Carleton University

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 June 18, 2021 at 10:00 am
Via Videoconference

AGENDA

Closed Session:

1. Welcome & Approval of Agenda (closed)

2. Minutes (Closed Session)
   a) February 26, 2020 (Closed Session)

3. Graduation:
   a) Notification of Receipt of Graduation Lists (Clerk)
   b) Motion to Graduate All Recommended Students
   c) Posthumous Recognition (Clerk)
   d) Special Features in the Graduation Classes (Deans)
   e) Motion to Graduate Recommended Students: Dominican University College

4. Report of the Senate Committee on Medals and Prizes (Clerk)

5. Procedure on Candidates Presented Late for Graduation – Empowering Motion (Clerk)

6. Report on the Empowering Motion (Clerk)

7. Report from the Honorary Degrees Committee (R. Goubran)

8. Other Confidential Business

<u>**Open Session**</u>:

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

2. **Minutes (Open Session)**
   a) May 28, 2021

3. **Matters Arising**

4. **Chair's Remarks**

5. **Question Period**

6. **Administration (Clerk)**

   a) Membership Ratification
   b) 2021/22 Revised Senate Schedule

7. **Reports:**
   a) SCCASP (H. Nemiroff)
   b) SQAPC (D. Deugo)
   c) SAGC (Clerk)
   d) Senate Review Committee (D. Russell)

8. **Digital Strategy Consultation**

9. **SIP Implementation Report**

10. **Reports for Information**
    a) Senate Executive Minutes (May 18, 2021)
    b) Senate Committee Annual Reports (Library, SAIAC, Student Awards)

11. **Other Business**

12. **Adjournment**

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

MINUTES

Present: V. Asi, C. C. Ayalogu, B.A. Bacon (Chair), M. Barbeau, O. Baysal, S. Blanchard, A. Bowker, D. Brown, N. Bruni, J. Bruno, A. Chandler, M. Close, T. Daniels, J. Dawson, D. Deugo, D. Dragunoiu, M. Gagne, P. Garcia, G. Garland, D. Gillberg, R. Goubran, S. Gulati, M. Haines, B. Hallgrimsson, K. Hellemans, C. Joslin, J. Kovalio, B. A. Kuzmarov (Clerk), E. Kwan, A. Lannon, C. Laurendeau, A. Luko, M. Lundy, C. Macdonald, B. MacLeod, S. Maguire, R. McKay, J. Milner, H. Nemiroff, B. O'Neill, J. Paulson, M. Piché, J. Ramnarine, P. Rankin, M. Rooney, D. Russell, S. Sadaf, J. Sinclair-Palm, E. Sloan, P. Smith, D. Sprague, R. S. Sundarraj, J. Tomberlin, A. Tremblay, C. Trudel, C. Viju, P. Wolff, B. Wright,
Regrets: A. Ahmad, S. Ajila, K. AlWazir, K. Lucas, J. Voordouw, P. Wilson, J. Wolfart
Absent: M. Baez, C. Davis, D. Edi, O. Hobbs, F. Hosseinian, L. Kostiuk, J. Moore, B. Popplewell, S. Sivathayalan, J. Stoner, T. Taber, K. Taylor, L. Tsintsadze, K. von Finckenstein, J. Wallace, W. Ye
Guests (Presenters): T. Frost, S. Levitt, T. Lackey
Guests (Observers): L. Dyke, L. Gavey (Banfield) V. Gravel (Banfield), D. Hornsby, P. Keen, C. Lobban (Banfield), K. McEwan, D. Nwakanma, I. Phan (Charlatan) M. Rodney, T. White
Recording Secretary: K. McKinley
Secretariat Support Staff: J. Chandler, A. Cunningham, A. Goth

1. Welcome & Approval of Agenda

The Chair called the meeting to order at 2:03 pm. He began by welcoming new student ex-officio Senators Chi Chi Ayalogu (GSA President), Victoria Asi (returning as GSA VP Internal), Matthew Gagne (returning to Senate in a new role as CUSA President) and Jennifer Ramnarine (CASG President). The Chair also noted the sad passing of five members of the Carleton Community: retired Distinguished Research Professor Doug King, retired professors Peter Ching-Yao Tan and Janice Yalden, Karl Diedrich from the Department of Chemistry, and Sully Gariba an alumnus who received an honorary

degree from Carleton in 2014. The Chair expressed condolences to all who knew and loved these members of the Carleton family.

