



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 January 29, 2021 at 2:00 pm
Via Videoconference**

AGENDA

Open Session:

- 1. Welcome & Approval of Agenda**
- 2. Minutes (Open):** November 27, 2020
- 3. Matters Arising**
- 4. Chair's Remarks**
- 5. Question Period**
- 6. Administration (Clerk)**
 - a. Membership Renewal
- 7. Reports:**
 - a. SCCASP (H. Nemiroff)
 - b. SQAPC (D. Deugo)
 - c. SAGC (B. Kuzmarov)
- 8. CUSP Report - Summer 2021 Recommendations**
- 9. Reputational Enhancement Project**

10. Reports for Information:

- a. Senate Executive Minutes (November 17, 2020 + E-poll November 30, 2020)

11. Other Business

12. Adjournment



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**Carleton University Senate
Meeting of November 27, 2020 at 2:00 pm
Via Videoconference**

MINUTES

Present: A. Ahmad, S. Ajila, K. AlWazir, B.A. Bacon (Chair), M. Baez, M. Barbeau, O. Baysal, S. Blanchard, A. Bowker, D. Brown, A. Chandler, M. Close, T. Daniels, C. Davis, J. Dawson, J. Deaville, D. Deugo, D. Dragunoiu, D. Edi, M. Gagne, G. Garland, D. Gillberg, R. Goubran, S. Gulati, M. Haines, B. Hallgrimsson, K. Hellemans, O. Hobbs, C. Joslin, J. Kovalio, B. A. Kuzmarov (Clerk), E. Kwan, A. Lannon, C. Laurendeau, K. Lucas, A. Luko, C. Macdonald, B. MacLeod, S. Maguire, J. Milner, J. Moore, H. Nemiroff, B. O’Neill, M. Piche, P. Rankin, M. Rooney, D. Russell, S. Sadaf, S. Sivathayalan, E. Sloan, P. Smith, D. Sprague, R. S. Sundarraj, J. Taber, N. Tilokani, J. Tomberlin, A. Tremblay, C. Trudel, L. Tsintsadze, C. Viju, K. Weary, P. Wilson, J. Wolfart, P. Wolff, B. Wright W. Ye

Regrets: N. Bruni, R. McKay, J. Paulson, K. Taylor, J. Voordouw,

Absent: V. Asi, J. Bruno, C. Cruickshank, F. Hosseinian, L. Kostiuk, B. Popplewell, J. Sinclair-Palm, J. Stoner, K. von Finckenstein, J. Wallace

Guests (Presenters): M. Charles, L. Dyke, K. Schwartz

Recording Secretary: K. McKinley

1. Welcome & Approval of Agenda (open)

The Chair welcomed Senators to the meeting and noted the following changes to the agenda:

- Item 6 (Administration) should include subheading a) Senate Membership
- Item 7c (Reports – SAGC) should be removed.
- Item 7d (Reports – Senate Review Committee) should be renumbered as 7c.

It was **MOVED** (M. Haines, S. Maguire) that Senate approve the open agenda for the meeting of Senate on November 27, 2020, as amended.

The motion **PASSED**.

2. Minutes: October 30, 2020 (Open Session)

It was **MOVED** (P. Smith, C. Macdonald) that Senate approve the minutes of the Open Session of the Senate meeting of October 30, 2020, as presented.

A Senator requested that the SQAPC Report on the Faculty/Staff survey (Item 7b) be revised to include a request that was made for data to be circulated to Senators. The recording secretary agreed to make the change.

With the minutes thus amended, the motion **PASSED**.

3. Matters Arising:

The Chair noted that the request made in the previous meeting for additional data on the faculty/staff survey will be addressed by the Chair of SQAPC in his report.

4. Chair's Remarks

The Chair provided the following updates to Senators:

- The official deadline from the provincial government for the 2020-21 enrolment statistics was November 1st. Overall, enrolment numbers increased by 1.9% for a total of 32,112 students, which is a new high for Carleton. First year undergraduate enrolment was down slightly because of the pandemic, but the two-year retention rate increased by almost 3% to 83.4%. Other statistics of note include a new high for graduate student enrolment of more than 4,200 students. Master's student enrolment is up by 3% and PhDs have increased by 8.5%. The Senate Review Report will provide more details.
- The beginning of the winter term will be delayed to January 11, 2021, to allow extra time for students and faculty to rest and also to prepare for the next term. The Chair noted that since Carleton announced this decision, other universities have followed suit and are delaying the start of their winter terms as well. In addition, compassionate grading options will continue to be offered to Carleton students for the Winter 2021 term. The Chair thanked SCCASP, CASG and all others involved in this work.
- Winter courses for 2021 will be online, but a limited number of pilot projects on campus will be considered as they are proposed by the Faculties. These will be optional activities in small groups and will follow strict guidelines and protocols to ensure the safety of all participants.

