



Carleton University acknowledges and respects the Algonquin people, traditional custodian of the land on which the Carleton University campus is situated.

Carleton University Senate
Meeting of May 28, 2021 at 2:00 pm
Via Videoconference

AGENDA

Open Session:

- 1. Welcome & Approval of Agenda**
- 2. Minutes:** April 30, 2021
- 3. Matters Arising**
- 4. Chair's Remarks**
- 5. Question Period**
- 6. Administration (Clerk)**
 - a. Senate membership ratification
 - b. Notice of non-advertised recruitment
- 7. Reports:**
 - a. SCCASP (H. Nemiroff)
 - b. SAGC (B. Kuzmarov)
 - c. Senate Review Committee
- 8. Supervision Appointments Policy (Graduate Faculty Board)**
- 9. Return to Campus Working Group**

10. Reputational Strategy Update

11. Reports for Information:

- a. Senate Executive Minutes (April 20, 2021)
- b. Senate Committee Annual Reports

12. Other Business

- a. Memo from Senator Garcia

13. Adjournment



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**Carleton University Senate
Meeting of April 30, 2021 at 2:00 pm
Via Videoconference**

MINUTES

Present: A. Ahmad, S. Ajila, K. AlWazir, V. Asi, B.A. Bacon (Chair), M. Baez, M. Barbeau, O. Baysal, S. Blanchard, A. Bowker, D. Brown, J. Bruno, A. Chandler, M. Close, J. Dawson, D. Deugo, D. Dragunoiu, M. Gagne, K. Schwartz (proxy for R. Goubran), S. Gulati, M. Haines, B. Hallgrímsson, K. Hellemans, C. Joslin, J. Kovalio, B. A. Kuzmarov (Clerk), A. Lannon, C. Laurendeau, K. Lucas, A. Luko, M. Lundy, C. Macdonald, B. MacLeod, S. Maguire, R. McKay, H. Nemiroff, B. O'Neill, J. Paulson, M. Piché, B. Popplewell, P. Rankin, M. Rooney, D. Russell, S. Sadaf, J. Sinclair-Palm, S. Sivathayalan, E. Sloan, P. Smith, D. Sprague, N. Tilokani, J. Tomberlin, A. Tremblay, C. Trudel, L. Tsintsadze, C. Viju, K. von Finckenstein, J. Voordouw, J. Wallace, P. Wilson, J. Wolfart, P. Wolff,

Regrets: G. Garland, L. Kostiuk, E. Kwan, J. Milner, J. Taber,

Absent: N. Bruni, T. Daniels, C. Davis, D. Edi, P. Garcia, G. Garland, D. Gillberg, O. Hobbs, F. Hosseinian, J. Moore, J. Stoner, R. S. Sundarraj, K. Taylor, K. Weary, B. Wright, W. Ye

Guests (Presenters): L. Dyke, T. Frost

Recording Secretary: K. McKinley

1. Welcome & Approval of Agenda

The Chair welcomed Senators to the meeting at 2:02 pm. He began by thanking all Senators for completing a successful academic year and for meeting the considerable challenges created by the pandemic.

The Chair noted that this would be the last Senate meeting for four student ex officio members: CASG President Matthew Gagne, CUSA President Kathleen Weary, GSA President Namrata Tilokani, and GSA Vice-President Academic Victoria Asi. The Chair thanked all for their service on Senate.

Senator Millie Close was recently honoured with the Board of Governors Award for Outstanding Community Achievement. This award recognizes student volunteerism and community contribution while at Carleton. The Chair congratulated Millie on this achievement.

In moving to the agenda, the Chair noted one small correction under Reports for Information – Senate Executive Minutes (Item 11a).

It was **MOVED** (N. Tilokani, A. Bowker) that Senate approve the agenda for the meeting of Senate on April 30, 2021, as amended.

The motion **PASSED**.

2. Minutes: March 26, 2021

It was **MOVED** (J. Paulson, M. Close) that Senate approve the minutes of the Senate meeting of March 26, 2021, as presented.

The motion **PASSED**.

3. Matters Arising

The Chair updated Senators on the case of Cihan Erdal, the Carleton PhD student who currently is imprisoned in Turkey. The Kobani Trial of 108 defendants, including Cihan, began on April 26th. Cihan has not yet been called, and the trial has been adjourned until May 3. Carleton is following the situation closely, along with the Canadian Embassy in Turkey and Global Affairs Canada.

The Chair also provided a brief update on Laurentian University, which was declared insolvent on February 1 and has filed for creditor protection. As part of the restructuring process, several programs have been cut, and some staff, managers and faculty members have lost their jobs. The provincial government has appointed an independent observer, Alan Harrison, who has been asked to produce a report. The Chair expressed his sympathies for faculty, staff and students at Laurentian in facing this difficult situation.

4. Chair's Remarks

The Chair announced that beginning on May 5, 2021, Carleton's Health and Counselling Services will be offering appointments for AstraZeneca Covid-19 vaccinations to eligible people aged 40 and over. Priority will be given to: patients who are registered with the Health and Counselling clinic; faculty, staff and approved

contractors currently on campus; and faculty and staff who will be gradually returning to campus for the fall term beginning in August. The Chair thanked VP Students and Enrolment Suzanne Blanchard and Director of Health and Counselling Kristie Tousignant, for their work in making this opportunity possible. An official announcement to the community will be made on Monday. In response to a question from the floor it was noted that vaccines have been received and currently there are no supply issues at the clinic. In related news, the provincial government has announced that by the end of May 2021, all Ontario residents over the age of 18 will be eligible to receive vaccination.

The Chair provided the following updates on recent events and activities:

- On March 30th, the Faculty of Science and the Institute for Data Science hosted the 7th annual Data Day Conference. Carleton welcomed researchers, industry experts and panelists to showcase new developments in data science. A highlight of the event was the announcement of a partnership with IBM Canada, one of the sponsors of the event.
- Carleton's fourth annual Life Sciences Day was held on April 6th. This year's virtual event brought together academic, government and industry sectors and focussed heavily on mental health.
- On April 29th, Carleton announced a research partnership on embedded software systems with BlackBerry QNX.