In moving to the agenda, the Chair noted that the Item 7(d) *Reports - Senate Review Committee* should be removed from the agenda as the Senate Review Committee will be presenting its report at the June 18th meeting instead.

It was **MOVED** (D. Dragunoiu, M. Gagne) that Senate approve the agenda for the meeting of Senate on May 28, 2021, as amended.
The motion **PASSED**.

2. Minutes: April 30, 2021

It was **MOVED** (C. Macdonald, J. Sinclair-Palm) that Senate approve the minutes of the Senate meeting of April 30, 2021, as presented.
The motion **PASSED**.

3. Matters Arising

There were none.

4. Chair's Remarks

The Chair began with a review of the latest developments regarding the pandemic, including the lifting of the stay-at-home order on June 2, and the release of a reopening framework announced by the provincial government. Carleton is monitoring these developments closely as we prepare for a gradual return to campus in the fall of 2021. In the meantime, in-person Convocation ceremonies have been postponed and instead, Carleton will be hosting virtual graduation celebrations for 2021 graduates from June 21 to 25, 2021.

The Chair provided the following additional updates:

- Summer enrollments are strong and, like last year, show a 30% increase over pre-pandemic summer numbers. Over 14,700 students have registered for 2021 summer courses. Fall enrolment numbers will become clearer over the next few weeks but are expected to meet targets.

- Carleton's new Learning Management System, Brightspace by D2L, was launched on May 6th. The new LMS will be a faster and more reliable system for students and instructors. Teaching & Learning Services will continue to provide a variety of supports to both students and instructors, as needed.

- Carleton has received approximately $800K in funding to support Ontario's Virtual Learning Strategy (VLS). Ten of the 14 proposals submitted by Carleton for hybrid and online learning projects have been funded, including the Students as Partners Program. The Chair congratulated everyone involved in these projects.

- The City of Ottawa has joined the Canadian Accessibility Network, which is led by Carleton University.

- The Chair congratulated five undergraduates and one graduate student for winning the inaugural Summer 2021 Carleton University Student Equity, Diversity and Inclusion (EDI) Research Awards. These EDI projects funded by Carleton will be conducted through August with support from faculty supervisors, and represent a landmark recognition for EDI scholarship in Ontario higher education.

- The Chair also congratulated eight undergraduate student recipients of the Provost Scholar Awards. A virtual event was held on May 5 to celebrate the outstanding achievements of these students.

- Finally, the Chair congratulated Senator Chantal Trudel who was recently appointed as the inaugural Director of the new Centre for Community Engagement. This new centre will provide the infrastructure to support Carleton's commitment to enhance community engagement, as outlined in the new Strategic Integrated Plan.

In response to a question from the floor, the Chair confirmed that second doses of the AstraZeneca vaccine have been guaranteed for those members of the Carleton community that received the first dose, and the government is allowing a reduction in the 4-month span between doses for this vaccine. The Vice-President Students & Enrolment added that Ottawa Public Health has guaranteed a supply of AstraZeneca for Carleton after the 10-week period. Extra AstraZeneca vaccines are also being requested for Carleton faculty, students and staff who received their first vaccinations off-campus. Notifications will be sent out when confirmations of the supply have been received.

It was also noted that students currently in residence, in particular international students on campus are eligible to receive a Covid-19 vaccine at Health & Counselling Services, and there will be a plan to vaccinate those arriving on campus for the fall. The Chair extended thanks to Director Kristie Tousignant and her team at Health & Counselling Services for their work in bringing vaccines to campus and responding to the needs of the Carleton community.

5. Question Period

Two questions regarding Carleton's Digital Strategy were submitted in advance from Senators Johannes Wolfart and Dana Dragunoiu.

Question from 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?

Question from 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?

