University can get from the Province by increasing enrolments?

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## **Question Submitted by Allan Buri:**

At its March 1st, 2024 meeting, Senate repealed the Academic Accommodations During Labour Disputes Policy. According to the minutes from its April 14th, 2023 meeting, this Policy was the mechanism that required a meeting of the Academic Continuity Committee (ACC) to specifically discuss academic accommodations after eleven days of the CUPE 4600 strike. CASG was also consulted during those discussions. Without this Policy, what procedural mechanisms are required to trigger a meeting of the ACC to discuss academic accommodations, and is the Senate Executive Committee still committed to engaging with CASG to discuss academic accommodations during potential labour disputes, including SAT/UNSAT?

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## **Questions submitted by Jody Mason:**

Now that faculties have numbers for the early retirement offer and for CI cuts for 2025-26:

- what is the plan to ensure that units will be able to offer academic programs in 2025-26 (and going forward) of the same quality they have been offering in the past? (“quality” is affected by many factors, including instructor-student ratios, access to equipment, breadth of course offerings, etc.)
  - what does the university expect to save as a result of these combined measures (early retirement offer + CI cuts) / does the university have examples from other universities of how such measures have actually helped save money?
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### **Questions submitted by Gabriel Wainer**

#### **Question 1:**

On January’s senate, the following question was asked: “ Students facing Academic Offenses have the right to appeal decisions made by the Dean’s office to the Senate Appeals Committee. However, in some situations, the opposite would need to be considered. There are cases related to Academic Integrity or Academic Offenses dismissed without proper investigation due to delays in the process or the backlog of cases. Additionally, there are instances where the Dean’s office dismisses an offense despite the instructor’s strong certainty regarding the violation and adherence to standard reporting procedures, sometimes without providing a clear explanation on the decisions.”

In a previous Senate meeting, it was requested to handle Academic Offenses “in a timely manner”. Nevertheless, “timely manner” has been defined as “two terms after the offence”. According to past practices, a “timely manner” was 2 weeks to 1 month. How can guarantee that instructors do not have to wait two terms (or a year) to solve cases of plagiarism, and that handling of the cases is independent of the authorities in charge of the case?

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#### **Question 2**

The Faculty of Engineering has to provide a Constitution to Senate. It has been told that the guidelines are under preparation. Although this is a major commitment: is there a timeline as for when is the Constitution going to be submitted for discussion and approval? As there is no Constitution available in Engineering, is there any kind of superset of University rules that the Faculty of Engineering should be following while there is no Constitution in place?

- a. Yes: which ones and where are they available?
- b. No: should Engineering adhere to past practices? (defined as “Before COVID practices). Or is there any other set of rules that should be used in the meantime?

### Question 3:

The section:

<https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/grading/#course-outline>

specifies Carleton's course outline.

The rules are clear, and covers the generic aspects of outlines. Nevertheless, there has been some language at Senate and Faculties not written formally anywhere. In particular, it has been said numerous times that the course outline is a "contract", but there is no such language. But in some cases it's being used as a "contract". Similarly, there are "implicit" rules about what should be in a course outline, and such rules change according to which reads the rules, the professor asking the question, or the person that makes the decision. The decisions are made based on "regulations", but such regulations do not exist in writing. If a Professor decides to use a strategy for their class, and they are denied to use such strategy based on a non-existing regulation is brought, this would be affecting the Professor's Academic Freedom.

Question: Do professors only have to adhere to the rules in the link above, exactly as written, or there is any further written documentation explaining in detail what can be included in a Course Outline, what cannot be included, the things that a Professor can do to teach their class, and the way in which students are evaluated, following Academic Freedom in their classroom?

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### **Question submitted by Nir Hagigi:**

Given that academic freedom is a core principle of scholarly inquiry, and considering that many institutions have already established mechanisms to monitor and address academic freedom concerns, what steps would be required to explore the creation of a similar procedure at Carleton? Is there a process or timeline for reviewing this issue, and if not, how can one be established? Furthermore, which body within the university would be responsible for overseeing and implementing such a mechanism?

### **Rationale**

Academic freedom is a fundamental principle that protects faculty, researchers, and students in their ability to engage in intellectual inquiry, express different perspectives, and pursue scholarship without undue interference. However, Carleton University currently lacks a sufficient and structured mechanism for addressing academic freedom violations. Furthermore, unlike many of our peer institutions (such as the [University of Ottawa](#), [McGill University](#), [Wilfrid](#)

[Laurier University](#), etc.), Carleton lacks a dedicated policy safeguarding academic freedom, leaving a critical gap.

- For students, there is no formalized body to hear concerns when academic freedom is restricted. The only current reporting mechanism is Equity and Inclusive Communities (EIC), which primarily addresses discrimination and hate crimes, not violations of academic freedom. If a student is censored, penalized, or restricted in their academic work or extracurriculars due to political speech, controversial research topics, or institutional pressures, there is no clear appeals process.

In recent years, concerns about self-censorship, institutional overreach, and the suppression of critical scholarship, particularly in politically sensitive fields, have grown within universities across Canada. Without a dedicated mechanism to examine these issues, our institution risks failing to adequately uphold its commitment to academic freedom for its community.

Establishing a structured mechanism to address academic freedom violations at Carleton University would benefit the entire academic community by creating a more accountable and intellectually open environment:

- Faculty would gain stronger institutional support in defending their ability to pursue critical scholarship without fear of administrative interference or external pressure.
- For students, it would provide a clear avenue to raise concerns when their academic expression is restricted, ensuring that intellectual exploration and debate remain protected within the classroom and beyond.
- The administration would benefit from a standardized process to handle academic freedom concerns proactively rather than reactively, reducing the likelihood of reputational harm and extended legal battles.

## MEMORANDUM

The Senate Committee on Curriculum, Admission and Studies Policy (SCCASP)

**To:** Senate  
**From:** **Julia Wallace**, Chair of SCCASP  
**Date:** February 28<sup>th</sup>, 2025  
**Subject:** **Regulation Changes 2025/26**

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### For Senate approval

1. Advanced Standing for CEGEP students

**Motion: That Senate approves the revisions to Regulations TBD-1349: R-ADM-General-Section 12. Transfers from Quebec CEGEPs effective for the 2025/26 Undergraduate Calendar as presented.**

*Attachment: TBD-1349: R-ADM-General-Section 12. Transfers from Quebec CEGEPs*

2. Admission Requirements for C.J.I.I.C. transferring into B.J.

**Motion: That Senate approves the revisions to Regulations TBD-1375: R-ADM-Program-B.J. effective for the 2025/26 Undergraduate Calendar as presented.**

*Attachment: TBD-1375: R-ADM-Program-B.J.*

3. Admission Regulations for C.J.I.I.C.

**Motion: That Senate approves the revisions to Regulations TBD-2306: R-ADM-Program-C.J.I.I.C effective for the 2025/26 Undergraduate Calendar as presented.**

*Attachment: TBD-2306: R-ADM-Program-C.J.I.I.C*

### For Information

1. *Attachment: UG\_2425\_MinorMods\_for\_SCCASP\_Feb4*
2. *Attachment: GR\_2526\_MinorMods\_2025Feb04*
3. *Attachment: UG\_2425\_MinorMods\_for\_SCCASP\_Feb18*

DATE: January 19, 2025

TO: Senate

FROM: Dr. David Hornsby, Vice-Provost and Associate Vice-President (Academic), and  
Chair, Senate Quality Assurance and Planning Committee

RE: Final Assessment Reports and Executive Summaries

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The purpose of this memorandum is to request that Senate approve the Final Assessment Reports and Executive Summaries arising from cyclical program reviews. The request to Senate is based on recommendations from the Senate Quality Assurance and Planning Committee (SQAPC).

The Final Assessment Reports and Executive Summaries are provided pursuant to article 5.4.1. of the provincial Quality Assurance Framework and article 7.2.24 of Carleton's Institutional Quality Assurance Process (IQAP). Article 7.2.24.3 of Carleton's IQAP (passed by Senate in November 2021 and ratified by the Ontario Universities Council on Quality Assurance in April 2022) stipulates that, in approving Final Assessment Reports and Executive Summaries 'the role of SQAPC and Senate is to ensure that due process has been followed and that the conclusions and recommendations contained in the Final Assessment Report and Executive Summary are reasonable in terms of the documentation on which they are based.'

In making their recommendations to Senate and fulfilling their responsibilities under the IQAP, members of SQAPC were provided with all the appendices listed on page 2 of the Final Assessment Reports and Executive Summaries. These appendices constitute the basis for reviewing the process that was followed and assessing the appropriateness of the outcomes.

These appendices are not therefore included with the documentation for Senate. They can, however, be made available to Senators should they so wish.

Any major modifications described in the Implementation Plans, contained within the Final Assessment Reports, are subject to approval by the Senate Committee on Curriculum, Admission, and Studies Policy, the Senate Quality Assurance and Planning Committee (SQAPC) and Senate as outlined in articles 7.4.1 and 5.1 of Carleton's IQAP.

Once approved by Senate, the Final Assessment Reports, Executive Summaries and Implementation Plans will be forwarded to the Ontario Universities' Council on Quality Assurance and reported to Carleton's Board of Governors for information. The Executive Summaries and Implementation Plans will be posted on the website of Carleton University's Office of the Vice-Provost and Associate Vice-President (Academic), as required by the provincial Quality Assurance Framework and Carleton's IQAP.

**Omnibus Motion**

In order to expedite business with the multiple Final Assessment Reports and Executive Summaries 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 2 Final Assessment Reports and Executive Summaries 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 Final Assessment Reports and Executive Summaries that Senators agree can be covered by the omnibus motion.

**THAT** Senate approve the Final Assessment Reports and Executive Summaries arising from the Cyclical Reviews of the programs.