The Chair extended congratulations to the following Carleton individuals for their achievements:

- Chancellor's Professor Lenore Fahrig has been awarded a prestigious Guggenheim Fellowship for her ground-breaking research in biodiversity conservation.
- Carleton alumna Helen Thai has received one of only 20 McCall MacBain Scholarships for graduate studies. She plans to use the scholarship to study Clinical Psychology at McGill University.
- Sociology undergraduate student Felicity Hauwert is one of just 10 students in Canada to receive the 2021 3M National Student Fellowship Award, for outstanding leadership.

Finally, the Chair congratulated all recent recipients of the Carleton Achievement Awards, including Senator Shazia Sadaf, who received a professional achievement award for professional librarians and instructors. The Achievement Awards are presented annually to members of Carleton's academic staff in recognition of research and teaching distinction.

In response to a question from the floor, the Chair confirmed that Contract Instructors would be eligible to receive the AstraZeneca vaccines at Health and Counselling Services on campus. Priority will be given first to older members of our community, but by the end of May all members of the Carleton community returning to campus will be able to book an appointment.

5. Question Period

Two questions regarding the CUSP recommendations for Fall 2021 were submitted in advance by Senator Morgan Rooney. The Chair noted that Senator Rooney agreed to allow these questions to be addressed during the CUSP discussion/presentation later in the agenda.

6. Administration (Clerk)

a) Senate membership ratifications

The Clerk presented a memo to ratify four new faculty members from FASS and one undergraduate student as new Senators, beginning July 1, 2021.

It was **MOVED** (P. Rankin, J. Paulson) that Senate ratify the following new Senate appointments, as presented, for terms beginning July 1, 2021.

The motion **PASSED**.

b) Senate Survey Final Appeal

The Clerk encouraged members who have not responded to the 2021 Senate Survey to do so at their earliest convenience. The survey closes at midnight on April 30, 2021. The Clerk also noted that a Senate Committee survey will be launched in early May; Senators serving on committees are encouraged to respond to this inaugural survey.

c) Call for annual committee reports

Senate committee Chairs were reminded that committee annual reports are due for the next Senate meeting on May 28, 2021.

7. Reports

a) SCCASP (H. Nemiroff)

The Chair of SCCASP presented two items for approval and three items for information. A memo was circulated in advance.

Items for Approval:

Both items pertain to admissions language associated with programs previously approved by Senate.

R-ADM-Program-C. Science Policy

It was **MOVED** (H. Nemiroff, P. Wolff) that Senate approves the regulations for R-ADM Certificate in Science Policy effective for the 2021/22 Undergraduate Calendar as presented.

The motion **PASSED**.

R-ADM-Program-B. Com

It was **MOVED** (H. Nemiroff, E. Sloan) that Senate approves the revisions to regulations R-ADM-Program-B. Com effective for the 2021/22 Undergraduate Calendar as presented.

The motion **PASSED**.

Items for Information:

- Minor modifications to course programs (April 2021)
- Modifications to the Academic Year Winter 2022 – Social Work deadline
- Update to glossary definition of Honours Bachelor Program and Bachelor Program

There were no questions or comments from Senators for these items.

b) SQAPC (D. Deugo)

The committee Chair presented two major modifications and one new program for Senate approval.

Major Modifications:

The Chair combined the two major modifications into one omnibus motion.

It was **MOVED** (D. Deugo, M. Close) that Senate approve the major modifications as presented below with effect from Fall 2022.

The motion **PASSED**.

Individual Motions:

MOTION: That Senate approve the introduction of the Artificial Intelligence and Machine Learning Stream to the BCS Honours program as presented with effect from Fall 2022.

MOTION: That Senate approve the introduction of the Certificate in Science Communication as presented with effect from Fall 2022.

New Program Approval:

The new programs in Building Engineering will include a Master of Applied Science, a Master of Engineering and a PhD. All three will offer optional concentrations in Building Performance, Fire Safety, and Heritage Conservation. The new programs will address perceived gaps in training opportunities and anticipated employer needs.

It was **MOVED** (D. Deugo, S. Sivathayalan) that Senate approve the proposed graduate programs in Building Engineering.

The motion **PASSED**.

c) SAGC (B. Kuzmarov)

At its meeting on April 16, 2021, the Senate Academic Governance Committee reviewed a number of nominations for Senate committees from both faculty and students. A memo was circulated in advance with a list of 19 new Senate committee appointments recommended by SAGC.

It was **MOVED** (S. Ajila, N. Tilokani) that Senate ratify the following new Senate committee appointments, as presented.

The motion **PASSED**.

The Clerk also reminded Senators that vacancies remain on several Senate committees, including some that must be filled by Senators. She encouraged Senators to apply.

The Senate Academic Governance Committee also reviewed a number of Senate policies, including the *Senate Policy on Hosting Student Elections*. SAGC members recommend that this policy be transferred to the Office of the Secretariat, since the responsibilities outlined in the policy pertain to administrative duties within the Secretariat. In response to a question, the Clerk noted that changes to the policy moving forward would continue to be managed within the Secretariat Office, as per current practice. She also remarked that the Senate Office is not mandated to run student elections and performs this service for student academic societies as a courtesy; the policy outlines primarily who is eligible for this service and what the Senate Office needs from societies in order to run their elections.

It was **MOVED** (B. Kuzmarov, M. Close) that Senate approve the transfer of the Senate Policy on Hosting Student Elections to the Office of the Secretariat.

The motion **PASSED**.

8. Carleton University Scenario Planning (CUSP) Recommendations for Fall 2021

The Chair introduced this item and briefly summarized the CUSP Working Group's progress over the past few months. CUSP Chair Lorraine Dyke then provided a brief summary of the CUSP recommendations for Fall 2021 to Senate. A full CUSP report (Planning for Fall 2021: A Gradual and Safe Return to Campus) and memo were circulated to Senators in advance.