In responding to both questions, the Provost noted that the Digital Strategy is not unlike parallel initiatives such as the SIP, EDI Action Plan, Accessibility Strategy, and Kinàmàgawin, in that all involve teaching, learning and research, which are academic matters, but also operations, technology and support services that lie outside the purview of Senate. As such, the work of the Digital Strategy committee will involve engagement with all members of the Carleton community. To the extent that the Digital Strategy could have an impact working conditions, the advisory committee will engage with unions across campus, and will be consistent with collective agreements. All matters impacting curriculum, research, and course delivery will go through Senate according to normal procedures. The consultation process with departments, schools, and faculty boards has begun and a presentation and consultation with Senate on the Digital Strategy process has been tentatively scheduled for the June 18th meeting. The Chair thanked the Provost for the response and noted that there will be more time for a fulsome discussion in June.

6. Administration (Clerk)

a) Senate membership ratifications

The Clerk presented a motion to approve one new Senator from the Faculty of Public Affairs, for a 3-year term beginning July 1, 2021. She noted that there were several nominations for this position and an election was held on May 11th to determine the new member.

It was **MOVED** (G. Garland, M. Close) that Senate ratify the new Senate appointment, as presented, for a 3-year term beginning July 1, 2021.
The motion **PASSED**.

b) **Notice of Non-Advertised Recruitment**

The Clerk noted two occurrences of non-advertised recruitment since the last Senate meeting. Both positions were for librarians, transferring from term appointments to preliminary or permanent.

7. **Reports**

a) **SCCASP (H. Nemiroff)**

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

Items for Approval:

R-ADM-Certificate in Multidisciplinary Studies in Mental Health and Well-Being (admissions regulations for new certificate)
It was **MOVED** (H. Nemiroff, M. Close) 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.
The motion **PASSED**.

R-UG-3.2.7 Bachelor of Industrial Design (APE to ACE framework)
It was **MOVED** (H. Nemiroff, B. Hallgrimsson) 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.

The Director of the School for Industrial Design noted a slight error in procedure, but indicated that the School approves of the new wording. The Chair of SCCASP thanked the Director for the information and apologized for the error in procedure.

The motion **PASSED**.

Items for Information:
- Minor modifications to course programs (May 2021)

- Graduate Students "Schedule Break" language (RSB Memo April 29), specific to international students who were unable to work over the summer.

There were no questions or comments from Senators for the items for information. The [SCCASP] Chair indicated that the Long-Term Grading Policy and revised Academic Integrity Policy will be coming to Senate soon, perhaps in June.

The Chair noted that there was no report from the Senate Quality Assurance and Planning Committee for this meeting.

b) SAGC (B. Kuzmarov)

The Clerk of Senate spoke to this item. There were two motions for Senate approval.

Senate Committee Membership Ratifications:
SAGC received seven nominations for new Senate committee memberships beginning on July 1, 2021. The Clerk recused herself from presenting and voting on this motion as she was one of the nominees in the memo.

It was **MOVED** (J. Paulson, S. Sadaf) that Senate ratify the new Senate committee appointments, as presented.
The motion **PASSED**.

Senate Policy Change:
The Clerk presented the *Senate Policy on Accommodation for Days of Action* which has been reformatted by SAGC into the new standard policy template, with minor editorial changes as indicated in the document.

It was **MOVED** (S. Maguire, M. Close) that Senate approve the changes to the Senate Policy on Accommodation for Days of Action, as presented.
The motion **PASSED**.

Item 7 (c) – Senate Review Committee was postponed to the June Senate meeting.

8. **Supervision Appointments Policy (Graduate Faculty Board)**

This item was presented by Dean Patrice Smith and Associate Dean Paul Keen. The policy has been updated to formalize a process that will allow graduate supervisions from additional external members, including Indigenous Knowledge Keepers and external researchers. The revisions to the policy were based on feedback from faculty members and the revised policy passed unanimously at the last Graduate Faculty Board meeting.

It was **MOVED** (P. Smith, M. Rooney) that Senate approve the revised version of the Graduate Supervision Appointments Policy as presented.

The motion **PASSED**.

9. **Return to Campus Working Group (RTCWG)**

Return to Campus Working Group Chair Suzanne Blanchard introduced this item with a broad outline of the RTCWG's mandate and activities over the past several months. The RTC Working Group is tasked with establishing the parameters and protocols for a safe return to campus. The RTC Working Group have developed a plan based on a number of consultations held across campus in April and May, and adhering to current health and safety guidelines. It was noted that the presentation for Senate does not include student or academic (classroom) return protocols, as these plans are being developed by separate subgroups.