- Carleton’s sustainability plan “Strive for Sustainability” was launched on November 4th. Carleton is currently ranked the second most sustainable university in Canada. This broad and ambitious plan will further position Carleton as a leader in this field.
- The Chair congratulated Dean Dana Brown and her team at the Sprott School of Business for completing their strategic plan “Vision 2025: Business for a Better World.” The plan commits to leading with compassion, imagination and purpose.
- This year’s United Way Campaign has been progressing with many activities over the past few weeks, including the “Polar Bear Dip” in the Ottawa River which the Chair participated in, along with former Senator Chantal Dion. The goal is to raise \$78,000 and the Chair encouraged Senators to contribute to this worthy cause.
- Giving Tuesday is December 1, 2020 and will feature many Carleton-led initiatives. Senators were encouraged to visit Carleton’s Future Funder website and were reminded that Carleton matches all donations made on December 1st, dollar-for-dollar. The Chair thanked the champions for these initiatives and all who have contributed to them so far.
- The 16 Days of Activism Against Gender-Based Violence has begun, and is focussed around the anniversary date of December 6th in commemoration of the brutal murder of 14 women in Montreal at the École Polytechnique in 1989. This year, the Faculty of Engineering and Design will lead a virtual event to mark this occasion on Friday December 4th.
- Finally, on December 8, an announcement will be made that Carleton’s research funding for the year will total \$81.7M, which is a significant increase over the \$70M from last year. This represents an increase of more than 50% from the plateau of \$55M that Carleton had averaged for several years. The Chair congratulated all of Carleton’s researchers and research teams for these results, which will bolster Carleton’s reputation nationally and internationally.

5. Question Period

Three questions were submitted in advance. The first question from Sean Maguire, regarding library hours, was answered in advance by the University Librarian and both question and answer were circulated to Senators:

Question from Sean Maguire:

Level 2 (the main floor) of MacOdrum Library has been open for in-person study from 10am to 5 pm on weekdays during the fall semester, with appropriate special procedures in place. As we near the end of the term, has any consideration been given to extending these in-person study hours to evenings and/or weekends?

Response from University Librarian:

The current hours for in-person study are **9am** to 5pm on weekdays. We will be

expanding those hours in December to support end of term work. Starting Sunday, December 6th we anticipate that the hours for the study space will be Sunday 9am to 5pm, Monday to Thursday 9am to 8pm, and Friday 9am to 5pm. We will be closed Saturdays. These hours will be in effect until December 22nd. On December 23rd we will close at 5pm for the break and will reopen January 6th. Please note that hours are subject to change at any time due to the circumstances and visitors are encouraged to check the Carleton Library website for any advisories before coming to the library. The hours for curbside pickup will not change.

Question from Morgan Rooney:

*On November 4, the Provost announced changes to the Winter 2021 calendar, shifting the entire term ahead by 4-5 days. The new final day for exams for the Winter 2021 term is now Tuesday, April 27th, which in turn will extend the final date for many instructors to submit course grades until at least Friday, May 7th. Meanwhile, the current academic calendar shows that the schedule for the Early and Late Summer terms remains unchanged, with important dates for that term now overlapping with the revised window of time when many instructors will be submitting grades in the winter term (i.e., April 29th is the date by which instructors must make course outlines available to students; May 6th is the date that courses begin). To further complicate matters, the university is also transitioning to a new Learning Management System (LMS), Brightspace, in May, a process sure to create additional work for instructors in an already overly busy period. **Will senior administration commit to reviewing and revising the academic calendars for both Summer 2021 terms in order to ensure that instructors aren't put in an impossible situation at the start of the Early Summer term, with instructors needing to complete tasks from two different terms in the same window of time while also simultaneously working in two different LMSs?***

Response from Provost:

Altering term dates is a complex process that sometimes results in unforeseen consequences. The changes to the exam dates for the Winter term are within the guidelines that are approved by Senate, and are similar to past practice. However, there are a number of reasons why changing Summer term dates could be more problematic than changing dates for Fall and Winter terms. First, not all students are required to take courses during the summer and not all faculty members are required to teach during that time. Second, not all Winter term exams are held at the end of the exam schedule, and the number of faculty members who will be teaching over the summer and who also have exams at the end of the exam period is quite small. Their issues might best be addressed on a case-by-case basis, instead of changing the term dates for everyone.

In response to a follow-up question from Senator Rooney, the Provost recognized that Contract Instructors are more likely to be impacted by the new dates and confirmed that SCCASP can discuss the matter further and consider either targeted assistance or other solutions when they meet again in January of 2021.

Question from Matt Gagne:

Seeing as the university released a survey at the start of the month regarding student academic and overall wellness so far this semester. What is the action plan going forward now that the survey has closed and we have received this feedback? And can the Academic Student Government be privy to the results of said survey so we can have a clearer, data-based sense of how students are doing and be a part of the process for preparing for Carleton's winter semester?

Response from Provost:

The student survey is still open and will close on November 30th. Once it closes, the data from the survey will be processed, and high-level results and recommendations will be shared with Senators. The Provost noted that as of Thursday November 26th the response rate was 43%, which demonstrates a high level of engagement from students on this topic.

6. Administration (Clerk)

a. Membership ratifications

The Clerk requested ratification of a new faculty member from FASS (Marlene Lundy) to fill a vacancy on Senate.

It was **MOVED** (M. Rooney, A. Tremblay) that Senate ratify the following new Senate appointment, as presented.

The motion **PASSED**.

7. Reports:

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

A memo containing six items for approval and four items for information was circulated to Senators in advance. The committee Chair requested that motions 2 and 3 on the memo be withdrawn, with the understanding that they would be resubmitted for Senate approval in January of 2021.