In developing the recommendations, CUSP considered five key factors:

- COVID case trends
- Vaccination progress
- Public health restrictions
- Travel restrictions
- Students' willingness to continue online education

For Fall 2021, it is likely that increasing rates of vaccinations will result in a decrease in cases, hospitalizations and deaths. As a result, public health restrictions should be lifted gradually and progressively, which will allow for a significant return to on-campus activity. By Winter 2022, vaccination programs should be completed which will allow for normal campus activity. However, since international students still may not be able to participate in face-to-face activities, online options will be necessary to accommodate them for both Fall 2021 and Winter 2022 semesters.

In considering all of these factors, and following extensive consultations with various stakeholder groups, the CUSP Working Group developed the following set of recommendations for academic planning in Fall of 2021:

- Both face-to-face and online learning opportunities should be available at all levels of every program.
- Classroom capacities should be in line with physical distancing requirements; sections with more than 60 students should use online delivery.
- Face-to-face delivery should be prioritized for courses based on learning outcomes, pedagogy and students' choice.
- Individual faculty and staff should be provided with reasonable accommodations were needed for medical, family status, or other human rights grounds.

In addition to the recommendations from the CUSP Working Group, the Return to Campus Committee and the Carleton University Flexibility Arrangements Working Group have been developing guidelines for the transition back to campus post-

pandemic. All three groups are working in close collaboration to ensure that the transition back to campus is safe and successful.

Questions / Discussion:

Senator Rooney submitted two questions in advance related to the CUSP recommendations. The first question asked whether *"as a matter of uniform policy Carleton management will accept employees' concerns about their and/or their family members' incomplete vaccination status as grounds for granting all requests for accommodation to continue working remotely."* Dr. Dyke noted that accommodations must be addressed on a case-by-case basis and that Carleton is obligated by law to take into consideration individual circumstances. She also noted that the vaccine timetable on which the question is predicated has been updated. Adults 18+ will be able to book their first shot by the end of May, and Health and Counselling Services will be booking vaccination appointments for the campus community beginning the first week in May. In addition, recent federal modelling suggests that once 75% of adults have received their first dose, and 25% have received the second dose of the vaccine, a resurgence of the virus should be prevented. The Chief Public Health Officer of Canada has indicated that this situation should be achieved sometime this summer, and possibly by the end of June. Even with this improved outlook, public health guidelines will continue to be followed to protect those who are returning to campus this fall, whether or not they have been fully vaccinated.

The second question submitted by Senator Rooney asked if the commitment to accommodating faculty members extends to Contract Instructors, and whether CIs, in consultation with their Chairs would be able to change the modality of a course from F2F to online (and vice versa) after May 24th. In response, Dr. Dyke indicated that Chairs are encouraged to accommodate instructor preference for course modality where these preferences can be aligned with program delivery requirements. The primary consideration for course delivery format, within capacity restraints, should be learning outcomes, pedagogy and choice for students. Units have known since early April which courses they plan to offer online and which courses they expect to be able to hold on campus, so CIs should be aware of the expected mode of delivery when they apply for these opportunities. Finally, Dr. Dyke noted that the burden of responsibility for face-to-face delivery is slightly more heavily weighted to full-time faculty rather than Contract Instructors. The Chair affirmed that Carleton will continue to adopt a flexible and responsive mindset in managing the transition, including requests from individual instructors.

Another Senator expressed concern over the mandate for both F2F and online options to be available at all levels of all programs. This could be challenging for small programs and lean units to implement. In response it was noted that not all courses will

be available online, but enough courses should be available for students to make progress in their programs should they not be able to return to campus. The expectation is that students who are able to, should be prepared to come to campus and that there will be options in every program for face-to-face course delivery.

A Senator asked about the data regarding international students and whether this total might be greater than the 15% stated in the presentation, given the growth in international enrolment over the past decade. Dr. Dyke responded that this figure has been provided by OIRP, but that the percentage will differ across the university according to the individual program.

A Senator expressed some concern over the assumption that faculty members would feel safe returning to campus after receiving just one dose of the vaccine. Dr. Dyke agreed that 100% immunity does not exist, even after two doses of the vaccine, but research indicates substantial immunity is achieved after just one dose. She cited the data from the United Kingdom, where Covid-19 cases dropped significantly once approximately 40% of the population received just one dose. Canadian federal government modelling indicates that community transmission (and hence risk) will drop precipitously once 75% of the population has received a single dose of the vaccine and 20% have received two doses. However, whether or not instructors have received one or two doses of the vaccine, Carleton will continue to rely on public health guidelines to protect the community in the back-to-campus transition.

More questions related to modes of course delivery were raised by Senators. One Senator asked if faculty members would be expected to offer both online and face-to-face delivery simultaneously, for the same course. Another Senator asked about the role of CUOL, which has been used in the past for distance learning. Dr. Dyke noted that the Hyflex model allows for simultaneous F2F and online delivery, and that this capacity will be available for some courses, but its use is optional and will be up to the discretion of the instructor. CUOL is not recommended as the most effective model for online courses, since it results in long recordings which are less engaging for students. Other options including blended learning or a cohort approach are being considered. As of now, there is no campus-wide recommendation or directive for a blended approach.

In response to a question about residences, it was noted that no final decision has been on the number of students who will be housed on campus, but that residences will not be filled to capacity. The goal is to have enough space for first year students to satisfy the first-year residence guarantee, and that there would be space for upper year students who are already admitted.

The Chair thanked Vice-Provost Lorraine Dyke and her team at CUSP for their diligent work and all of the supporting teams for their leadership in designing a course schedule in this complex environment. The Chair emphasized that the situation, in particular with regards to vaccination, is still evolving, and let Senators know that there will be opportunities to further discuss matters related to a safe and gradual return to campus at the next Senate meeting.