General Counsel Steve Levitt provided a detailed presentation on the protocols and procedures for a gradual and safe return to campus for operational groups. The guiding principle behind the plan is ensuring the safety of the community through adherence to provincial health guidelines as well as health and safety requirements.

The return to campus will be phased according to priority sequence. Core services will be the first to return; labs, research facilities including the library, and student support services would be the next priority; and administration and governance would be the final group to return to campus.

The presentation next focussed on overall guidelines for ensuring safe return to the workplace, including such practices as physical distancing, wearing masks, handwashing and other similar measures, which are expected to continue into the fall semester. Cleaning protocols and ventilation standards have been implemented for all buildings on campus. It was noted that tunnel access will be restricted to approved individuals and those with accessibility requirements, due to the difficulties in maintaining physical distancing measures in the tunnels.

Departments and units have been asked to complete and submit reopening plans, which will be reviewed by the steering committee and then shared with unions and employees. Guidelines have been established for employee accommodation requests, and a protocol is in place for identifying and reporting safety concerns and issues.

Finally, it was noted that Carleton Heath and Counselling Services continues to work with Ottawa Public Health to provide vaccination clinics on campus for the Carleton community.

Discussion:

Tunnel Access: A Senator asked for more information on tunnel access for students with accessibility requirements and whether this information could be shared broadly. It was noted that there is a process in place for students in residence and that this procedure can be expanded to include others returning to campus in the fall. Requests for tunnel access can be made through covidinfo@carleton.ca. Information for the community is forthcoming and will be shared in the appropriate format.

Mandatory Vaccine Requirement: A Senator asked if vaccination will be a requirement for students returning to campus. It was noted that Western University is the only university in Ontario taking this approach. Mr. Levitt responded that Ottawa Public Health is not mandating vaccinations in residences, and as a result Carleton will not implement the same approach at this time.

Ventilation/Filtration: A Senator questioned the effectiveness of MERV13 filtration, and asked if air flow data on buildings might be provided instead. In response, it was noted that Carleton has engaged two external third-party expert consultants to ensure that ventilation standards within the buildings on campus are maintained and that Carleton is meeting its obligations to provide a safe environment for staff, faculty and students.

Enhanced Cleaning: A Senator noted that faculty members have been told to expect to clean their own spaces, despite the impression that more housekeeping staff have been hired by Carleton. Are there liability concerns with this approach? In response it was noted that it is now known that the risk of contacting the virus through surfaces is very small. As such, the liability risk for this type of issue is also very low. However, the legal cleaning requirements under the public health guidelines have not changed and as such Carleton is obligated to comply with them. Additional cleaning staff are focussing on high-touch surfaces in common areas. Custodial staff will maintain the same level of cleaning service to units and departments that was provided pre-pandemic, but surface cleaning for personal workspaces (desks, for example) will be

the responsibility of the employee. It was noted that more detailed information on the cleaning plan is available on the Covid-19 website.

In response to a related question, Mr. Levitt noted that the Classroom Working Group is developing appropriate protocols for laboratory cleaning between student uses.

Documented case of Covid-19 in classroom: A detailed risk-management approach is followed in the case of any documented Covid-19 cases in the classroom. Carleton will work with Ottawa Public Health and Risk Management to respond to the scenario appropriately.

Employee accommodations: A Senator asked if faculty members requesting accommodations would be required to disclose their medical condition(s) and/or provide medical documentation. Mr. Levitt responded that the university has a legal obligation to respect privacy concerns of employees. Accommodations are unique and need to be considered on a case-by-case basis; the information required will depend on the specific accommodation requested. Generally, specific medical diagnoses are not required and there are alternate ways of framing the request that will protect the privacy of the employee while allowing them to work through the accommodation process.

Non-compliance behaviors: Guidelines will be provided to instructors and staff on how to address non-compliance with health measures. A procedure is in place regarding escalating these issues appropriately.

On-campus dining: A plan is being developed to address the question of on-campus dining in the context of accepted capacity limits and restrictions as established by the provincial government. Outdoor options also are being considered.

The Chair noted that the RTC plan is an ever-evolving and changing process; adjustments to the plan will continue to be made in real time as the context changes. The Chair thanked Steve Levitt, Suzanne Blanchard, Tony Lackey and the entire RTC working group for the thorough and detailed work on this plan and for providing this update to Senate.