**Final Assessment Reports and Executive Summaries**

**1. Graduate and Undergraduate Programs in Business**

**SQAPC approval:** February 13, 2025

SQAPC Motion:

**THAT** SQAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the undergraduate and graduate programs in Business.

**Senate Motion February 28, 2025:**

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

**2. Undergraduate and Graduate Programs in Journalism**

**SQAPC approval:** February 13, 2025

SQAPC Motion:

**THAT** SQAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the undergraduate and graduate programs in Journalism.

**Senate Motion February 28, 2025:**

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

DATE: February 21, 2025

TO: Senate

FROM: Dr. David Hornsby, Vice-Provost and Associate Vice-President (Academic), and Chair, Senate Quality Assurance and Planning Committee

RE: 2025-26 Calendar Curriculum Proposals  
**Undergraduate and Graduate Major Modifications**

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**Background**

Following Faculty Board approval, as part of academic quality assurance, major curriculum modifications are considered by the Senate Quality Assurance and Planning Committee (SQAPC) before being recommended to Senate. Major curriculum modifications are also considered by the Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP).

**Library Reports (as required)**

In electronic communication members of the Library staff, upon review of the proposals, confirmed no additional resources were required for the major modifications included below.

**Documentation**

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

**Major Modifications**

**1. Undergraduate Programs in Canadian Studies**

SCCASP approval: January 21, 2025

SQAPC approval: January 23, 2025

**Senate Motion February 28, 2025**

**THAT** Senate approve the deletion of the undergraduate programs in Canadian Studies as presented with effect from Fall 2025.

**Omnibus Motion**

In order to expedite business with the multiple changes that are subject to Senate approval at this meeting, an omnibus motion will be moved and include all items below (motions 2-15). Senators may wish to identify any of the 14 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.

**2. MECT 4907**

SCCASP approval: December 3, 2024

SQAPC approval: December 12, 2024

**Senate Motion February 28, 2025**

**THAT** Senate approve the introduction of MECT 4907 as presented with effect from Fall 2025.

**3. Undergraduate Certificate in Journalism in Indigenous Communities**

SCCASP approval: January 21, 2025

SQAPC approval: January 23, 2025

**Senate Motion February 28, 2025**

**THAT** Senate approve the introduction of the undergraduate Certificate in Journalism in Indigenous Communities and JOUR 1107 as presented with effect from Fall 2025.

**4. Undergraduate Programs in Music**

SCCASP approval: January 21, 2025

SQAPC approval: January 23, 2025

**Senate Motion February 28, 2025**

**THAT** Senate approve the major modification to the undergraduate programs in Music and MUSI 4800, 4801 and 4908 as presented with effect from Fall 2025.

**5. BEng: Architectural Conservation and Sustainability Engineering**

SCCASP approval: February 4, 2025

SQAPC approval: February 13, 2025

**Senate Motion February 28, 2025**

**THAT** Senate approve the deletion of the BEng: Architectural Conservation and Sustainability Engineering Streams A & B as presented with effect from Fall 2025.

**6. GDIP Economic Policy**

SCCASP approval: February 4, 2025

SQAPC approval: February 13, 2025

**Senate Motion February 28, 2025**

**THAT** Senate approve the deletion of the Graduate Diploma in Economic Policy as presented with effect from Fall 2025.

**7. MARCH**

SCCASP approval: February 4, 2025

SQAPC approval: February 13, 2025

**Senate Motion February 28, 2025**

**THAT** Senate approve the major modification to the MArch programs and the introduction of ARCH 5555 as presented with effect from Fall 2025.

**8. MPPA Collaborative Specialization in Climate Change**

SCCASP approval: February 4, 2025

SQAPC approval: February 13, 2025

**Senate Motion February 28, 2025**

**THAT** Senate approve the introduction of the Collaborative Specialization in Climate Change to the MPPA program as presented with effect from Fall 2025.

**9. MA Women’s and Gender Studies Collaborative Specialization in Accessibility**

SCCASP approval: February 4, 2025

SQAPC approval: February 13, 2025

**Senate Motion February 28, 2025**

**THAT** Senate approve the major modification to the MA in Women’s and Gender Studies with Collaborative Specialization in Accessibility as presented with effect from Fall 2025.

**10. DATA 5913**

SCCASP approval: February 4, 2025

SQAPC approval: February 13, 2025

**Senate Motion February 28, 2025**

**THAT** Senate approve the introduction of DATA 5913 as presented with effect from Fall 2025.

**11. PhD. Data Science, Analytics, and Artificial Intelligence**

SCCASP approval: February 4, 2025

SQAPC approval: February 13, 2025

**Senate Motion February 28, 2025**

**THAT** Senate approve the major modification to the PhD in Data Science, Analytics, and Artificial Intelligence as presented with effect from Fall 2025.

**12. GDIP European and Russian Studies**

SCCASP approval: February 4, 2025

SQAPC approval: February 13, 2025

**Senate Motion February 28, 2025**

**THAT** Senate approve the change in the Graduate diploma name to European, Russian and Eurasian Studies as presented with effect from Fall 2025.

**13. MCS: Data Science Analytics and Artificial Intelligence**

SCCASP approval: February 4, 2025

SQAPC approval: February 13, 2025

**Senate Motion February 28, 2025**

**THAT** Senate approve the major modification to the MCS in Data Science, Analytics, and Artificial Intelligence as presented with effect from Fall 2025.

**14. Undergraduate programs in Earth Sciences**

SCCASP approval: February 18, 2025

SQAPC approval: February 13, 2025

**Senate Motion February 28, 2025**

**THAT** Senate approve the major modification to the undergraduate programs in Earth Sciences as presented with effect from Fall 2025.

**15. Undergraduate programs in Architecture**

SCCASP approval: February 4, 2025

SQAPC approval: February 13, 2025

**Senate Motion February 28, 2025**

**THAT** Senate approve the major modification to the to the BAS programs in Architecture as presented with effect from Fall 2025.



DATE: February 20, 2025

TO: Senate

FROM: Dr. David Hornsby, Vice-Provost and Associate Vice-President (Academic) and Chair, Senate Quality Assurance and Planning Committee

RE: Updated Co-operative Education Option Policy

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The Co-operative Education Option Policy was originally approved in January 2009 and last updated November 29, 2013. Further updates have recently been made and were reviewed and approved by the Senate Quality Assurance and Planning Committee (SQAPC).

After review, SQAPC passed the following motion on February 13, 2025:  
THAT SQAPC recommends to Senate the approval of the Co-operative Education Option Policy as presented.

Attached Senate will find a clean copy of the policy approved by SQAPC as well as a track changed copy in order to easily identify the changes that have been made.

Once approved by Senate the updated policy can be published on Carleton's website.

**Senate Motion February 28, 2025:**

<b>THAT</b> Senate approve the revised Co-operative Education Option Policy as presented.
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**Policy Name:** Co-operative Education Option Policy  
**Originating/Responsible Department:** Career Services and Co-operative Education  
**Approval Authority:** Senate  
**Date of Original Policy:** January 30, 2009  
**Last Updated:** **February 28, 2025**  
**Mandatory Revision Date:** **February 28, 2030**  
**Contact:** Career Services and Co-operative Education

**Policy Statement:**

Co-operative education is based on the principle that academic study combined with alternating work periods is an effective method of professional preparation. Work periods at various points in the academic program allow students to acquire experience within their discipline. The Co-operative Education Program is a complement to students' academic studies.

Academic regulations for Co-operative Education are found in the Undergraduate and Graduate Calendars.

**Purpose:**

The purpose of this Policy is to identify the procedure for academic departments, units and schools to establish a Co-op Option within their program.

**Scope:**

Where offered, co-operative education options are available to students registered in undergraduate and graduate degree programs and the designated fields, concentrations, specializations and streams within those degree programs.

**Procedure:**

Academic departments, units and schools who wish to establish a Co-op option within an existing or new program need to notify Co-operative Education in writing. This notification should normally be done with a minimum of 15 months prior to the intended date of offering. Co-operative Education will conduct a feasibility assessment to be shared with Senate for information of establishing a Co-op option and notify the academic department, within a reasonable time after receipt of notification, usually within 1-3 months. Any new Co-op option must be approved by Senate as a major modification to the program in question or an integral element of a proposed new program in accordance with Carleton University's Institutional Quality Assurance Process.

**Roles and Responsibilities:**

Faculties

Academic departments, units and schools inform Co-operative Education of the intention to establish a co-op option and liaise with the Office of the Vice-Provost and Associate Vice-President (Academic) in accordance with Carleton University's Institutional Quality Assurance Process.

Co-operative Education

Co-operative Education to provide an assessment of the feasibility of establishing a Co-op option.

Vice Provost and Associate Vice-President (Academic)

The Office of the Vice-Provost and Associate Vice-President (Academic) to assist in guiding Faculties through the necessary elements of Carleton University's Institutional Quality Assurance Process.

Senate Quality Assurance and Planning Committee (SQAPC)

Any new Co-op option will be presented to the Senate Quality Assurance and Planning Committee (SQAPC) as a major modification in accordance with Carleton University's Institutional Quality Assurance Process.

Senate Committee on Curriculum, Admission, and Studies Policy (SCCASP)

Any new Co-op option will be presented to the Senate Committee on Curriculum, Admission, and Studies Policy (SCCASP) as part of a review to add a program requirement.

Senate

The 'Co-op' Designation may only be used with the approval of Senate.