It was **MOVED** (J. Tomberlin, J. Paulson) that Senate confirm that Fall 2021 courses at Carleton be offered through a mix of face-to-face and online delivery in line with the recommendations of the Carleton University Scenario Planning Working Group.

The motion **PASSED**.

9. 2021-22 Operating Budget Presentation

Provost Jerry Tomberlin presented a report for Senate on the 2021-22 Operating Budget. He noted that the budget was approved by the Board of Governors on April 29, 2021, and that the full report to the Board is available on the Board of Governors website for Senators to review.

The Provost began by reviewing the planning cycle, planning principles and prioritization process involved in drafting the annual operating budget. The planning process for 2021-22 also incorporated scenario planning, since the full impact of the pandemic on the university's budget is not yet known.

The scenario planning began with an environmental scan that considered the following elements:

- Large provincial government deficits that will continue moving forward
- Family and Student government support from the Federal Government, which has been generous
- OSAP and Tuition Fee Framework (assuming tuition fees will remain frozen)
- Corridor Funding Model, which is anticipated to continue (i.e. no provincial funding for growth)
- Performance-based provincial funding, which currently is on hold
- COVID related constraints, particularly those pertaining to international travel

Total enrolment numbers for the 2020-21 academic year were strong, despite some effects from the pandemic on new first-year undergraduate enrolment. At 32,116, the total student enrolment numbers for the 2020-21 academic year were the largest ever in Carleton's history.

First-year applicant numbers for 2021-22 have declined, by 4.7%. However, applications locally from Ottawa are up by 5.2% and the conversion rate (registrations as

percentage of applications) in Ottawa is 40% compared to 17% in Ontario and 9% outside of Ontario. Approvals also show an increase over last year's numbers.

Taking all of these factors into consideration, the budget planning group developed three scenarios for 2021-22:

- Optimistic: intake levels are the same or better than 2020-21, and growth returns in subsequent years
- Cautious: 3% intake decline from 2020-21 levels in UG domestic and international enrolment, with growth returning in subsequent years
- Pessimistic: 5% intake decline from 2020-21 levels in UG domestic and international enrolment, with growth returning in subsequent years.

The elements of the cautious scenario seem most likely with a continuation of the corridor funding model, frozen tuition fees, and a modest undergraduate application decline for 2021-22. International enrolment would continue to be impacted in 2021-22, but would rebound eventually.

To mitigate financial risk moving forward, the university is proposing the following strategy:

- Base budget allocations will be conservative
- RPCs will be encouraged to use existing carry forward.
- New positions (staff, faculty) will be supported by fiscal funding only upon hire.
- The university will set aside \$6.8M for future strategic allocations.
- The university will continue to set aside a COVID-related contingency.

Operating Budget:

The revenue and expenses of the 2021-22 operating budget are \$515M, which is an increase of \$13M from 2020-21. Government grants account for approximately 34% of revenues. Domestic tuition contributes 36% and international tuition fees represent 24% of revenues. Approximately 70% of expenses are devoted to salaries and benefits, with an additional 11% for infrastructure and 8% for student support.

Allocations of \$19.6M in base and \$37M in fiscal are recommended for RPCs, university budgets and contingencies. The Provost provided an extensive and detailed breakdown of budget priorities for these allocations.

A Senator asked if the budget can be revised if, for example, the provincial government ends the freeze on tuition. The Chair responded, indicating that although the scenario named is unlikely, it would be possible to take a revised budget to the Board if necessary.

In response to another question, it was indicated that research revenue, ancillaries and fundraising revenue are not reflected in the operating budget.

The Provost indicated that the slides from the presentation will be shared with Senators. The Chair thanked the Provost and his team for their work on the budget.

10. Reputational Enhancement Project Update

Due to time constraints, the Chair suggested that this item be tabled until the June 18th meeting.

It was **MOVED** (D. Dragunoiu, J. Wolfart) that Senate table this motion to the next Senate meeting on May 28, 2021.

The motion **PASSED**.

11. Reports for Information

- a)** Senate Executive Minutes (March 16, 2021)
- b)** Faculty Gender Equity Report
- c)** Academic Colleague Report

A Senator asked if any effort was made to include trans and non-binary persons in the Gender Equity Report. The Provost responded that this data has not been tracked but the OIRP is investigating ways to make this report a more fulsome and inclusive account of gender identity at the faculty level.

12. Other Business

A Senator asked if guidance could be provided for compassionate grading at the graduate level. The Dean of FGPA indicated that this will be discussed at the next graduate faculty board meeting and a report will be brought back to Senate at the next meeting.

A Senator asked if the increase in tuition fees for international students, as seen in the university's budget, might be harmful to Carleton's reputation abroad. The Chair first clarified that the international tuition fee framework was approved over a year ago and that the 2021-22 budget does not include any new approvals of tuition increases. He added that the university is considering a number of factors in establishing international tuition fees, including recruitment considerations, market comparators, and the financial circumstances of international students.

13. Adjournment

The meeting was adjourned at 4:02 pm.

Senate Question Period – May 28, 2021

1) Johannes Wolfart:

The University's digital strategy is clearly an academic matter, subject to Senate oversight; however, there are also implications for workloads, technical support, professional development allocations, and the like. Will details of Carleton's digital strategy be bargained with affected unions at Carleton? How will such processes intersect with Senate approval procedure?

2) Dana Dragunoiu:

Carleton's Digital Strategy is a predominantly academic matter and, as such, falls squarely within the jurisdiction of Senate. Which Senate body will be responsible for identifying and/or developing the precise role of Senate in the development, approval and ongoing implementation of Carleton's Digital Strategy? Will it be the Senate Academic Governance Committee or a new sub-committee tasked with Carleton's new Digital Strategy?

Senate Membership Ratifications

May 28, 2021

MOTION: That Senate ratify the new Senate appointment, as presented, for a three-year term beginning July 1, 2021.