Items for Approval:

SAT grade option (Winter 2020 Term)

It was **MOVED** (H. Nemiroff, M. Close) that Senate approve the proposal to allow undergraduate students to designate SAT to 0.5 credits in the Winter 2021 term as presented.

The motion **PASSED**.

In response to a question from a Senator, the committee Chair confirmed that students may choose to apply this grading option to a full-year course (1 credit) in the Winter 2021 term, if they had not already requested a SAT designation for a 0.5 credit course in the Fall 2020 term.

Academic Continuation Evaluation (ACE) (This replaces the APE framework in the undergraduate calendar.)

It was **MOVED** (H. Nemiroff, B. MacLeod) that Senate approve the proposed Academic Continuation Evaluation framework effective for the 2022/23 Undergraduate Calendar as presented.

The motion **PASSED**.

In response to a question from the floor, the committee Chair confirmed that the new framework will be effective to new students entering in 2022/23, and will also apply to continuing students.

Admissions Regulations – B. Computer Science (This change adds Calculus and Vectors to admission requirements and restricts transfer credits into program to C- and above)

It was **MOVED** (H. Nemiroff, M. Barbeau) that Senate approve the revisions to regulation R-ADM-Program-B.C.S. for the 2021/22 Undergraduate Calendar as presented.

The motion **PASSED**.

Architectural Studies Changes – B. A. S. course nomenclature changes

It was **MOVED** (H. Nemiroff, P. Wolff) that Senate approves the revisions to regulation R-UG 3.2.7 B.A.S. for the 2021/22 Undergraduate Calendar as presented.

The motion **PASSED**.

Items for Information:

The following items were presented for information:

- Academic Schedule 2021/22
- Admissions Regulations ESLR Language Test (removal)
- Course Programs – Minor Modifications
- Editorial/Collateral Changes November 2020

7-Reports (cont'd):

b. Senate Quality Assurance and Planning Committee (SQAPC)

Committee Chair Dwight Deugo began his report by addressing the question presented at the October Senate meeting regarding the data from the faculty/staff survey undertaken by SQAPC. An extended version of the report, including all questions from the survey along with the data that SQAPC considered for the initial report, will be made available to Senators early in the week of November 30th. The Assistant University Secretary agreed to send an email to Senators directing them to the extended report on the Senate Intranet page.

The Committee Chair then presented three major modifications and three cyclical review reports for Senate approval.

Omnibus Motion for Major Modifications

It was **MOVED** (D. Deugo, D. Dragunoiu) that Senate approve the major modifications as presented below with effect from Fall 2021.

The motion **PASSED**.

Individual Motions from the Omnibus Motion:

Major Mod – Individual Motion #1

MOTION: That Senate approve the deletion of ENGL 6901 as presented with effect from Fall 2021.

Major Mod – Individual Motion #2

MOTION: That Senate approve the introduction of the collaborative specialization in Latin American and Caribbean Studies to the MA program in Sociology and the MA program in Anthropology as presented with effect from Fall 2021.

Major Mod – Individual Motion #3

MOTION: That Senate approve the major modification to the admission requirements for the PhD in Management as presented with effect from Fall 2021.

FARES – UG Program in Interactive Media and Design (BIT)

It was **MOVED** (D. Deugo, C. Joslin) that Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the Undergraduate Program in Interactive Media and Design.

The motion **PASSED**.

A Senator noted that the program should read “Interactive Multimedia and Design.”

FARES – UG Programs in Childhood and Youth Studies

It was **MOVED** (D. Deugo, S. Sivathayalan) that Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the Undergraduate Programs in Childhood and Youth Studies.

The motion **PASSED**.

FARES – Graduate Programs in Human Computer Interaction

It was **MOVED** (D. Deugo, P. Wolff) that Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the Graduate Programs in Human Computer Interaction.

The motion **PASSED**.

7-Reports (cont’d):

c. Senate Review Committee (D. Russell)

The committee Chair noted that this is the first report to Senate of the Senate Review Committee since it evolved from the Senate Financial Review Committee in 2017.

The Chair reported that the committee met twice in November to review and discuss the enrolment report released by the Office of the Vice-President, Students & Enrolment (OVPSE), as per the committee mandate. The committee requested and received additional enrolment data from the OVPSE after the initial report was circulated to Senators.

The Chair then introduced Suzanne Blanchard, VPSE and University Registrar, to present the enrolment report and extra data requested by the committee.

Highlights from Presentation:

The main takeaway is that overall enrolment is up by 1.9% in 2020-21. Specific enrolment data for November 2020 indicates that full-time undergraduate student enrolment is down by 2.4% but if adjusted to include full-time equivalents (FTE), the enrolment numbers are up by 1.6%. International full-time student enrolment is down by 3.7% but overall FTE enrolment for international students shows an increase of 5%. Graduate student enrolments are up significantly, and the two-year retention rate has increased by 2.7%, in part due to factors attributed to the COVID pandemic.

Undergraduate Enrolment by Faculty: New undergraduate enrolments from Sprott and Science have remained stable, while the other three Faculties saw a small decrease in new full-time student enrolment (although part-time student enrolments have increased). For all undergraduate students (new and returning), most enrolment numbers are stable, with a slight decrease in numbers for FPA.