**Contacts:**

Vice Provost and Associate Vice-President (Academic)  
Director, Career Services and Co-operative Education

**Links to other related policies**

[Undergraduate Academic Calendar](#)

[Graduate Academic Calendar](#)

[Institutional Quality Assurance Process](#)

**Policy Name:** Co-operative Education Option Policy  
**Originating/Responsible Department:** Career Services and Co-operative Education  
**Approval Authority:** Senate  
**Date of Original Policy:** January 30, 2009  
**Last Updated:** [February 28, 2025](#)  
**Mandatory Revision Date:** [February 28, 2030](#)  
**Contact:** Career Services and Co-operative Education

**Policy Statement:**

Co-operative education is based on the principle that academic study combined with alternating work periods is an effective method of professional preparation. Work periods at various points in the academic program allow students to acquire experience within their discipline. The Co-operative Education Program is a complement to students' academic studies.

Academic regulations for Co-operative Education are found in the Undergraduate and Graduate Calendars.

**Purpose:**

The purpose of this Policy is to identify the procedure for academic departments, units and schools to establish a Co-op Option within their program.

**Scope:**

Where offered, co-operative education options are available to students registered in undergraduate and graduate degree programs and the designated fields, concentrations, specializations and streams within those degree programs.

**Procedure:**

~~Academic departments, units and schools~~ [Faculties](#) ~~Academic departments, units and schools~~ who wish to establish a Co-op option within ~~their an existing or new program-program will need to~~ notify Co-operative Education [in writing, at the Faculty Curriculum Committee stage as per University's Institutional Quality Assurance Process](#) ~~This notification can take place through JIRA and should normally be done with a minimum of 15 months prior to the intended date of offering, in writing of their intent to establish a co-op option which will complete an assessment.~~ Co-operative Education will ~~respond-~~ [conduct a with the-](#) ~~feasibility assessment to be shared with Senate for information of~~ establishing a Co-op option [and notify the academic department, within a reasonable time after](#) ~~provide to the Faculty no more than 1 month after receipt of notification, usually within 1-3 months.~~ Any new Co-op option must ~~have the assessment of feasibility and~~ be approved by Senate as a major modification to the program in question or an integral element of a proposed new program in accordance with Carleton University's Institutional Quality Assurance Process.

**Roles and Responsibilities:**

~~Academic Departments, Units and Schools~~ [Faculties](#)  
~~Academic departments, units and schools~~ [Faculties](#) ~~Academic departments, units and schools through the relevant Associate Dean to~~ inform Co-operative Education, ~~in writing, of their of the~~ [intention](#) to establish a co-op option [and liaise with the Office of the Vice-Provost and Associate Vice-President \(Academic\) in](#)



accordance with Carleton University's Institutional Quality Assurance Process.

Co-operative Education

Co-operative Education to provide an assessment of the feasibility of establishing a Co-op option.

Vice Provost and Associate Vice-President (Academic)

The Office of the Vice-Provost and Associate Vice-President (Academic) to assist in guiding Faculties through the necessary elements of Carleton University's Institutional Quality Assurance Process.

Senate Quality Assurance and Planning Committee (SQAPC)

Any new Co-op option will be presented to the Senate Quality Assurance and Planning Committee (SQAPC) as a major modification in accordance with Carleton University's Institutional Quality Assurance Process.

Senate Committee on Curriculum, Admission, and Studies Policy (SCCASP)

Any new Co-op option will be presented to the Senate Committee on Curriculum, Admission, and Studies Policy (SCCASP) as part of a review to add a program requirement.

Senate

The 'Co-op' Designation may only be used with the approval of Senate.

**Contacts:**

Vice Provost and Associate Vice-President (Academic),  
Director, Career Services and Co-operative Education.

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**Links to other related policies**

[Undergraduate Academic Calendar](#)

[Graduate Academic Calendar](#)

[Institutional Quality Assurance Process](#)



DATE: February 20, 2025

TO: Senate

FROM: Dr. David Hornsby, Vice-Provost and Associate Vice-President (Academic)

RE: Dominican University College - Minor Modifications

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**Background**

As part of the affiliation agreement with the Dominican University College (DUC), and through Carleton's Institutional Quality Assurance Process (IQAP), covering also the academic, non-vocational degree programs of Dominican University College, Carleton University plays a role in curriculum and program review and approvals at Dominican University College.

Minor modifications approved by the Dominican University College are provided to Carleton University's Office of the Vice-Provost and Associate Vice-President (Academic) for information; please see attached IQAP Appendix 4b for a flow chart of the process.

The Office of the Vice-Provost and Associate Vice-President (Academic) is in receipt of the approved course changes as provided in the attached documents.

The Dominican University College 2024-25 course changes are being provided to Senate for information.



## MEMORANDUM

**From:** Senate Academic Governance Committee (SAGC)  
**To:** Senate  
**Date:** February 28, 2025  
**Subject:** FPGA Faculty Board Constitution approval

On June 2, 2023, Senate passed a motion that “all disciplinary Faculties and the GFB should revise their constitutions and/or processes to support the transfer of authority for graduate curriculum approvals. These revised constitutions should be brought to SAGC for review and then to Senate for approval.”

To align the constitutions in terms of format, a template was developed by the University Secretariat during the Winter 2024 semester. This template was approved by SAGC, then distributed to individuals within the Faculties responsible for writing/editing their constitutions. The template was included in the June 7, 2024 Senate binder for information.

The FPGA Faculty Board Constitution has been revised, reviewed by SAGC and approved by the FGPA Faculty Board. Track-change and clean copies of the approved constitution have been included in the Senate binder.

**MOTION:** That Senate approve the Faculty Board Constitution of the Faculty of Public and Global Affairs, as presented.

**CARLETON UNIVERSITY**

**CONSTITUTION**  
*of*  
**THE FACULTY OF PUBLIC AND GLOBAL AFFAIRS**  
**FACULTY BOARD**

**I. Description of the Faculty of Public and Global Affairs Faculty Board**

- I.1 The plenary organ of the Faculty of Public and Global Affairs (“FPGA”) shall be the Faculty of Public and Global Affairs Faculty Board (“Faculty Board”).
- I.2 Faculty Board shall serve as a forum for discussion and decision on academic concerns related to the students and programs within the Faculty of Public and Global Affairs and that fall within the purview and authority of Faculty Boards as defined by the [Academic Governance of the University policy \(the “AGU”\)](#) and described in Art. III below.
- I.3 Wherever this Constitution refers to “units of the Faculty,” it shall mean those departments, schools, institutes and colleges identified in the AGU as being recognized by the Carleton University Senate as the component academic units of the Faculty of Public and Global Affairs.

**II. Composition and Structure**

- II.1 Membership
- (a) In accordance with the AGU, membership of FPGA Faculty Board shall consist of the following persons *ex officio*, all as voting members:
- (i) The Dean of the Faculty of Public and Global Affairs;
  - (ii) All full-time faculty members as defined in paragraph 3.3.2 of the AGU with at least 50% appointment within the Faculty of Public and Global Affairs.
  - (iii) Those students who are elected or appointed members of departmental, school, college and institute boards of all units of the Faculty of Public and Global Affairs. Undergraduate student members shall normally be elected or appointed by the Carleton Academic

Student Government (CASG). Graduate student members shall normally be elected or appointed by the student associations of their unit or program of study.

- (b) One representative of the Faculty of Arts and Social Sciences (FASS) as non-voting member, appointed by the Secretary of FASS Faculty Board.

## II.2. Executive Officers

### (a) The Secretary of Faculty Board

- (i) Pursuant to the provisions of Clause II.3 below, Faculty Board shall elect one of its voting faculty members as Secretary for a term of three years beginning on the first day of July next following the election.
- (ii) The duties of the Secretary shall consist of:
  - (1) calling and chairing meetings of Faculty Board and of the Executive Committee;
  - (2) representing the Faculty as a member of the University Senate, and reporting recommendations of Faculty Board to Senate;
  - (3) reporting relevant proceedings of Senate to Faculty Board;
  - (4) serving as electoral officer of Faculty Board;
  - (5) such other duties as may be assigned to the Secretary by this Constitution or resolutions of Faculty Board.

### (b) The Clerk of Faculty Board

- (i) Pursuant to the provisions of Clause II.3 below, Faculty Board shall elect one of its voting faculty members as Clerk for a term of three years beginning on the first day of July next following the election.
- (ii) The duties of the Clerk shall consist of:
  - (1) giving notice of and recording the proceedings of Faculty Board meetings and keeping the attendance roll;
  - (2) giving notice of and recording proceedings of Executive Committee meetings;
  - (3) carrying out the duties of the Secretary of Faculty Board in the Secretary's absence;
  - (4) such other duties as may be assigned to the Clerk by this Constitution or resolutions of Faculty Board.

## II.3 Elections

- (a) Election of Secretary and Clerk of Faculty Board
  - (i) Except as otherwise provided for in valid University or Senate documents, the election of the Secretary and the Clerk of Faculty Board shall take place during April at a properly-constituted meeting of Faculty Board. Alternatively, the Executive Committee may call for an electronic poll to be conducted during April over a designated voting period established by the Executive Committee. In either case the election shall be conducted in accordance with the procedures prescribed in the Faculty Board Bylaws.
  - (ii) The office of Secretary or Clerk (as the case may be) shall be deemed to be vacated should the incumbent be absent from the University for longer than six consecutive months.
  - (iii) Should the office of Secretary or Clerk (as the case may be) become vacant for any reason whatsoever, then the remaining members of the Executive Committee shall appoint another faculty member of Faculty Board to serve in that office until a replacement is elected. Such election shall be held in the April next following the creation of the vacancy.
  