Faculty members

- Peter Andrée (FPA)



MEMORANDUM

From the Senate Committee on
Curriculum, Admission and Studies Policy

To: Senate
From: Howard Nemiroff, Chair of SCCASP
Date: May 28, 2021
Subject: Regulation Changes 2021-22, 2022-23.

For Senate approval

1. R-ADM-Program: Certificate in Multidisciplinary Studies in Mental Health and Well-Being

Motion: That Senate approves the addition of regulation R-ADM Certificate in Multidisciplinary Studies in Mental Health and Well-Being effective for the 2021/22 Undergraduate Calendar as Presented

Attachment: TBD-2094 R ADM C.M.H.W

2. R-UG-3.2.7 Bachelor of Industrial Design

Motion: That Senate approves the revisions to regulations R-UG-3.2.7 Bachelor of Industrial Design effective for the 2022/23 Undergraduate Calendar as Presented

Attachment: TBD- 1952R-UG-3.2.7 B.I.D

For Information

1. Course Programs _Minor Mods

Attachment: *UG_G_2122_CoursesPrograms_MinorMods_for_SCCASP_May 4*
UG_G_2122_CoursesPrograms_MinorMods_for_SCCASP_May 18

2. Graduate students "Schedule break" language

Attachment: *RSBMemo April29*



MEMORANDUM

From: Senate Academic Governance Committee
To: Senate
Date: May 28, 2021
Subject: Senate committee ratifications

MOTION: That Senate ratify the new Senate committee appointments, as presented.

SENATE COMMITTEES:

Senate Quality Assurance and Planning Committee

- Betina Kuzmarov – Faculty (FPA)
- Liam Kelly – Undergraduate student

Senate Academic Governance Committee

- Karl Alary – undergraduate student

Honorary Degrees Committee

- Leonard Halladay - Graduate student

Senate Review Committee

- Connor Beleznay – Undergraduate student
- Sancho Angulo – Graduate student
- Samuel Hagan – Graduate student



MEMORANDUM

From: Senate Academic Governance Committee
To: Senate
Date: May 28, 2021
Subject: Senate Policy on Accommodation for Days of Action

The *Senate Academic Governance Committee* is transferring all Senate policies into a standardized template as part of its regular review cycle. In collaboration with the originating departments, the policies also are edited for clarity where necessary. The *Senate Policy on Accommodation for Days of Action* has been reformatted into the new template with minor editorial changes, as indicated in the attached document. The original policy has been included as well for reference.

MOTION: That Senate approve the changes to the Senate Policy on Accommodation for Days of Action, as presented.



Canada's Capital University

Policy Name: Senate Policy on Accommodation for Days of Action

Originating/Responsible Department: Provost

Approval Authority: Senate

Date of Original Policy: March 26, 2010

Last Updated: May 14, 2021

Next Mandatory Revision Date: May, 2026

Contact: Office of the Provost

I PREAMBLE (INTRODUCTION)

Senate acknowledges the importance of student engagement and activity on issues of government policy for post-secondary education and, specifically, the issue of financial accessibility.

II SCOPE

This policy acknowledges the importance of enhanced and sustained government financial support for post-secondary education that allows Carleton and other universities in Ontario to fulfill their commitments to accessible, high quality education. Each year, the Canadian Federation of Students organizes national and provincial (Ontario) Days of Action. In general, instructors are advised to take Days of Action into account and not to plan compulsory exams or tests on these days, so that students can participate. This policy outlines the procedures and conditions for accommodating students who wish to participate in a national or provincial Day of Action.

III POLICY / PROCEDURES

1. Senate asks all course instructors to accommodate students who participate in a National or Provincial (Ontario) Day of Action subject to the following conditions:

- a. The issue addressed by the Day of Action is included within the issue of government support for education and accessibility.
- b. Notice of the Day of Action is given to the Provost, by the executive of GSA or CUSA, by August 1 before the academic year of the Day of Action.
- c. As in all cases of accommodation, students remain responsible for all academic obligations.

2. If these conditions are satisfied, the Provost will communicate the academic provisions contained in this motion to all faculty, instructors and staff.

IV LINKS TO RELATED POLICIES

N/A

Senate Policy

Re: Accommodation of Days of Action

Senate approved the following motion on March 26, 2010.

Some years ago Senate approved a motion similar to the following in the circumstance of a particular Day of Action. The motion below asks Senate to approve a policy that authorizes the Provost to issue a request to course instructors for accommodation in the future whenever certain conditions are met.

MOTION

Be it resolved that:

1. Senate acknowledges the importance of enhanced and sustained government financial support for post-secondary education to allow Carleton and other universities in Ontario to fulfill their commitments to accessible, high quality education.
2. Senate acknowledges the importance of student engagement and activity on issues of government policy for post-secondary education and, in particular, the issue of accessibility.
3. Senate asks all course instructors to accommodate students who participate in a National or Provincial (Ontario) Day of Action subject to the following conditions:
 - a. The issue addressed by the Day of Action is included within the issue of government support for education and accessibility.
 - b. Notice of the Day of Action is given to the Provost, by the executive of GSA or CUSA, by August 1 before the academic year of the Day of Action.
 - c. As in all cases of accommodation, students remain responsible for all academic obligations.
4. If these conditions are satisfied, the Provost will communicate the academic provisions contained in this motion to all faculty, instructors and staff.



MEMORANDUM

From: Faculty of Graduate and Postdoctoral Affairs
To: Senate
Date: May 5, 2021
Subject: Revised Graduate Supervision Appointments Policy

The Graduate Supervision Appointments Policy outlines the eligibility for graduate supervision and co-supervision for Carleton's current and retired faculty members and for experts elsewhere, including professors at other universities, researchers in non-academic institutions, and Indigenous Knowledge Keepers. As part of our regular review of all FGPA policies, we have updated the policy in ways that reflect the demand for greater flexibility in our response to requests for co-supervision while carefully preserving the ability of programs and FGPA to approve or reject these requests.