Master's student enrolment saw an increase in numbers for both new and returning students, with a decrease only in the Engineering Faculty for M. Eng. students, since this is a concentrated one-year program.

PhD student enrolment increased across most Faculties for new students, with stable new enrolment for Science, and increases in all Faculties for returning full-time PhD students.

The Chair thanked the Vice-President Students & Enrolment Suzanne Blanchard for the report. There were no questions from Senators.

8. Draft Recommendations for Equity, Diversity and Inclusion (EDI) Institutional Action

Assistant VP and University Advisor, Equity and Inclusive Communities, Michael Charles, presented an update on Draft 2 of the EDI Institutional Action Plan.

The updated plan was circulated in advance to Senators, along with a copy of the presentation.

Michael Charles began by reviewing the compressed timeline of the project, from the creation of the Advisory Group in April, through the drafting and consultation process in the summer and fall, ending with the approval of the final document by VPARC on November 18. The process engaged approximately 1600 people through various forms of consultation and resulted in a balanced, evidence-based document with 10 interconnected strategic actions.

The presentation next focussed on some of the major changes made to the plan since the first draft, and the areas of convergence with other initiatives, including Kinàmàgawin and the Coordinated Accessibility Strategy.

A Senator asked if a proposed mandatory Human Rights course could be problematic for Engineering and Science students, who do not have many electives within their programs. Mr. Charles responded that an online module, rather than a full course, would serve as a baseline first step that all students could take as they register. In response to another question regarding potential discriminatory elements within teaching evaluations, Mr. Charles noted that this item has been flagged for further discussion.

The Chair thanked Mr. Charles for the presentation and the quality of the work, and he thanked all involved in consultations that have shaped the final product.

It was **MOVED** (D. Dragunoiu, J. Milner) that Senate receive the Carleton University Equity, Diversity and Inclusion Action Plan and that Senate thank the members of the Carleton Equity and Inclusive Communities Advisory Group for their excellent and inspirational work on this important initiative. The motion **PASSED** unanimously.

9. Carnegie Classification for Community Engagement

Deputy Provost Lorraine Dyke and Associate VP, Research and International Karen Schwartz updated Senators on the progress of the Canadian pilot project of the Carnegie Classification for Community Engagement.

Karen Schwartz began by providing an overview of the Carnegie Classification system with a timeline of Carleton's progress in the pilot project.

The Carnegie Classification System is the leading framework in the United States for assessing institutional involvement in community engagement. It provides universities with

an opportunity to evaluate and promote current community engagement activities, while exploring additional opportunities and areas for growth. Currently, 361 campuses in the United States are using this framework, and Carleton is one of 16 post-secondary institutions in Canada working on a pilot project to tailor the system to a Canadian context.

Following an engaged community consultation process involving all Faculties and units across campus, an initial application was drafted and completed in October of 2020. The final version will be submitted on December 15, 2020. A virtual site visit for Carleton has been scheduled for February of 2021. Following the development of a specifically Canadian framework in 2021-22, Carleton will apply for the actual certification in 2022-23.

Deputy Provost Lorraine Dyke outlined the elements of the current application, which is organized around four themes aligned with the new Strategic Integrated Plan: Inclusion, Healthy and Vibrant Communities, Globalization, and Technology for Good. The plan identifies Carleton's current extensive community engagement practices and our strong culture of engagement, but also notes the need to develop a more strategic and coordinated approach.

A Senator asked if faculty-led partnership grants could be included in the consultation process through CORIS. The presenters agreed to take this question back to the committee for discussion, in the context of the developing Canadian framework. The committee is also exploring models for organizing training, tools and guidance, possibly via a Hub-and-Spoke approach.

The Chair thanked the presenters, the committee and all who contributed to this initiative.

10. Presentation on International Strategic Plan

Karen Schwartz, Associate Vice-President Research and International, provided Senators with a presentation on Carleton's new International Strategic Plan.

She began with an overview of the Internationalization Committee's strategic vision and mission, as aligned with the SIP, and then presented some statistics on Carleton's current global presence, including data on alumni and international students, visiting scholars, exchange agreements, and MOUs for partnerships.

The plan's international goals and objectives were then outlined, with a consideration of how these are being modified successfully in the context of Covid-19.

The presentation then focussed on the project timeline and deliverables between September 2019 and the Fall of 2020. Based on feedback from Carleton community consultations, the objectives and metrics of the plan were finalized in the Summer of 2020

and presented to PAG, VPARC, Senate and the Board between October and December 2020.

The presentation concluded with a detailed analysis of the progress made towards fulfilling each of the five goals, and a list of next steps. The plan will be posted on the website after the Board of Governors meeting on December 1, 2020.

The Chair thanked Karen Schwartz for the presentation and for the work on this important initiative.

11. Reports for Information

a) Senate Executive Minutes (October 20, 2020)

There was no discussion of this item.

12. Other Business

The Chair noted that a December Senate meeting is currently scheduled, but may be cancelled, depending on the decision of the Senate Executive Committee. Senators will receive confirmation of the committee's decision by email after December 1st.

The Provost provided an update on the United Way Campaign, noting that Carleton has raised more than \$87,680, thereby exceeding this year's goal. The Chair noted that the campaign is still open if Senators wish to donate.