- (b) Election of Faculty Members to Committees of Faculty Board
  - (i) Except as otherwise provided for in valid University or Senate documents, wherever in this Constitution it is provided that faculty members shall be elected to committees of Faculty Board, then such election shall take place during April at a properly-constituted meeting of Faculty Board. Alternatively, the Executive Committee may call for an electronic poll to be conducted during April over a designated voting period established by the Executive Committee. In either case, the election. In either case the election shall be conducted in accordance with the procedures prescribed in the Faculty Board Bylaws.
  - (ii) Any elected faculty member of a committee of Faculty Board shall be deemed to have vacated the position should the incumbent be absent from the University for longer than six consecutive months.
  - (iii) Should a vacancy occur for any reason whatsoever in any elected faculty member position on a committee of Faculty Board, then the remaining members of that committee shall appoint another faculty member to serve in that position until a replacement is elected in accordance with the procedures prescribed in the Faculty Board Bylaws. Such election shall be held in the April next following the creation of the vacancy.

- (c) Election of Students to Committees of Faculty Board
  - (i) Wherever in this Constitution it is provided that FPGA students shall be represented on committees of Faculty Board, those students shall be elected or appointed by their respective representative student government body – the Carleton Student Government Association (CASG) or Graduate Student Association (GSA) – as required, according to its own procedures.
  - (ii) Any elected or appointed student member of a committee of Faculty Board shall be deemed to have vacated the position should the incumbent be absent from the University for longer than six consecutive months.
  - (iii) Should a vacancy occur for any reason whatsoever in any elected student position on a committee of Faculty Board, then the remaining members of that committee shall appoint another student to serve in that position until a replacement is elected or appointed. Such election or formal appointment by the relevant representative student government body shall take place according to its own procedures as soon as possible following a declared vacancy.

### **III. Faculty Board Responsibilities**

- III.1 As established by the AGU, unless otherwise determined by Senate, the Faculty Board shall:
  - (a) consider and make recommendations to Senate on new and revised academic degrees, certificates, diploma programs and courses administered by the units constituting the Faculty of Public and Global Affairs;
  - (b) consider and make recommendations to Senate on new and revised academic regulations as they affect the degree, certificate, diploma programs and courses administered by the units constituting the Faculty of Public and Global Affairs;
  - (c) consider and make recommendations to Senate on the establishment, deletion, renaming or reorganization of units responsible for the delivery of academic programs in the Faculty of Public and Global Affairs; and

- (d) review and affirm the recommendations of the University and Graduate Registrars for the awarding of degrees, certificates and diplomas that fall within its purview;

III.2 In addition to those responsibilities delegated to Faculty Board by Senate as described in Article III.1 above, the Faculty Board shall:

- (a) receive and consider recommendations to Senate respecting academic matters from the units constituting the Faculty of Public and Global Affairs;
- (b) make such recommendations to the Dean of the Faculty or to Senate as the Board may deem proper for achieving the objects and purposes of the University.

#### **IV. Faculty Board Meetings and Procedures**

##### IV.1 Chair

The Secretary serves as Chair of Faculty Board. In the absence of the Secretary, the Clerk serves as Chair. If both the Secretary and Clerk are absent, then Faculty Board will elect one of its faculty members to serve as Chair.

##### IV.2 Meetings

- (a) Meetings of Faculty Board shall be conducted in accordance with Robert's Rules of Order and Procedure (to the extent that those Rules are not inconsistent with this Constitution) and such bylaws as may be adopted by Faculty Board.
- (b) The Faculty Board shall meet at the call of its Executive Committee no less than once per academic term and no later than November 30 of the Fall term, and April 30 of the Winter term. Extraordinary meetings of the Board may be called by the Executive Committee or within 15 working days of the written request of 12 of its voting members.
- (c) Except as may otherwise be determined by Faculty Board, meetings of Faculty Board shall be open to all members of the Carleton University community. Faculty Board may, on 48 hours' notice, close a meeting or part of a meeting to any or all categories of spectators in accordance with the provisions of the AGU. Student members of Faculty Board shall not participate in any closed parts of meetings or when individual student cases are discussed.
- (d) Quorum

- (i) A quorum at all meetings of Faculty Board shall consist of 15 voting members of the Board including at least one member from at least 5 units, provided that a majority of those in attendance at any meeting of the Board shall be faculty members of FPGA units.
  - (ii) If the provisions of Article IV.2(d)(i) are not met, the Chair may delay the start of proceedings by up to 30 minutes. If at that time quorum is not met, the meeting shall be cancelled and all business postponed to the next regularly scheduled meeting or extraordinary meeting, as per Article IV.2(b) above.
  - (iii) If a quorum is present when the Chair calls the meeting to order, the quorum is presumed to continue until adjournment. If, in the course of the meeting, quorum is challenged and it is ascertained that a quorum is no longer present, the meeting shall be adjourned.
  - (iv) In order to ensure quorum is met, by October 1 of each year, each Chair or Director of an FPGA unit, and each Co-Director in the School of Journalism and Communication, shall provide to the Clerk of Faculty Board the names of two faculty members in their unit who have been given as part of their normal duties attendance at Faculty Board Meetings.
- (e) Voting
- (i) Voting shall be by show of hands unless some other method is decided upon by motion. In the case of elections, voting shall be by secret ballot wherever there are more nominees than places. In cases where the number of nominees is equal to or less than the number of elected positions, nominees shall be approved by acclamation without a formal vote.
  - (ii) In order to vote, a member of Faculty Board must be present. Proxy votes are not allowed. Individuals formally appointed into an Acting position that carries an *ex officio* voting membership may participate in Faculty Board as voting members, unless they are already a voting member. (A member may only have one vote on each motion.)
- (f) Notice
- (i) Except as otherwise provided for in this Constitution, notices of meetings with agenda and all relevant documentation shall be circulated to members of Faculty Board not less than 5 working days in advance of its meetings.

- (ii) Notice of motion for main motions shall be provided to the Clerk not less than 10 working days in advance of the relevant scheduled Faculty Board meeting.
- (iii) In exceptional cases notice of motion may be waived only if those conditions as described in Rule 6 of the Senate Rules of Order are met. These are: The motion has been received by the Clerk at or before the start of the meeting; the motion responds to circumstances that developed after the date for proper notice; the action specified in the motion cannot be delayed to permit consideration at the next meeting of Faculty Board; the motion addresses an issue of importance to the Faculty or University; a 2/3 majority of those present agrees to waive the requirement for notice after hearing the motion read.
- (g) After approval by Faculty Board, the minutes of each Faculty Board meeting shall be posted by the Office of the Dean of the Faculty of Public and Global Affairs on the internal website (intranet) of the Faculty of Public and Global Affairs. The records of all prior meetings shall be permanently maintained on the internal website (intranet).

## **V. Committees of the Faculty Board**

### V.1 Standing Committees

#### (a) Executive Committee

The Executive Committee shall consist of:

- (i) the Dean, the Associate Deans, the Assistant Deans, the Secretary of Faculty Board and the Clerk of Faculty Board, as *ex officio* members;
- (ii) one FPGA undergraduate student selected by the Carleton Academic Student Government (CASG) pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately upon their selection;
- (iii) one FPGA graduate student selected by the Graduate Student Association (GSA) pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately upon their selection; and
- (iv) as many as two FPGA faculty members elected by Faculty Board pursuant to the provisions of Clause II.3 above for a one-year term beginning on the first day of July next following the election.

(b) Undergraduate Curriculum Committee (UCC)

The Undergraduate Curriculum Committee shall consist of:

- (i) the undergraduate degree program coordinators from each of the units of the Faculty;
- (ii) the Associate Dean with responsibility for undergraduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members;
- (iii) one FPGA undergraduate student appointed or elected pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately upon their selection;
- (iv) the University Registrar (or the Registrar's designate) as *ex officio* non-voting member; and
- (v) the Undergraduate Curriculum and Calendar Officer in a non-voting capacity to serve as a resource for the Committee.

(c) Graduate Curriculum Committee (GCC)

The Graduate Curriculum Committee (GCC) shall consist of:

- (i) one graduate program coordinator from each of the units of the Faculty, except for the School of Journalism and Communication, which shall be represented by one graduate program coordinator from Communication and Media Studies and one from Journalism;
- (ii) the Associate Dean with responsibility for graduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members;
- (iii) one FPGA graduate student appointed or elected pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately following their selection;
- (iv) the Graduate Registrar (or the Registrar's designate) as *ex officio* non-voting member; and
- (v) the Graduate Curriculum and Calendar Officer in a non-voting capacity to serve as a resource for the Committee.

(d) Research Committee

The Research Committee shall consist of:

- (i) the Dean and the Associate Dean with responsibility for research in the Faculty;
- (ii) no more than five (5) faculty members from units of the Faculty, chosen by the Dean and Associate Dean with responsibility for research in the Faculty in consultation with Chairs and Directors; and
- (iii) such other members of the Faculty as may be invited to participate by the Chair of the Committee.

(e) Joint Committee on Admissions and Studies (JCAS)

The Joint Committee on Admissions and Studies shall consist of:

- (i) four faculty members, two from the Faculty of Arts and Social Sciences (as defined in its Constitution) and two from the Faculty of Public and Global Affairs appointed by the Executive Committee of the appropriate Faculty Boards, to serve a three-year term, renewable;
- (ii) two alternate faculty members, one from each Faculty Board, appointed by the appropriate Faculty Board Executive Committees for a three-year period, who will be called upon to replace regular members who are unable to attend;
- (iii) one Admissions Officer and one representative from the Registrar's Office as *ex officio* non-voting members.
- (iv) Terms of Office will normally commence July 1st.

V.2 *Ad Hoc* Committees

- (a) Faculty Board shall be entitled to establish such other standing or *ad hoc* committees as it sees fit, to determine the composition and terms of reference of such committees, and to appoint the initial members of such committees, provided that
  - (i) no such committee shall remain a committee of Faculty Board for more than two years from the date of the meeting of Faculty Board at which

it was established unless its composition are incorporated in this Constitution; and

- (ii) all elections subsequently necessary to fill positions on such committees are held pursuant to the provisions of Clause II.3 above.