MOTION: That Senate approve the revised version of the Graduate Supervision Appointments Policy as presented.

Graduate Supervision Appointments Policy

Preamble

Graduate supervisors consist of two groups: those who are full-time faculty employees of the university (Assistant, Associate and Full Professors) and those who are not (Professors Emeriti, Distinguished Research Professors, Adjunct Professors and Adjunct Research Professors). No process beyond their appointment is required for tenure-track professors to be granted supervisory privileges (see articles 2 and 3). While employees are automatically granted sole supervisory status at the Master's level, certain restrictions apply to non-employees and for doctoral supervision (see articles 1 to 3). It is understood that Instructors do not receive supervisory status. The granting of graduate supervision status confers membership in the Faculty of Graduate and Postdoctoral Affairs. Generally members of the FGPA may supervise graduate students only in the academic program(s) in which they have formally been granted supervisory privileges. In other cases, they may only co-supervise with a member from the program. Exceptions may be made with permission of the program Chair or Director and the Dean of FGPA.

1. Restrictions on Supervisory Privileges for Full-Time Employees

Assistant or Associate Professors without tenure must have a qualified co-supervisor until they have tenure. When a faculty member indicates their intention to retire, they may continue to supervise students already in program, but would require a co-supervisor for any new students that could not complete their program before the expected date of retirement. (See Section 2 below for rules for retired professors.)

No one may supervise a student with whom they have a conflict-of-interest, either because they are family members (immediate or extended) or any other non-academic relationship. See the University Conflict of Interest policy: <https://carleton.ca/secretariat/wp-content/uploads/Conflict-of-Interest-and-Commitment.pdf>

2. Supervisory Privileges for Non-Full-Time Employees

Experts who are not employees of the university, including Professors Emeriti, Distinguished Research Professors, Adjunct Research Professors, Indigenous Knowledge Keepers, and faculty members at other universities with comparable status in their home institution, may be granted co-supervision status with a member of the program. Requests by an eligible Carleton professor for a co-supervisor who is not affiliated with the university, must include a copy of the individual's CV and a specific rationale, and must be submitted to the Chair or Director of the program, for approval by the program and by FGPA. Please consult: <https://carleton.ca/secretariat/wp-content/uploads/Honorary-Ranks-Policy.pdf>

While Distinguished Research Professors may be granted sole graduate supervisory status, Professors Emeriti, and Adjunct Research Professors will be required to have a co-supervisor, who is a tenured faculty member of professorial rank (who may be nominal), to act as a point of

contact with the University. (See “Guidelines regarding Nominal Co-Supervisions with Adjunct Professors and Adjunct Research Professors” at <https://gradstudents.carleton.ca/guidelines-regarding-nominal-co-supervisions-with-adjunct-professors-and-adjunct-research-professors/>)

3. Supervisory Privileges in Joint Institutes/Programs

Full-time professors employed at the University of Ottawa or at Trent University who are involved in joint institutes/programs and have supervisory privileges at those institutions are automatically granted co-supervisory privileges in the relevant programs(s) at Carleton. Adjunct Research Professors and other non-employees affiliated with a joint institute/program through the U of O or Trent, and who have supervisory privileges at those institutions, are automatically granted co-supervisory privileges in the relevant program(s) at Carleton (may be nominal). When co-supervisory privileges are granted, a full-time Carleton faculty member must be assigned as co-supervisor. Furthermore, the membership of advisory committees for doctoral candidates must adhere to the agreed upon regulations of joint institutes/programs.

4. Supervisory Privileges Subject to Review

The Dean of the Faculty of Graduate and Postdoctoral Affairs reserves the right to:

- (i) examine the curriculum vitae of eligible supervisors during the cyclical review of existing graduate programs and to suspend the privilege of graduate supervision in the case of those faculty members who have ceased to be active in research and supervision;
- (ii) reinstate supervisory privileges for a limited number of years pending review those faculty members whose privileges were previously suspended;
- (iii) examine the research productivity of any faculty member at any time with respect to the suitability of the faculty member as a graduate supervisor;
- (iv) remove supervisory privileges under exceptional circumstances should there be clear evidence of chronic failure on the part of a faculty member to provide adequate supervision.

Before supervisory privileges are withdrawn under **rubric (i)**, a preliminary inquiry will be conducted by the Associate Dean (Student and Postdoctoral Affairs) to determine whether there are extenuating circumstances. Upon receipt of Associate Dean’s report, the Dean of FGPA will discuss such cases with the relevant line Deans and the FGPA Executive Council (composed of the FGPA management team and the five line Associate Deans responsible for graduate affairs (Research and Graduate Affairs)), before actions are taken. The faculty member will have the right to make representation before the Dean of FGPA and the relevant line Dean.

Detailed procedures for the removal of supervisory privileges under **rubric (iv)** – chronic failure to provide adequate supervision – can be found at <https://gradstudents.carleton.ca/wp-content/uploads/Procedures-to-ascertain-an-allegation-of-consistent-failure-to-provide-adequate-thesis-supervision-14-Feb-20131.pdf>



Senate Executive Committee
April 20, 2021
Via MS Teams Videoconference

MINUTES

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

Regrets: K. AlWazir

Guest: E. Sloan

1. Welcome & Approval of the Agenda:

The meeting was called to order at 11:02 am. The Chair welcomed to the meeting Senator Elinor Sloan who will be the next Clerk of Senate as of July 1, 2021. Senator Sloan attended the meeting as an observer as part of her onboarding process.

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

2. Approval of Senate Executive Minutes: March 16, 2021

It was **MOVED** (A. Bowker, B. Kuzmarov) that the committee approve the minutes of the Senate Executive Committee meeting on March 16, 2021, as presented.

The Assistant University Secretary noted and corrected one small error in the motion for approving the Senate agenda (Item 3).