13. Adjournment

The meeting was adjourned (J. Milner, M. Gagne) at 4:00 pm. The Chair wished all Senators a happy holiday.

Senate Question Period – January 29, 2021

Question from Namrata Tilokani

There are numerous graduate students who have not had access to their labs for research due to the COVID-19 pandemic, and whose research has been delayed. Are there any plans to provide (a) tuition rebates, for the semesters that they were not able to conduct research, but had to pay tuition? Furthermore (b) what are Carleton's plans to support these students, given that their research timelines have been altered, and their funding will run out?

Warmest wishes,
Namrata



MEMORANDUM

From the Senate Committee on
Curriculum, Admission and Studies Policy

To: Senate
From: Howard Nemiroff, Chair of SCCASP
Date: January 29, 2021
Subject: Regulation Changes 2020-21 and 2021-22

For Senate approval

1. Best Grade Regulation 3.2.4 The Cumulative Grade Point Average

Motion: That Senate approves the revisions to regulation R-UG-3.2.4 The Cumulative Grade point Average for 2020/21 Undergraduate Calendar as Presented

Attachment: *TBD-1871 : R-UG-3.2.4 The Cumulative Grade Point Average*

2. B.Eng. Regulations: R-UG-B.Eng.

Motion: That Senate approved the changes to the R-UG-B.Eng effective for the 2020/21 Undergraduate Calendar as Presented

Attachment: *R-UG-B.Eng.*

3. Engineering Regulations – R-UG-3.2.2 Three Attempts

Motion: That Senate approves the revisions to regulation R-UG 3.2.2 Three Attempts of a Course for 2021/22 Undergraduate Calendar as Presented

Attachment: *TBD-2002 R-UG-3.2.2 Three Attempts of a Course Engineering*

4. Additional Regulations for B.A

Motion: That Senate approves the revisions to R-UG-Additional Regulations for BA for the 2021-22 Undergraduate Calendar as Presented

Attachment: *TBD-1389 : R-UG-Additional Regulations for B.A*

5. Admissions Regulations - Advanced standing B.Com.

Motion: That Senate approves the revisions to regulation R-ADM-B.Com. - Advanced standing B.Com. for 2021/22 Undergraduate Calendar as Presented

Attachment: *TBD-1363: R-ADM-B.Com.*

6. Deletion: R-UG-3.2.7 Bachelor of Social Work

Motion: That Senate approves the revisions to regulation R-UG-3.2.7 Social Work for 2021/22 Undergraduate Calendar as Presented

Attachment: *TBD-1959 : R-UG-3.2.7 B.S.W*

7. Deletion - R-ADM-Program-Certificate in American Sign Language

Motion: That Senate approves the removal of R-ADM-Program-C.A.S.L for the 2021/22 Undergraduate Calendar as Presented

Attachment: *TBD-1380 : R-ADM-Program-C.A.S.L.*

8. R-UG-COOP-General Information

Motion: That Senate approves changes to R-UG-COOP- General Information for the 2021/22 Undergraduate Calendar as Presented

Attachment: *TBD-1539 R-UG-COOP-General Information*

9. B.A. French co-op Admission and Continuation Requirements

Motion: That Senate approves changes to R-UG-COOP B.A French for the 2021-22 Undergraduate Calendar as presented

Attachment: *TBD-1759 : R-UG-COOP-B.A. French co-op adm*

10. B.Math co-op Admission and Continuation Requirements

Motion: That Senate approves changes to R-UG-COOP B.Math for the 2021-22 Undergraduate Calendar as presented

Attachment: *TBD-1588 R-UG-COOP-B.Math co-op adm*

11. B.G.IN.S co-op Admission and Continuation Requirements

Motion: That Senate approves changes to R-UG-COOP B.G.IN.S for the 2021-22 Undergraduate Calendar as presented

Attachment: *TBD-2028 R-UG-COOP-B.G.IN.S co-op adm*

12. B.Sci. ISAP co-op Admission and Continuation Requirements

Motion: That Senate approves changes to R-UG-COOP B.Sc. ISAP for the 2021-22 Undergraduate Calendar as presented

Attachment: *TBD-2009 R-UG-COOP-B.Sc.ISAP co-op adm*

For Information

1. Glossary Definitions: Specialization and Collaborative Specialization

Attachment: *Glossary*

2. Course Programs _Minor Mods

Attachment: *UG_G_2122_CoursesPrograms_MinorMods_for_SCCASP_Dec 1*
UG_G_2122_CoursesPrograms_MinorMods_for_SCCASP_Dec 15_updated
UG_G_2122_CoursesPrograms_MinorMods_for_SCCASP_Jan 19

3. Editorial/Collateral Changes December 2020

Attachment: *UG_G_2122_EditorialCollateral_Changes_for_Senate_Jan29*

DATE: January 22, 2021

TO: Senate

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

RE: 2021-22 Calendar Curriculum Proposals
Undergraduate and Graduate Major Modifications

Background

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

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 2021-22 major modifications included below.