## **VI. Bylaws and Constitutional Amendments**

### VI.1 Bylaws of Faculty Board

- (a) Bylaws of Faculty Board shall be adopted by a simple majority of the votes cast at a duly-constituted meeting of Faculty Board at which a quorum is present.
- (b) Notice of proposed amendment, repeal or adoption of bylaws must be given in writing not less than 30 days prior to the meeting at which those proposals are intended to be considered.

### VI.2 Constitutional Amendments and Review

- (a) This Constitution may be adopted or amended by a vote of 2/3 of the votes cast at a duly-constituted meeting of the Faculty Board at which a quorum is present.
- (b) Notice of proposed constitutional amendments must be given in writing not less than 30 days prior to the meeting at which those proposals are intended to be considered.
- (c) The Constitution shall be reviewed by Executive Committee no less than every five years

Adopted by Faculty Board: 2025/02/10

Approved by Senate: 2025/XX/XX

Next Review: 2030/02

### History of Adoption and Amendments

Approved at *proforma* Faculty Board meeting 97/1/31

Amended 98/12/03 (Article III.2 and IVA – establishing Joint BA Curriculum Committee)

Amended 2000/03/07 (Article I.2 adding Institute of Criminology and Criminal Justice)

Amended 2005//04/27 (Modifications to Article IV and IVA to direct undergraduate course and program proposal changes from PAM BA units to the PAM APCC, and modifying the structure and mandate of the Joint BA Curriculum committee)

Amended 2005/10/20 (Modifications to Article IV – structure and mandate of Joint Committee on Admissions and Studies)

Amended 2006/04/24 (Change of name to Faculty of Public Affairs, new preamble, creation of standing Research Committee, modifying election procedures and consequential amendments)

Amended 2007/03/08 (Changing name of Institute of European and Russian Studies to Institute of European, Russian and Eurasian Studies)

Amended 2011/12/07 (full revision)

Amended 2019/11/14 (Amended article I.7 to remove exclusion of designated Faculty Board unit representatives from serving on Executive Committee)

Amended 2023/04/06 (Amended Article III.2 to change name of APCC to Undergraduate Curriculum Committee; added Graduate Program Committee as Article III.3 and renumbered subsequent sub-articles; amended Article III.5.2 to update membership of Committee of Chairs and Directors; amended Article III.8.iii to update membership of Computing Committee; various minor edits for grammar and style.)

Amended 2023/11/27 (full revision)

Amended 2025/02/10 (full revision in accordance with new Senate template and SAGC review.)

FACULTY BOARD CONSTITUTION

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THE FACULTY OF PUBLIC AND GLOBAL AFFAIRS

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CARLETON UNIVERSITY

CONSTITUTION

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THE FACULTY OF PUBLIC AND GLOBAL AFFAIRS

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FACULTY BOARD

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**I. Description of the Faculty of Public and Global Affairs Faculty Board**

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I.1 The ~~governing body~~plenary organ of the Faculty of Public and Global Affairs (“FPGA”) shall be the Faculty of Public and Global Affairs Faculty Board (“Faculty Board”).

I.2 ~~The~~ Faculty Board shall serve as a forum for discussion and decision on academic concerns related to the students and programs within ~~FPGA~~the Faculty of Public and Global Affairs and that fall within the purview and authority of Faculty Boards as defined by the ~~Academic Governance of the University (the “AGU”), which is posted on the Senate website,~~Academic Governance of the University policy (the “AGU”) and described in Art. III below.

I.3 Wherever this Constitution refers to “units of the Faculty,” it shall mean those departments, schools, institutes and colleges identified in the AGU as being recognized by the Carleton University Senate as the component academic units of the Faculty of Public and Global Affairs.

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**II. Composition and Structure**

II.1 Membership

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(a) \_\_\_\_\_ In accordance with the AGU, membership of FPGA Faculty Board shall consist of the following persons *ex officio*, all as voting members:

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~~(a)~~(i) The Dean of the Faculty of Public and Global Affairs;

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~~(b)~~(ii) All full-time faculty members as defined in paragraph 3.3.2 of the AGU with at least 50% appointment ~~in at least one unit of~~ within the Faculty of Public and Global Affairs;

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~~(c)~~(iii) Those students who are elected or appointed members of departmental, school, college and institute and college boards of all units of the Faculty of Public and Global Affairs. Undergraduate student members shall normally be elected or appointed by the Carleton Academic Student Government (CASG). Graduate student members shall normally be elected or appointed by the student associations of their unit or program of study.

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(b) One representative of the Faculty of Arts and Social Sciences (FASS) as non-voting member, appointed by the Secretary of FASS Faculty Board.

## II.2. Executive Officers

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(a) The Secretary of Faculty Board

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(i) Pursuant to the provisions of Clause II.3 below, Faculty Board shall elect one of its voting faculty members as Secretary for a term of three years. ~~The term of office of the Secretary shall normally commence on July 1 beginning on the first day of July next following the election.~~

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(ii) The duties of the Secretary shall consist of:

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- (1) calling and chairing meetings of Faculty Board and of the Executive Committee;
- (2) representing the Faculty as a member of the University Senate, and reporting recommendations of Faculty Board to Senate;
- (3) reporting relevant proceedings of Senate to Faculty Board;
- (4) serving as electoral officer of Faculty Board;
- (5) such other duties as may be assigned to the Secretary by this Constitution or resolutions of Faculty Board.

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(b) The Clerk of Faculty Board

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(i) Pursuant to the provisions of Clause II.3 below, Faculty Board shall elect one of its voting faculty members as Clerk for a term of three years beginning on the first day of July next following the election.

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(ii) The duties of the Clerk shall consist of:

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- (1) giving notice of and recording the proceedings of Faculty Board meetings and keeping the attendance roll;
- (2) giving notice of and recording proceedings of Executive Committee meetings;
- (3) carrying out the duties of the Secretary of Faculty Board in the Secretary's absence;
- (4) such other duties as may be assigned to the Clerk by this Constitution or resolutions of Faculty Board.

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II.3 Elections

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(a) Election of Secretary and Clerk of Faculty Board

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(i) Except as otherwise provided for in valid University or Senate documents, the election of the Secretary and the Clerk of Faculty Board shall take place during April at a properly-constituted meeting of Faculty Board. Alternatively, the Executive Committee may call for an electronic poll to be conducted during April over a designated voting period established by the Executive Committee. In either case the election shall be conducted in accordance with the procedures prescribed in the Faculty Board Bylaws.

(ii) The office of Secretary or Clerk (as the case may be) shall be deemed to be vacated should the incumbent be absent from the University for longer than six consecutive months.

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(iii) Should the office of Secretary or Clerk (as the case may be) become vacant for any reason whatsoever, then the remaining members of the Executive Committee shall appoint another faculty member of Faculty

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Board to serve in that office until a replacement is elected. Such ~~an~~ election shall be held in the April next following the creation of the vacancy.

(b) Election of Faculty Members to Committees of Faculty Board

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(i) Except as otherwise provided for in valid University or Senate documents, wherever in this Constitution it is provided that faculty members shall be elected to committees of Faculty Board, then such election shall take place during April at a properly-constituted meeting of Faculty Board. Alternatively, the Executive Committee may call for an electronic poll to be conducted during April over a designated voting period established by the Executive Committee. In either case the election shall be conducted in accordance with the procedures prescribed in the Faculty Board Bylaws.

(ii) Any elected faculty member of a committee of Faculty Board shall be deemed to have vacated the position should the incumbent be absent from the University for longer than six consecutive months.

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(iii) Should a vacancy occur for any reason whatsoever in any elected faculty member position on a committee of Faculty Board, then the remaining members of that committee shall appoint another faculty member to serve in that position until a replacement is elected. ~~Such an in~~ accordance with the procedures prescribed in the Faculty Board Bylaws. Such election shall be held in the April next following the creation of the vacancy.

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(c) Election of ~~Student Members~~ Students to Committees of Faculty Board

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(i) Wherever in this Constitution it is provided that FPGA ~~student members~~ students shall be represented on committees of Faculty Board, those students shall be elected or appointed by their respective representative student government body – the Carleton Student Government Association (CASG) or Graduate Student Association (GSA) – as required, according to its own procedures.

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(ii) Any elected or appointed student member of a committee of Faculty Board shall be deemed to have vacated the position should the incumbent be absent from the University for longer than six consecutive months.

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(iii) Should a vacancy occur for any reason whatsoever in any elected student position on a committee of Faculty Board, then the remaining members of that committee shall appoint another student member to serve in that position until a replacement is elected or appointed. Such election or formal appointment by the relevant representative student government body shall take place according to its own procedures as soon as possible following a declared vacancy.

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## II. Faculty Board Responsibilities

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III.1 As established by Article 11.2 of the AGU, unless otherwise determined by Senate, the Faculty Board shall:

(a) consider and make recommendations to Senate on new and revised academic degrees, certificates, diploma programs and courses administered by the units ~~of~~constituting the Faculty of Public and Global Affairs;

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(b) consider and make recommendations to Senate on new and revised academic regulations as they affect the degree, certificate, diploma programs and courses administered by the units ~~of~~constituting the Faculty of Public and Global Affairs;

(c) consider and make recommendations to Senate on the establishment, deletion, renaming or reorganization of units responsible for the delivery of academic programs in the Faculty of Public and Global Affairs; and

(d) review and affirm the recommendations of the University and Graduate Registrars for the awarding of degrees, certificates and diplomas that fall within its purview;

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III.2 In addition to those responsibilities delegated to Faculty Board by Senate as described in Article III.1 above, the Faculty Board shall:

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(a) receive and consider recommendations to Senate respecting academic matters from the units of ~~constituting~~ the Faculty of Public and Global Affairs; ~~and~~

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(b) make such recommendations to the Dean of the Faculty or to Senate as the Board may deem proper for achieving the objects and purposes of the ~~Faculty of~~ University.