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

3. Approval of Senate agenda: April 30, 2021

The draft Senate agenda was reviewed by the committee. No changes were requested.

It was **MOVED** (B. Kuzmarov, A. Bowker) that the committee approve the Senate agenda for the meeting on April 30, 2021, as presented.

The motion **PASSED**.

4. Review of Senate Minutes: March 26, 2021

The committee reviewed the draft minutes of the Senate meeting on March 26 2021. No errors or omissions were reported and the minutes were approved by consensus.

5. Other Business

There was no other business.

8. Adjournment

The meeting was adjourned at 11:25 a.m.

2020 Report to Senate The Senate Undergraduate Studies Committee

I. Introduction:

The Senate Undergraduate Studies Committee (SUSC) is charged with hearing undergraduate appeals relating to University-wide regulations. It has representatives from each of five Faculties: Engineering & Design, Arts and Social Sciences, Business, Science, and Public Affairs and Management. The Information Technology program will also attend the meetings upon request, if issues arise related to the joint program with Algonquin College. We have established quorum as three of five representatives (or their alternates) plus the Chair and, in exceptional circumstances, quorum requires that the representative from the petitioning student's Faculty be present when a case is decided. Meetings are held the 2nd and 4th Tuesday of the month and are held 12 months of the year. Once precedent is set by the Senate Undergraduate Studies Committee, the Undergraduate Appeals Secretariat will make decisions on petitions following that precedent.

II. Executive Summary

The SUSC primarily hears cases denied by the University Appeals Secretariat (Registrar's Office) and appealed by the student. The committee also hears cases that the University Appeals Secretariat seeks guidance on, especially when new regulations are introduced. On rare occasions, student appeals of cases denied by the Faculty Committees on Admissions and Studies (CASs) are brought to the committee however, this represents a small proportion of all appeal applications. The total number of petitions and appeals for 2020 was 2013. The number of cases heard by the Senate Undergraduate Studies Committee was 45 or approximately 2.2% of that total.

The COVID-19 pandemic had a significant effect on petitions and appeals for the 2020 calendar year. Thus, the 2020 statistics cannot be compared to previous years in a meaningful way. The following are some of the highlights:

- There were a total of 2013 petitions and appeals
- Numbers for January and February (pre-pandemic) were consistent with previous years
- The majority of petitions continue to be related to registration and backdated withdrawal issues

III. The COVID-19 Pandemic

The COVID-19 pandemic began in March 2020 with the following anomalies affecting petitions and appeals for the remainder of the calendar year:

- Winter 2020 courses were moved to an on-line format in March, continuing to the end of the 2020 calendar year and beyond.
- Winter 2020 exams were modified.

- Compassionate grading was introduced for the 2020 winter term, allowing students to choose a SAT grade option instead of a letter grade for any course, and almost all failures were changed to UNS. Both SAT and UNS grades are CGPA neutral.
- There were compassionate rules introduced for the 2020 Academic Performance Evaluation.
- All summer 2020 courses were offered completely on-line, including exams (no compassionate grading options for this term).
- All 2020 fall term courses were offered completely on-line, including exams.
- Normally, international and special students who do not pay a minimum amount towards their fees are de-registered in October. However, this process was suspended for the 2020 year.
- Compassionate grading was offered for the 2020 fall term allowing students to choose a SAT grade instead of a letter grade for one half course and almost all failures were changed to UNS.

IV. Statistical Summary

1. Total Number of Petitions

There were a total of 2013 petitions received in 2020, a decrease of 20% or 509 petitions over 2019.

TABLE I: TOTAL NUMBER OF PETITIONS

Year	2020	2019	2018	2017	2016	2015
Total Petitions	2013	2522	2447	2366	2588	2287

2. Petitions by Category

The majority (74%) of petitions deal with registration and withdrawal issues. Registration issues include requests to overload and late registration. Withdrawal issues include requests from both current and previous terms and deal with requests regarding both academic and financial matters.

Petitions from students requesting to defer final exams and those dealing with missed deferrals, account for another 14% of the total.

The other 12% is spread over the remaining issues including academic standing (including issues around the academic performance evaluation, appeals of grade, and credit for precluded courses), graduation issues (low CGPA, do not meet the breadth requirement, insufficient upper year courses, residency, substitution of Departmental requirements) and transfer of credit (letters of permission or exchange).

TABLE II - PETITIONS BY CATEGORY

	2020	2019	2018	2017	2016	2015
Academic Standing	63	58	85	98	82	66
Deferrals	148	334	246	284	302	207
Missed Deferrals	123	240	158	151	161	152
Late Application for Graduation	1	0	0	3	17	5
Graduation Issues	4	5	6	18	16	22
Registration Related	919	980	960	981	1169	1074
Withdrawals	574	723	781	700	676	614
Transfer of Credit	7	29	30	29	80	66
Missed Deadline to Petition	78	123	133	78	51	40
Other +	96	30	48	24	34	41

+ The other category includes petitions related to SAT deadlines exceptions for 2020

ACADEMIC STANDING

The majority of petitions in this category are Appeals of Grade. The Registrar's Office serves an administrative role accepting the requests and forwarding them to the Dean's Offices. A total of 54 were reviewed by the Dean's Offices in 2020, an increase of 10 from 2019.

DEFERRALS and MISSED DEFERRALS

The decrease in the number of petitions for both deferrals and missed deferrals were impacted by:

- Because the on-line exams could be done at home, it was easier for the students to write them
- Exams Services offered instructors the flexibility to use Exams Services as a support so that the instructors could arrange their own final exams on-line, or instructors could choose to continue to have Exam Services arrange the exams. The same was true for deferred exams.

REGISTRATION RELATED

TABLE III: A CLOSER VIEW OF REGISTRATION:

	2020	2019	2018	2017	2016	2015
Overloads	451	427	431	443	537	509
Late Course Registration	468	482	446	460	567	494
WIPE	0	71	82	75	65	71

The number of requests to overload and to register after the deadline was consistent from 2019 to 2020.