Documentation

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

Omnibus Motion

In order to expedite business with the multiple major modifications that are subject to Senate approval at this meeting, the following omnibus motion will be moved. Senators may wish to identify any of the following 20 major modifications that they feel warrant individual discussion that will then not be covered by the omnibus motion. Independent motions as set out below will nonetheless be written into the Senate minutes for those major modifications that Senators agree can be covered by the omnibus motion.

THAT Senate approve the major modifications as presented below with effect from Fall 2021.

Major Modifications

1. Collaborative Specialization in Climate Change

SCCASP approval: December 1, 2020

SQAPC approval: December 10, 2020

Senate Motion January 29, 2021

THAT Senate approve the introduction of the Collaborative Specialization in Climate Change as presented with effect from Fall 2021.

2. Certificate in Science and Policy

SCCASP approval: December 15, 2020

SQAPC approval: January 14, 2021

Senate Motion January 29, 2021

THAT Senate approve the introduction of the Certificate in Science and Policy as presented with effect from Fall 2021.

3. Minor in Critical Race Studies

SCCASP approval: December 15, 2020

SQAPC approval: January 14, 2021

Senate Motion January 29, 2021

THAT Senate approve the introduction of the Minor in Critical Race Studies as presented with effect from Fall 2021.

4. Concentration in Public History

SCCASP approval: December 15, 2020

SQAPC approval: January 14, 2021

Senate Motion January 29, 2021

THAT Senate approve the introduction of the Concentration in Public History as presented with effect from Fall 2021.

5. BEng Mechanical Engineering, Concentration in Integrated Manufacturing

SCCASP approval: December 1, 2020

SQAPC approval: December 10, 2020

Senate Motion January 29, 2021

THAT Senate approve the deletion of the concentration in Integrated Manufacturing from the BENG in Mechanical Engineering program as presented with effect from Fall 2021.

6. Certificate in American Sign Language

SCCASP approval: December 15, 2020

SQAPC approval: January 14, 2021

Senate Motion January 29, 2021

THAT Senate approve the deletion of the Certificate in American Sign Language as presented with effect from Fall 2021.

7. BUSI 3701 & BUSI 3702

SCCASP approval: December 15, 2020

SQAPC approval: January 14, 2021

Senate Motion January 29, 2021

THAT Senate approve the introduction of BUSI 3701 & 3702 as presented with effect from Fall 2021.

8. IPAF 3900 & IPAF 3901

SCCASP approval: December 15, 2020

SQAPC approval: January 14, 2021

Senate Motion January 29, 2021

THAT Senate approve the deletion of IPAF 3900 & 3901 as presented with effect from Fall 2021.

9. ANTH 4900

SCCASP approval: December 15, 2020

SQAPC approval: January 14, 2021

Senate Motion January 29, 2021

THAT Senate approve the major modification to ANTH 4900 as presented with effect from Fall 2021.

10. ANTH 4100

SCCASP approval: December 15, 2020

SQAPC approval: January 14, 2021

Senate Motion January 29, 2021

THAT Senate approve the introduction of ANTH 4100 as presented with effect from Fall 2021.

11. BCS, Mobile Computing & Network Computing Streams

SCCASP approval: December 1, 2020

SQAPC approval: December 10, 2020

Senate Motion January 29, 2021

THAT Senate approve the deletion of the streams in Mobile Computing and Network Computing from the BCS programs as presented with effect from Fall 2021.

12. STAT 4905

SCCASP approval: December 15, 2020

SQAPC approval: January 14, 2021

Senate Motion January 29, 2021

THAT Senate approve the introduction of STAT 4905 as presented with effect from Fall 2021.

13. PHD Economics

SCCASP approval: November 17, 2020

SQAPC approval: December 10, 2020

Senate Motion January 29, 2021

THAT Senate approve the major modification to the admission requirements for the PhD in Economics as presented with effect from Fall 2021.

14. Master of Arts, Art History

SCCASP approval: December 15, 2020

SQAPC approval: January 14, 2021

Senate Motion January 29, 2021

THAT Senate approve the program name change from Art History to Art and Architectural History for the MA programs as presented with effect from Fall 2021.

15. PHD Mathematics and Statistics

SCCASP approval: December 1, 2020

SQAPC approval: December 10, 2020

Senate Motion January 29, 2021

THAT Senate approve the major modification to the admission requirements for the PhD in Mathematics and Statistics as presented with effect from Fall 2021.

16. STAT 6909

SCCASP approval: October 20, 2020

SQAPC approval: November 12, 2020

Senate Motion January 29, 2021

THAT Senate approve the introduction of STAT 6909 as presented with effect from Fall 2021.

17. Master of Public Policy and Administration, Specialization in Data Science

SCCASP approval: December 1, 2020

SQAPC approval: December 10, 2020

Senate Motion January 29, 2021

THAT Senate approve the major modification to the Master of Public Policy and Administration, specialization in Data Science as presented with effect from Fall 2021.

18. Master of Public Policy and Administration, Concentration in Indigenous Policy and Administration

SCCASP approval: December 1, 2020

SQAPC approval: December 10, 2020

Senate Motion January 29, 2021

THAT Senate approve the major modification to the Master of Public Policy and Administration, concentration in Indigenous Policy and Administration as presented with effect from Fall 2021.