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### III. Faculty Board Meetings and Procedures

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#### IV.1 Chair

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The Secretary serves as Chair of Faculty Board. In the absence of the Secretary, the Clerk serves as Chair. If both the Secretary and Clerk are absent, then Faculty Board will elect one of its faculty members to serve as Chair.

#### IV.2 Meetings

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(a) Meetings of Faculty Board shall be conducted in accordance with Robert's Rules of Order and Procedure (to the extent that those Rules are not inconsistent with this Constitution) and such bylaws as may be adopted by Faculty Board.

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(b) The Faculty Board shall meet at the call of its Executive Committee no less than once per academic term and no later than November 30 of the ~~fall~~ Fall term, and April 30 of the Winter term. Extraordinary meetings of the Board may be called by the Executive Committee or within 15 working days of the written request of 12 of its voting members.

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(c) Except as may otherwise be determined by Faculty Board, meetings of Faculty Board shall be open to all members of the Carleton University community. Faculty Board may, on 48 hours' notice, close a meeting or part of a meeting to any or all categories of spectators in accordance with the provisions of the AGU. Student members of Faculty Board shall not participate in any closed parts of meetings or when individual student cases are discussed.

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(d) Quorum

(i) A quorum at all meetings of Faculty Board shall consist of 15 voting members of the Board, including at least one member from at least 5 units, provided that a majority of those in attendance at any meeting of the Board shall be faculty members of FPGA units.

(ii) If the provisions of Article IV.2(d)(i) are not met, the Chair may delay the start of proceedings by up to 30 minutes. If at that time quorum is not met, the meeting shall be cancelled and all business postponed to the next regularly scheduled meeting or extraordinary meeting, as per Article IV.2(b) above.

(iii) If a quorum is present when the Chair calls the meeting to order, the quorum is presumed to continue until adjournment. If, in the course of the meeting, quorum is challenged and it is ascertained that a quorum is no longer present, the meeting shall be adjourned.

(iv) In order to ensure quorum is met, by October 1 of each year, each Chair or Director of an FPGA unit, and each Co-Director in the School of Journalism and Communication, shall provide to the Clerk of Faculty Board the names of two faculty members in their unit who have been given as part of their normal duties attendance at Faculty Board Meetings.

(e) Voting

(i) Voting shall be by show of hands unless some other method is decided upon by motion. In the case of elections, voting shall be by secret ballot wherever there are more nominees than places. In cases where the number of nominees is equal to or less than the number of elected positions, nominees shall be approved by acclamation without a formal vote.

(ii) In order to vote, a member of Faculty Board must be present. Proxy votes are not allowed. Individuals formally appointed into an Acting position that carries an *ex officio* voting membership may participate in

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Faculty Board as voting members, unless they are already a voting member. (A member may only have one vote on each motion.)

(f) Notice

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(i) Except as otherwise provided for in this Constitution, notices of meetings with agenda and all relevant documentation shall be circulated to members of Faculty Board not less than 5 working days in advance of its meetings.

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(ii) Notice of motion for main motions shall be provided to the Clerk not less than 10 working days in advance of the relevant scheduled Faculty Board meeting.

(iii) In exceptional cases notice of motion may be waived only if those conditions as described in Rule 6 of the Senate Rules of Order are met. These are: The motion has been received by the Clerk at or before the start of the meeting; the motion responds to circumstances that developed after the date for proper notice; the action specified in the motion cannot be delayed to permit consideration at the next meeting of Senate Faculty Board; the motion addresses an issue of importance to the Faculty or University; a 2/3 majority of those present agrees to waive the requirement for notice after hearing the motion read.

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(g) After approval by Faculty Board, the minutes of each Faculty Board meeting shall be posted by the Office of the Dean of the Faculty of Public and Global Affairs on the internal website (intranet) of the Faculty of Public and Global Affairs. The records of all prior meetings shall be permanently maintained on the internal website (intranet).

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#### IV. Committees of the Faculty Board

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##### V.1 Standing Committees

(a) Executive Committee

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The Executive Committee shall consist of:

- (i) the Dean, the Associate Deans, the Assistant Deans, the Secretary of Faculty Board and the Clerk of Faculty Board, as *ex officio* members;
- (ii) one FPGA undergraduate student selected by the Carleton Academic Student Government (CASG) pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately upon their selection;
- (iii) one FPGA graduate student selected by the Graduate Student Association (GSA) pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately upon their selection; and
- (iv) as many as two FPGA faculty members elected by Faculty Board pursuant to the provisions of Clause II.3 above for a one-year term beginning on the first day of July next following the election.

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(b) Undergraduate Curriculum Committee (UCC)

The Undergraduate Curriculum Committee shall consist of:

- (i) the undergraduate degree program coordinators from each unit of the units of the Faculty ~~as described in Clause I.3 above;~~
- (ii) the Associate Dean with responsibility for undergraduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members;
- (iii) one FPGA undergraduate student appointed or elected pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately upon their selection;
- (iv) the University Registrar (or the Registrar's designate) as *ex officio* non-voting member; and
- (v) the Undergraduate Curriculum and Calendar Officer in a non-voting capacity to serve as a resource for the Committee.

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(c) Graduate Curriculum Committee (GCC)

The Graduate Curriculum Committee (GCC) shall consist of:

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- (i) one graduate program coordinator from each ~~unit of the units~~ of the Faculty ~~as described in Clause 1.3 above~~, except for the School of Journalism and Communication, which shall be represented by one graduate program coordinator from Communication and Media Studies and one from Journalism;
- (ii) the Associate Dean with responsibility for graduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members;
- (iii) one FPGA graduate student appointed or elected pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately following their selection; ~~and~~
- (iv) the Graduate Registrar (or the Registrar's designate) as *ex officio* non-voting member; ~~and~~
- (v) the Graduate Curriculum and Calendar Officer in a non-voting capacity to serve as a resource for the Committee.

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(d) ~~(i)~~ Research Committee

The Research Committee shall consist of:

- (i) the Dean and the Associate Dean with responsibility for research in the Faculty;
- (ii) no more than five (5) faculty members from units of the Faculty ~~(as described in Clause 1.3 above)~~, chosen by the Dean and Associate Dean with responsibility for research in the Faculty in consultation with Chairs and Directors; and
- (iii) such other members of the Faculty as may be invited to participate by the Chair of the Committee.

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(e) Joint Committee on Admissions and Studies (JCAS)

The Joint Committee on Admissions and Studies shall consist of:

- (i) four faculty members, two from the Faculty of Arts and Social Sciences (as defined in its Constitution) and two from the Faculty of Public and Global Affairs appointed by the Executive Committee of the appropriate Faculty Boards, to serve a three-year term, renewable;

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- (ii) two alternate faculty members, one from each Faculty Board, appointed by the appropriate Faculty Board Executive Committees for a three-year period, who will be called upon to replace regular members who are unable to attend;
- (iii) one Admissions Officer and one representative from the Registrar's Office as *ex officio* non-voting members.
- (iv) Terms of Office will normally commence July 1st.

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V.2 *Ad Hoc* Committees

- (a) Faculty Board shall be entitled to establish such other standing or *ad hoc* committees as it sees fit, to determine the composition and terms of reference of such committees, and to appoint the initial members of such committees, provided that
  - (i) no such committee shall remain a committee of Faculty Board for more than two years from the date of the meeting of Faculty Board at which it was established unless its composition is incorporated in this Constitution; and
  - (ii) all elections subsequently necessary to fill positions on such committees are held pursuant to the provisions of Clause II.3 above.

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V. **Bylaws and Constitutional Amendments**

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VI.1 Bylaws of Faculty Board

- ~~1.~~(a) Bylaws of Faculty Board shall be adopted by a simple majority of the votes cast at a duly-constituted meeting of Faculty Board at which a quorum is present.
- ~~2.~~(b) Notice of proposed amendment, repeal or adoption of bylaws must be given in writing not less than 30 days prior to the meeting at which those proposals are intended to be considered.

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VI.2 Constitutional Amendments and Review

- ~~(c)~~(a) This Constitution may be adopted or amended by a vote of 2/3 of the votes cast at a duly-constituted meeting of the Faculty Board at which a quorum is present.

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~~(d)~~(b) Notice of proposed constitutional amendments must be given in writing not less than 30 days prior to the meeting at which those proposals are intended to be considered.

(c) The Constitution shall be reviewed by Executive Committee no less than every five years.

Adopted by Faculty Board: 2025/02/10

Approved by Senate: 2025/XX/XX

Next Review: 2030/02

~~(e)~~

#### History of Adoption and Amendments

Approved at *proforma* Faculty Board meeting 97/1/31

Amended 98/12/03 (Article III.2 and IVA – establishing Joint BA Curriculum Committee)

Amended 2000/03/07 (Article I.2 adding Institute of Criminology and Criminal Justice)

Amended 2005//04/27 (Modifications to Article IV and IVA to direct undergraduate course and program proposal changes from PAM BA units to the PAM APCC, and modifying the structure and mandate of the Joint BA Curriculum committee)

Amended 2005/10/20 (Modifications to Article IV – structure and mandate of Joint Committee on Admissions and Studies)

Amended 2006/04/24 (Change of name to Faculty of Public Affairs, new preamble, creation of standing Research Committee, modifying election procedures and consequential amendments)

Amended 2007/03/08 (Changing name of Institute of European and Russian Studies to Institute of European, Russian and Eurasian Studies)

Amended 2011/12/07 (full revision)

Amended 2019/11/14 (Amended article I.7 to remove exclusion of designated Faculty Board unit representatives from serving on Executive Committee)

Amended 2023/04/06 (Amended Article III.2 to change name of APCC to Undergraduate Curriculum Committee; added Graduate Program Committee as Article III.3 and renumbered subsequent sub-articles; amended Article III.5.2 to update membership of Committee of Chairs and Directors; amended Article III.8.iii to update membership of Computing Committee; various minor edits for grammar and style.)