WIPE refers to petitions where students sought reinstatement after being deregistered due to the non-payment of fees. This process was suspended in 2020 due to the pandemic so no one was deregistered.

WITHDRAWALS

The compassionate grading and performance evaluation changes in 2020 had a significant impact on the number of withdrawal petitions. There were 723 withdrawal petitions in 2019 compared to 574 in 2020.

Because no one was deregistered due to non-payment, there will be a significant number of students who although registered, did not end up attending, but neglected to withdraw. International and special students in this situation would normally have been de-registered.

3. Granted/Not Granted Ratio

Most petitions are granted in the Appeals Secretariat based on precedents set by the various Appeals committees. Petitions that are not granted by the Secretariat may be appealed by the student to the appropriate committee. The Secretariat also takes unusual or precedent setting cases to the appropriate committees for guidance on how to handle cases. This would include petitions around new regulations.

TABLE IV: GRANTED AND NOT GRANTED PETITIONS

Year	Granted	Not Granted
2020	84%	16%
2019	81%	19%
2018	79%	21%
2017	79%	21%
2016	74%	26%
2015	75%	25%

4. Petitions Cancelled

Not all petitions are actually adjudicated. Some petitions are cancelled. Students may cancel a petition themselves or petitions may be cancelled by the Secretariat if the student fails to submit the required documentation. The Secretariat contacts students within 14 days when an incomplete petition is submitted and follows up again before a petition is cancelled. The data on cancelled petitions is in Table V.

TABLE V: NUMBER OF CANCELLED PETITIONS:

	Number Cancelled	Percentage of Total
2020	100	5%
2019	93	3.7%
2018	100	4%
2017	73	3%
2016	120	5%
2015	91	4%

5. High and Low Volume Periods

The deadlines for submitting petitions are as follows: Jan. 30, June 30 and Sept. 30. Consistent with previous years, January had the highest volume (almost 20% of the annual total). February numbers remained consistent with the previous year but the numbers in the remaining months reflected the onset of the pandemic.

- Month with Highest Volumes (over 300): January
- Mid-range volume (200-300): February
- Months with Lower Volumes (under 200): March - December

6. Breakdown of Cases by Decision-maker:

Petitions are heard by a variety of different committees. The Senate Undergraduate Studies Committee (SUSC) hears petitions regarding University-wide regulations and appeals of decisions from other committees and the Secretariat. The CAS/JCAS committees hear cases regarding degree specific regulations, with the exception of Engineering. Engineering reviews almost all its cases due to accreditation requirements. Appeals of grades are handled by the Dean's Office in the respective faculty and requests for financial withdrawal are heard by the Financial Appeals Committee (FAC) or the Financial Registration Appeals Committee (FRAC), where students with a substantial balance owing are seeking continued registration. The following are the statistics from 2020:

- SUSC 2.2%
- Engineering 6.5%
- Secretariat 91.3%
- CAS/JCAS 0%

V. PROCEDURAL REVIEWS

The Senate has delegated its authority to make final decisions about student petitions and appeals regarding undergraduate academic regulations to the Senate Undergraduate Studies Committee. Following a decision by SUSC, students may request a Procedural Review of the decisions made by this committee.

There were no procedural reviews submitted in 2020.

VI. ISSUE OF CONCERN

A concern that SUSC has had over the past several years is that a small but consistent number of appeals deal with students requesting credit for precluded courses they have taken. This appears to result from a variety of causes, including a failure to read course descriptions, but more importantly, that (some) students seem to not understand the concept of preclusion. After discussing this issue over several meetings, SUSC recommends that Carleton should adopt more straightforward and unambiguous language in calendar course descriptions to convey the concept of preclusion without using the word preclusion. SUSC notes that other Ontario universities are using what it considers to be very clear wording about taking courses that would prevent the student from getting credit if they had taken similar courses in the past. For example, below is the wording used in the Queen's University calendar for an Anatomy course, where the phrase used to indicate preclusion is "May not be taken with or after...".

ANAT 100/3.0 Anatomy of the Human Body

This web-based anatomy course is designed to introduce students to the basic structure and functional relationship of the human body. Through a series of 5 study modules, students will learn about the basic language of Gross Anatomy and Histology in order to understand the working of various body systems. This course is also suitable for individuals who have a general interest in human anatomy.

NOTE Only offered online. Consult the Bachelor of Health Sciences program office.

LEARNING HOURS 120 (48O;72P)

EXCLUSION(S) ANAT 101/3.0; IDIS 150/6.0

ONE-WAY EXCLUSION May not be taken with or after ANAT 215/3.0; ANAT 216/3.0; ANAT 270/3.0; ANAT 312/3.0; ANAT 315/3.0; ANAT 316/3.0.



MEMORANDUM

From: Paulo Garcia, Member of Senate
To: Senate
Date: May 28, 2021
Subject: Senate and the Federal Companies' Creditors Arrangement Act

Rationale: The bicameral model of university governance is integral to the health, integrity, and success of academic institutions. It is enshrined in most university acts and is essential to collegial governance. The unique bicameral character of a university provides very different roles for the university Board and the university Senate, and it is commonly agreed that university governance should be based on principles of collegiality, inclusivity, meaningful representation, shared participation, and shared accountability. University Senates must engage in free and open debate on matters under their purview, and in particular on academic matters.

The recent events at Laurentian University highlight the importance of the bicameral model of governance. The Laurentian University Board of Governors declared the University to be insolvent and sought protection under the Federal Companies' Creditors Arrangement Act, something designed for profit-seeking corporations. To resolve their financial challenges, the restructuring plans include the termination of programs and scholars. In keeping with its bicameral role, any recommendation before Senate to terminate a program ought to be assessed on academic grounds.

MOTION: Be it resolved that the Carleton University Senate expresses its concern with the application of the Federal Companies' Creditor Arrangement Act to higher education institutions.