19. PHD International Affairs

SCCASP approval: December 1, 2020

SQAPC approval: December 10, 2020

Senate Motion January 29, 2021

THAT Senate approve the major modification to the PHD program in International affairs and the introduction of INAF 6400 as presented with effect from Fall 2021.

20. MA international Affairs, Specialization in Data Science

SCCASP approval: December 1, 2020

SQAPC approval: December 10, 2020

Senate Motion January 29, 2021

THAT Senate approve the introduction of the specialization in Data Science to the MA in International Affairs as presented with effect from Fall 2021.



MEMORANDUM

From: Senate Academic Governance Committee
To: Senate
Date: January 29, 2021
Subject: Terms of Reference update – Senate Medals & Prizes Committee

In the spirit of good academic governance, the Senate Academic Governance Committee is undertaking a review of the Terms of Reference of all Senate Standing Committees, in order to update content where necessary and standardize the format.

The attached Terms of Reference for the Medals and Prizes Committee has been reformatted and modified to fit the new template. Updates have been indicated with track changes in the document. All changes have been made for reasons of clarity and accuracy.

MOTION: That Senate approve the changes to the Terms of Reference for the Senate Medals & Prizes Committee, as presented.

Senate Medals & Prizes Committee- Terms of Reference (draft)

Type of Committee: Standing Committee

Purpose: The Senate Medals and Prizes Committee makes recommendations to Senate for the awarding of medals for academic achievement in accordance with the procedures outlined in the Senate Medals Policy.

Responsibilities:

- To recommend to Senate recipients of the following medals for academic achievement:
 - Governor General's Gold Medals (graduate)
 - Governor General's Silver Medals (undergraduate)
 - President's Medal
 - Chancellor's Medal
 - University Medals (Graduate)
 - University Medals (Undergraduate)
 - Senate Medals for Outstanding Academic Achievement (Graduate)
 - Senate Medals for Outstanding Academic Achievement (Undergraduate)
- To recommend to Senate new or revised medal regulations under the Senate Medals Policy.

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Membership: ~~(list; note members vs. resources, voting vs. non-voting)~~

- Clerk of Senate, Chair
- Dean (or designate) from each of the Faculties of Arts & Social Sciences, Public Affairs, Sprott School of Business, Science, Engineering and Design, and Graduate and Post-Doctoral Studies
- Chair, Senate Committee on Student Awards
- University Registrar, Secretary (voting)

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Quorum and Voting:

Quorum and Voting is by simple majority

Reporting:

The Committee reports to Senate.

Review:

These terms of reference will be reviewed every ~~xxx~~seven years.

Document Origin Date: ~~xxxxxx~~

Reviewed/Revised: ~~(list all revision dates)~~ September 25, 1998, January 28, 2005, May 26, 2016

DATE: January 22, 2021

TO: Dr. Benoit-Antoine Bacon, President
Dr. Jerry Tomberlin, Provost

FROM: Dr. Lorraine Dyke, Deputy Provost (Academic Operations and Planning)
Chair, Carleton University Scenario Planning (CUSP) Working Group

RE: Planning recommendation for Summer 2021

The Carleton University Scenario Planning (CUSP) Working Group was asked to consider the most appropriate planning parameters for the Summer 2021 term. Based on a review of the current situation, CUSP recommends that Carleton continue the approach adopted for the [Fall](#) and [Winter](#) terms, specifically, that we plan for a predominantly online Summer term. We anticipate that some on-campus learning may be possible depending on public health developments.

The second wave of COVID-19 is currently setting records. [Globally](#) and [nationally](#), daily case counts have exceeded the peaks experienced in the spring. [In Canada](#), we are seeing increases in the percentage of people testing positive for the virus, confirmed cases, hospitalizations and deaths. The Public Health Agency of Canada has projected that [cases could reach 60,000 per day](#) if Canadians increase their social contacts. The government of Canada considers the [risk to Canadians](#) high. Across the country more restrictive public health measures have been implemented in many regions.

At the same time, there have been promising developments in immunization. Multiple vaccines have been approved for use and vaccination programs are rolling out across Canada and the world. At present, the pace at which immunization will proceed is unclear; however, it is expected to be at least September before the majority of Canadians will be vaccinated.

Until such time that the majority of our community has been vaccinated, the best way to protect the health and wellbeing of students, staff, faculty, and the broader community is to continue to limit close personal contact. Public health guidelines regarding physical distancing will continue to significantly limit the capacity of campus spaces.

As a consequence, we recommend that:

- Carleton should plan for remote delivery of most academic courses and programs in the Summer 2021 term.
- If circumstances permit, some courses or portions of courses may be delivered in-person. On-campus teaching should be voluntary for instructors. Proposals for on-campus teaching should be reviewed by the Deans and approved by the COVID-19 Steering Committee prior to initiation to ensure that public health guidelines can be met. Instructors in these courses should be prepared to pivot online at short notice if public health guidelines change.

- Campus access for graduate students who require the use of on-campus research facilities should continue to be a priority.
- Online student services and programming should be extended through the Summer term.
- Online teaching and learning supports should continue to be offered by Teaching and Learning Services.

CUSP will continue to monitor the implications of the evolving situation for our successful operations.