Amended 2023/11/27 (full revision)

Amended 2025/02/10 (full revision in accordance with new Senate template and approved by Senate March 28, 2025. SAGC review.)

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## MEMORANDUM

**From:** Senate Academic Governance Committee (SAGC)  
**To:** Senate  
**Date:** February 28, 2025  
**Subject:** Senate Library Committee

The mandate of the Senate Library Committee (SLC) is to advise and make recommendations to the University Librarian, President, and other University bodies on the operation and development of the University Library, and specifically on: the University library budget and collection; the services offered; the physical facilities; relations with other libraries; and other areas it considers to be of immediate relevance to the University Library. The mandate has been in place for several decades.

Over time, the SLC's usefulness as an advisory body has declined. At the same time, new mechanisms have emerged to consult with faculty. The library staff and librarians regularly consult on collections and acquisitions directly with departments and faculty members who have the required subject matter knowledge. In addition, Deans, Faculty Boards, Chairs, faculty members and students are consulted on new services, and renovations. The library gathers feedback from patrons through many channels, including regular user surveys, online feedback forms, and individual consultations. These approaches, which are completely outside the SLC structure, have proven to be an effective and timely way to gather advice and input on library matters.

The tangible link between SLC and Senate has also declined. Committee members are generally not aware of the committee mandates' connection to Senate. The Chair of the SLC submits an annual report to Senate for information, but this does not always reflect SLC discussion. SLC meetings are not well attended, even by videoconference, and the committee rarely meets quorum.

For these reasons, the Senate Academic Governance Committee (SAGC) recommends to Senate that the Senate Library Committee be disestablished. University Libraries support the research and learning needs of our students and faculty by providing access to a wide range of scholarly materials, including books, journals, digital resources, and offering services like reference assistance, information literacy instruction, and collaborative study spaces, all aimed at facilitating academic pursuits within the institution. For this reason, SAGC recognizes the value of maintaining a connection between the Library and Senate. Currently, the Senate Review Committee (SRC) reviews and reports to Senate annually on the Operating Budget Report and the Enrolment Report. Senate can also request that the SRC prepare reviews on various aspects of support for teaching, learning and research. Many important questions are raised by the Senate Review Committee, and these are answered at Senate by the appropriate executive

administrator. SAGC recommends the Senate Review Committee's Terms of Reference be revised to include on an ongoing basis a University Library Report.

**MOTION:** That the Senate Library Committee be disestablished and the Senate Review Committee's Terms of Reference be amended to include a review of a University Library Report annually prior to the report's presentation to Senate.

## Motion Submitted by Senator Jody Mason

Senate – February 28, 2025

Whereas the current practice for presenting motions related to program closures makes it difficult for Senators to know exactly what they are voting for (such motions tend to appear in omnibus motions and are presented with a limited rationale),

I move that any motion related to the closure of a program at the undergraduate or graduate level (major, minor, MA, or PhD program) be presented as a unique motion to Senate.



**Senate Executive Committee**  
**January 21, 2025**  
**TB503C + videoconference**

**MINUTES**

**Attending:** R. Gorelick, N. Hagigi, D. Hornsby, P. Rankin, R. Renfroe, E. Sloan, W. Tettey (Chair), C. Viau

**Regrets:** J. Kundu

**Recording Secretary:** K. McKinley

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**1. Welcome & Approval of the Agenda**

The meeting was called to order at 11:04 am. The Chair introduced himself as the new University President and Chair of Senate, and welcomed committee members to the meeting.

A meeting binder containing the agenda and other meeting materials was circulated in advance to committee members. The agenda was approved by consensus.

**2. Approval of Senate Executive Minutes** – An omnibus motion was presented to approve 3 sets of minutes:

- Minutes of the committee meeting on November 19, 2024
- Minutes of the committee e-poll on November 19, 2024
- Minutes of the committee e-poll on December 3, 2024

It was **MOVED** (N. Hagigi, E. Sloan) that the Senate Executive Committee approve the committee minutes from November and December of 2024, as presented.

The motion **PASSED**.

Committee member Root Gorelick asked that his abstention from this vote be recorded.

**3. Review of Senate Minutes – November 29, 2024 (open session)**

No errors were reported and no changes requested for the minutes of the open session of the Senate meeting on November 29, 2024.

**4. Draft Senate Agenda – January 31, 2025**

No additions, deletions or other changes to the draft Senate agenda were requested by the committee.

It was **MOVED** (R. Renfroe, C. Viau) that the Senate Executive Committee approve the Senate agenda for January 31, 2025, as presented.

The motion **PASSED**.

**5. Other Business** – There was none.

**6. Adjournment** – The meeting was adjourned at 11:23 am.

## NEW AWARDS AND CHANGES TO AWARDS

### REVIEWED BY SENATE COMMITTEE ON UNDERGRADUATE STUDENT AWARDS (December 2024)

Award Name	Type	Source	Award Terms
Faculty of Science Sports Analytics Award	Scholarship Dept.	Endowed	Awarded annually on the recommendation of the Chair of the School of Mathematics and Statistics to outstanding undergraduate students who demonstrate an interest in the field of sports analytics. Established in 2024.
Joseph Patrick Anthony Philips Memorial Scholarship	Scholarship In Course	Donor	Value \$1,000. Awarded annually to an outstanding student entering or continuing in a Bachelor of Commerce degree within the Sprott School of Business. Preference will be given to students who are also in financial need. Established in 2024 by D. Gerard Philips, BCom/93 in loving memory of his father.
Law and Legal Studies Transformation Scholarship for Indigenous Students	Scholarship Dept.	Endowed	Awarded annually on the recommendation of the Chair of the Department of Law and Legal Studies to outstanding undergraduate Indigenous students continuing in a degree program within the Department of Law and Legal Studies. Application is required. Endowed 2024 by the Department of Law and Legal Studies to recognize the important contributions of Indigenous students to the project of law and transformation.
B.J. Jarosz Bursary	Bursary	Donor	Value \$1,000. Awarded annually to undergraduate students in demonstrated financial need who are entering or proceeding in any degree program within the Faculty of Science. Established in 2024 by Boguslaw Jan Jarosz.
W.H. Collins Entrance Scholarships of Excellence	Scholarship Entrance	Endowed	Value \$3000. Awarded to the top five outstanding students entering a Bachelor of Science degree in Earth Sciences. To be considered, students must be entering in the fall term and pursuing post-secondary studies for the first time. This scholarship is renewable for one additional year provided the student maintains enrolment in a Bachelor of Science degree in Earth Sciences and achieves an annual GPA of 10.0. This scholarship may be awarded in addition to other Entrance or Prestige scholarships. No application is required. Established in 2024.
Mark O'Dea Earth Sciences Mapping Award	Scholarship Dept.	Donor	Value \$3,000. Awarded annually on the recommendation of the Chair of the Department of Earth Sciences to an outstanding undergraduate or graduate student enrolled in a degree program within the Department of Earth Sciences. Eligible recipients will participate in field studies involving mapping. If a graduate student is selected, then the award will be made by the Vice-Provost, Graduate Studies. Established in 2024 by Dr. Mark O'Dea, BScH/89 to encourage and motivate students to excel at the craft of mapping - above ground and below - as the cornerstone of Earth Sciences.
Watkins and Boyko Bursary for Science in Nursing	Bursary	Endowed	Awarded annually to students in demonstrated financial need who are entering or continuing in the Bachelor of Science in Nursing program. Endowed in 2024 by Wendy Watkins and Ernie Boyko. Watkins and Boyko are founding members of The Data Liberation Initiative, an agreement between Canadian universities, Statistics Canada and six other federal government departments that allowed universities to have unprecedented access to Statistics Canada data for purposes of scholarly research and teaching.

Charles Marston Shaver Bursary in Electrical Engineering	Leadership Bursary	Endowed	Value: Full Tuition. Awarded to an undergraduate student entering a full-time Bachelor of Engineering degree program in Electrical Engineering who requires financial assistance in order to attend Carleton University. Eligible recipients must be pursuing post-secondary studies for the first time, must be a Canadian citizen or permanent resident of Canada, and must demonstrate academic promise, community leadership and participation in extra-curricular secondary school activities or community service. This bursary may be continued for 3 subsequent years of full-time enrolment in the Bachelor of Engineering program in Electrical Engineering provided the recipient remains in good academic standing and continues to demonstrate financial need. Endowed in 2024 through a generous bequest from Marjorie Carol Shaver-Jones, in loving memory of her father, Charles Marston Shaver.
Mabel Grace Gilroy Shaver Bursary in Economics	Leadership Bursary	Endowed	Value: Full Tuition. Awarded to an undergraduate student entering a full-time Bachelor of Economics degree program who requires financial assistance in order to attend Carleton University. Eligible recipients must be pursuing post-secondary studies for the first time, must be a Canadian citizen or permanent resident of Canada, and must demonstrate academic promise, community leadership and participation in extra-curricular secondary school activities or community service. This bursary may be continued for 3 subsequent years of full-time enrolment in the Bachelor of Economics program provided the recipient remains in good academic standing and continues to demonstrate financial need. Endowed in 2024 through a generous bequest from Marjorie Carol Shaver-Jones in loving memory of her mother, Mabel Grace Gilroy Shaver.
Marjorie Carol Shaver-Jones Bursary in Global and International Studies	Leadership Bursary	Endowed	Value: Full Tuition. Awarded to an undergraduate student entering a full-time Bachelor of Global and International Studies degree program who requires financial assistance in order to attend Carleton University. Eligible recipients must be pursuing post-secondary studies for the first time, must be a Canadian citizen or permanent resident of Canada, and must demonstrate academic promise, community leadership and participation in extra-curricular secondary school activities or community service. This bursary may be continued for 3 subsequent years of full-time enrolment in the Bachelor of Global and International Studies program provided the recipient remains in good academic standing and continues to demonstrate financial need. Endowed in 2024 through a generous bequest from Marjorie Carol Shaver-Jones.
Tim Garant Memorial Bursary	Bursary	Endowed	Awarded annually to outstanding undergraduate students entering a Bachelor of Commerce degree program at Carleton University from an Ottawa region high school. Preference will be given to students entering from St. Pius X High School. Endowed in 2025 by the family of Tim Garant in loving memory of Tim, who was undertaking his Bachelor of Commerce 1993-1995 before his untimely passing.
Novatech Civil Engineering Bursary	Bursary	Endowed	Awarded annually to undergraduate students in demonstrated financial need who are entering or continuing in a Bachelor of Engineering in Civil Engineering. Endowed in 2024 by John G. Riddell BEng/76.
Pavel Kalab Undergraduate Scholarship	Scholarship In Course	Endowed	Awarded annually to one or more outstanding students who are proceeding from one year to another in Bachelor of Engineering program. Eligible recipients will be Canadian citizens. Endowed in 2024 by Pavel Kalab.