Carleton
UNIVERSITY

Canada's Capital University

Office of the Provost and
Vice-President (Academic)

memorandum

DATE: January 22, 2021
TO: Senate
FROM: Provost and Vice-President (Academic)
RE: Academic Changes - Summer 2021 courses

Vaccination programs are underway to halt the spread of COVID-19; however, it will be at least September before they are complete. In the interim, physical distancing measures, particularly limitations on large gatherings, are likely to continue. In order to protect the safety and well-being of our community, and in line with the recommendations of the Carleton University Scenario Planning Committee, most scheduled courses for the Summer 2021 semester will be delivered remotely, with the potential for some on-campus learning as circumstances allow.

MOTION: That Senate confirm that most scheduled Summer 2021 courses at Carleton be offered through online and other methods of distance learning.

**Senate Executive Committee
November 17, 2020
Via MS Teams Videoconference**

MINUTES

Attending: B. Appel Kuzmarov, B. A. Bacon (Chair), A. Bowker, D. Deugo, S. Sivathayalan, J. Tomberlin, W. Ye, K. McKinley (recording secretary)

Regrets: K. AlWazir, N. Bruni

1. Welcome & Approval of the Agenda:

The meeting was called to order at 9:01 am.

It was **MOVED** (A. Bowker, W. Ye) that the committee approve the agenda for the meeting. The motion **PASSED**.

2. Approval of Senate Executive Minutes: October 20, 2020

It was **MOVED** (S. Sivathayalan, B. Appel Kuzmarov) that the committee approve the minutes of the Senate Executive Committee meeting on October 20, 2020, as presented.

The motion **PASSED**.

3. Approval of Senate agenda: November 27, 2020

The Senate agenda was reviewed by the committee. The Chair requested that "Senate membership" be added as a subheading under Item 6 (Administration). The recording secretary agreed to make the change.

It was **MOVED** (J. Tomberlin, B. Appel Kuzmarov) that the committee approve the Senate agenda for the meeting on November 27, 2020, as amended.

The motion **PASSED**.

4. Review of Senate Minutes: October 30, 2020

The committee reviewed the draft minutes of the Senate meeting on October 30, 2020. One editorial change was requested to clarify language used in the response to a question in Question Period. With this modification, the committee approved (B. Kuzmarov, W. Ye) the draft Senate minutes.

5. Late graduation approval – post graduation change (Clerk)

The Clerk of Senate presented a request from the Registrar's Office to approve a post-graduation change for an undergraduate student, to add the academic achievement of High Distinction. The request was submitted on November 9, and as a result was not included in the scheduled poll for late graduation changes that was conducted on November 4th for the Senate Executive Committee.

It was **MOVED** (B. Appel Kuzmarov, W. Ye) that the Senate Executive Committee approve the late graduation change for an undergraduate student, as presented.

The motion **PASSED**.

6. Review of recommended changes to Senate Executive Committee Terms of Reference, from Senate Academic Governance Committee (Clerk)

The Clerk of Senate, as Chair of the Academic Governance Committee (SAGC), presented a draft document from SAGC containing recommended changes to the Terms of Reference for the Senate Executive Committee. The changes are in part a result of the Senate Committee Review process that was initiated in 2018 to streamline, standardize and update the Senate committee structure.

The following changes were presented to the committee:

- Addition of a Statement of Purpose (part of the new standard committee TOR template)
- List of responsibilities:
 - Removal of item 3 – *Approve new and revised scholarships and bursaries* (This responsibility has moved to the Student Awards Committee).
 - Removal of Item 6 - *Approve the Academic Schedules* (This responsibility is now performed by SCCASP).
 - Updates to the paragraph concerning the Empowering Motion to bring it in line with existing practice.
- Membership:
 - Reclassification of the AVP Academic as a resource, instead of a non-voting ex officio member, for consistency in membership categories across committees.

- Increase the membership by two additional faculty members
- Addition of a Quorum and Voting Rule (Quorum and Voting shall be by simple majority.) (part of the new standard template)
- Addition of a Reporting Rule (Committee reports to Senate) (part of the new standard template)
- Addition of Review timetable (TOR will be reviewed every seven years.) (part of the new standard template)

Discussion:

The committee thanked the clerk and members of SAGC for their work in updating the Terms of Reference for the Senate Executive Committee. The committee members agreed to most of the changes, but questioned the need to expand the membership to 5 faculty members. Several faculty members on the committee stated that they felt that the status quo was working very well, and that the business of the committee doesn't appear to warrant additional membership from one constituency. It was noted that any change in representation from one constituency would likely trigger requests for changes from other constituencies as well. The committee agreed unanimously on this point and requested that SAGC not change the membership, but that SAGC may move forward with the other changes as drafted.

7. Other Business

There was none.

8. Adjournment

The meeting was adjourned at 9:55 am.



Senate Executive Committee
November 30, 2020
Web-based Meeting

MINUTES

Participants: B. A. Bacon, A. Bowker, N. Bruni, D. Deugo (non-voting), B. Kuzmarov, S. Sivathayalan, J. Tomberlin, W. Ye
Regrets: K. AlWazir

Senate Executive Committee members participated in an e-poll on November 30, 2020, on the question of whether to cancel the Senate meeting on December 11, 2020. Members were asked to approve a vote to cancel the meeting, based on the lack of urgent Senate business for the month of December.

The committee voted unanimously to approve the cancellation of the December meeting.