**CHANGES TO EXISTING AWARDS**

<p>Minôjtonigewin Scholarship</p>	<p>Scholarship Dept.</p>	<p>Endowed</p>	<p><b>Old Terms</b>  Awards annually on the recommendation of the Director of the School for Studies in Art and Culture, to an outstanding full-time undergraduate student who is entering or proceeding from one year to another in any program of study within the School. Preference will be given to an Indigenous student or if no Indigenous students are eligible in the program, then a student whose studies focus on Indigenous arts and culture would be preferred. Endowed in 2017. "Minôjtonigewin" (Min-O-jiton-eh-geh-win) is an expression or explanation for someone doing something skillfully and with good intent, it can be used in crafting, writing and painting – meaning someone has honed a skill. This scholarship will allow students to hone their own skills as they explore their passion for Indigenous arts and culture.</p> <p><b>New Terms</b>  Awards annually on the recommendation of the Director of the School for Studies in Art and Culture, to one or more outstanding full-time undergraduate students who are entering or proceeding from one year to another in any program of study within the School. Preference will be given to Indigenous students or if no Indigenous students are eligible in the program, then preference will be given to students whose studies focus on Indigenous arts and culture. "Minôjtonigewin" (Min-O-jiton-eh-geh-win) is an expression or explanation for someone doing something skillfully and with good intent, it can be used in crafting, writing and painting – meaning someone has honed a skill. This scholarship will allow students to hone their own skills as they explore their passion for Indigenous arts and culture. Endowed in 2017. Revised 2024.</p>
<p>Walter and Dorothy Pychyl Scholarship</p>	<p>Schol. Dept</p>	<p>Endowed</p>	<p><b>Old Terms</b>  Awards annually on the recommendation of the Director of the Centre for Initiatives in Education to students in the Enriched Support Program and Aboriginal Enriched Support Program who have received at least a B average overall in three courses during the first and/or second year of the Enriched Support Program (ESP) and 80% attendance in two ESP workshops and a First Year Seminar (FYS). These scholarships will be awarded to the students who are proceeding to a program of full-time or part-time study at Carleton University during the following academic year. Endowed in 2017 by Dr. Timothy A. Pychyl (CIE Director, 2012-2019) in loving memory of Walter and Dorothy's unwavering support of higher education.</p> <p><b>New Terms</b>  Awards annually on the recommendation of the Director of the Centre for Initiatives in Education to students in the Enriched Support Program who have received at least a B average overall in three courses during the first and/or second year of the Enriched Support Program (ESP) and 80% attendance in two ESP workshops and a First Year Seminar (FYS). These scholarships will be awarded to the students who are proceeding to a program of full-time or part-time study at Carleton University during the following academic</p>

			year. Endowed in 2017 by Dr. Timothy A. Pychyl (CIE Director, 2012-2019) in loving memory of Walter and Dorothy's unwavering support of higher education. Revised 2024.
Merkley-Haight Award	Schl. Dept.	Endowed	<p>Old Terms</p> <p>Awarded annually on the recommendation of the Director of the Centre for Initiatives in Education to an ESP/AESP student who has overcome adversity and has demonstrated great individual personal effort in order to achieve academic success. Preference may be given to a graduate of Harvest House Program. Established in 2015 by Harvest House, friends and colleagues in honour and appreciation of Paul Merkley and Gerry Haight for their long-term service to Harvest House Ministries.</p> <p>New Terms</p> <p>Awarded annually on the recommendation of the Director of the Centre for Initiatives in Education to an ESP student who has overcome adversity and has demonstrated great individual personal effort in order to achieve academic success. Preference may be given to a graduate of Harvest House Program. Established in 2015 by Harvest House, friends and colleagues in honour and appreciation of Paul Merkley and Gerry Haight for their long-term service to Harvest House Ministries. Revised 2024.</p>
Harmer Family Award for Academic Excellence	Schl. Dept.	Donor	<p>Old Terms</p> <p>Awarded to students in the Enriched Support Program (ESP) and Indigenous Enriched Support Program (IESP) who have received at least a B average overall in three courses during the first and/or second year of the ESP or IESP and 80% attendance in two ESP or IESP workshops and a First Year Seminar (FYS). These scholarships will be awarded to the students who are proceeding to a program of full-time or part-time study at Carleton University during the following academic year. This award is in memory of Dwight Jay Harmer, Joel Travis Harmer and Karen Ellen "Kerry" Gysbers (nee Harmer) by Gail Harmer Mutton and Ross Mutton, long time members of the Carleton community. Established 2010, Revised 2019.</p> <p>New Terms</p> <p>Awarded to students in the Enriched Support Program (ESP) who have received at least a B average overall in three courses during the first and/or second year of the ESP and 80% attendance in two ESP workshops and a First Year Seminar (FYS). These scholarships will be awarded to the students who are proceeding to a program of full-time or part-time study at Carleton University during the following academic year. This award is in memory of Dwight Jay Harmer, Joel Travis Harmer and Karen Ellen "Kerry" Gysbers (nee Harmer) and Gail Harmer Mutton. Established in 2010 by Gail Harmer Mutton and Ross Mutton, long time members of the Carleton community. Established 2010, Revised 2019. Revised 2024.</p>

Bill and Margery Sinclair Scholarship	Bursary	Endowed	<p>Old Terms</p> <p>Awarded annually on the recommendation of the Director of the Centre for Initiatives in Education to students who are proceeding from First or Second Year of the Enriched Support Program or Aboriginal Enriched Support Program into a Bachelors program at Carleton University. Eligible students must have a GPA of 9.0 or better. Recipients will have demonstrated financial need, must be Canadian Citizens or permanent residents of Canada (landed immigrants or protected persons), and must also meet OSAP's Ontario residency requirements. Endowed in 2008 by family and friends of Bill Sinclair. Revised 2010.</p> <p>New Terms</p> <p>Awarded annually on the recommendation of the Director of the Centre for Initiatives in Education to students who are proceeding from First or Second Year of the Enriched Support Program into a Bachelors program at Carleton University. Eligible students must have a GPA of 9.0 or better. Recipients will have demonstrated financial need, must be Canadian Citizens or permanent residents of Canada (landed immigrants or protected persons), and must also meet OSAP's Ontario residency requirements. Endowed in 2008 by family and friends of Bill Sinclair. Revised 2010. Revised 2024.</p>
Chicken and Boots Bursary for Students Facing Homelessness	Bursary	Endowed	<p>Old Terms</p> <p>Awarded annually on the recommendation of the Director of the Center for Initiatives in Education to an ESP/IESP student who has overcome adversity, or is striving to overcome adversity, in order to attend or continue their education. Preference will be given to recipients who have experienced homelessness or are homeless. Established in 2019 by students, alumni and members of the Carleton community in memory of Chicken and Boots, two homeless youth who passed away</p> <p>New Terms</p> <p>Awarded annually on the recommendation of the Director of the Center for Initiatives in Education to an ESP student who has overcome adversity, or is striving to overcome adversity, in order to attend or continue their education. Preference will be given to recipients who have experienced homelessness or are homeless. Established in 2019 by students, alumni and members of the Carleton community in memory of Chicken and Boots, two homeless youth who passed away. Revised 2024.</p>
Allen B. Clarke & Dennis P. Forcese Award for Academic Excellence	Scholarship Departmental	Donor	<p>Old Terms:</p> <p>Awarded to students in the Enriched Support Program or Aboriginal Enriched Support Program who have received at least a B average over all in three courses during the first and/or second year of the Enriched Support Program (ESP) or Aboriginal Enriched Support Program and excellent attendance in two ESP workshops and a First Year Seminar (FYS). These scholarships will be awarded to the students who are proceeding to a program of full-time or part-time study at Carleton University during the following academic year. This award is named for Allen B. Clarke, who is a benefactor of the program, and Dr. Dennis P. Forcese, who was a professor of sociology and co-founded the ESP.</p>

			<p><b>New Terms:</b> Awarded to students in the Enriched Support Program who have received at least a B average overall in three courses during the first and/or second year of the Enriched Support Program and excellent attendance in two ESP workshops and a First Year Seminar (FYS). This scholarship will be awarded to the students who are proceeding to a program of full-time or part-time study at Carleton University during the following academic year. This award is named for Allen B. Clarke, who is a benefactor of the program, and Dr. Dennis P. Forcese, who was a professor of sociology and co-founded the ESP. Established 2010. Revised 2024.</p>
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