10. **Reputational Enhancement Project Update**

Chief Communications Officer Tony Frost provided Senators with an update on the progress of the Reputational Enhancement Project. Since the last report to Senate in January, the project has entered phase three which involves creative development and testing. The presentation focussed on various aspects of the brand platform and

the development of a refreshed Carleton logo and visual identity that will be used in an awareness campaign.

The presentation included a number of examples in which elements of the logo were combined with bold and dynamic images for a "challenge" campaign that could be utilized for impact in advertisements, promotions, signage and Carleton materials, including merchandise. The campaign will be tested in two key groups in priority markets: influencers (business, government, academic leaders) and young adults aged 16-20 and their parents/caregivers. The goal of the challenge campaign is to reposition Carleton as impactful, change-leading and dynamic.

The presentation was favourably received by Senators. The Chair thanked Mr. Frost and his team for their work on this important initiative. It was noted that the images and examples presented to Senators are preliminary options that will be tested and possibly revised within the next few months. Senators were encouraged to submit feedback online.

11. Reports for Information
   a) Senate Executive Minutes (March 16, 2021)
   b) Senate Committee Annual Reports (SUSC)

There were no comments from Senators for these items.

12. Other Business
Senator Paulo Garcia presented a motion for Senate, based on recent events at Laurentian University, where the Board of Governors recently declared the university to be insolvent, and sought protection under the Federal Companies' Creditors Arrangement Act. This action has implications for the role of the university Senate in the determination of academic programs.

It was **MOVED** (P. Garcia, C. C. Ayalogu) that the Carleton University Senate expresses its concern with the application of the Federal Companies' Creditors Arrangement Act to higher education institutions.
The motion **PASSED**.

13. Adjournment
The meeting was adjourned (M. Gagne, E. Sloan) at 4:02 pm.

Question Period – Senate – June 18, 2021

1) <u>Question from Johannes Wolfart</u>

   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 bargained with affected unions at Carleton? How will such processes intersect with Senate approval procedure?

2) <u>Question from Justin Paulson</u>

   One of the Kinàmàgawin calls to action was a recommendation that many more classrooms have moveable furniture and the ability to arrange chairs and desks in a circle. Since the calls to action were released, we have now completed an entire academic year in which no classrooms were used at all—surely an excellent time to move forward on this recommendation and renovate the many classrooms (besides lecture halls) that had fixed seating. Was this done, and to how many classrooms? (I ask because I've been told when trying to schedule in-person graduate seminars for the fall that in most cases they will have to be in rooms with fixed seating.) If no such changes were made in the past year, why not?

3) <u>Questions from Morgan Rooney</u>

   a. Many Carleton employees took advantage of the university's considerate offer to receive the AstraZeneca vaccination from Health and Counselling Services between May 5 and May 11. At the time of their original booking, those employees also received a booking for a second shot. Now that Ontario has discontinued the first-short use of AstraZeneca, **can administration provide those staff members with an update regarding Health and Counselling Services' current/future role in the vaccination campaign? Do we know yet, for instance, if those second-shot bookings will be honoured? And, if so, do we have a sense as to what type of vaccination (AstraZeneca and/or one of the nMRA options) will be available to that group?**

   b. Nearly 8 months ago, in response to a question seeking clarity as to what constitutes a reasonable or appropriate workload in a 0.5 credit course, the Provost committed to "exploring options through SCCASP with the advice of pedagogical experts" (October 30, Senate Meeting Minutes, p.7). Without such guidance, individual faculty members will continue to be left to decide for themselves, students will continue to experience different workload expectations from course to course, and in all likelihood faculty and administration will continue to face workload complains from students. In other words, it is in everyone's interest—administration, instructors, students—that this question be resolved so that there is a common reference point. **Can the Provost or SCCASP update Senate on any progress on this issue, and/or provide a timeline as to when everyone can expect to gain some clarity on this subject?**

Senate Membership Ratifications

June 18, 2021

MOTION: That Senate ratify the new Senate appointments, as presented, for terms beginning July 1, 2021.

Faculty members (3-year terms)

- Celia Young (FASS)

- Ruth McKay (Sprott)

- Ernest Kwan (Sprott FB Secretary)

- Vandna Bhatia (FPA FB Secretary)

Board of Governors Representatives (1-year terms)

- Jane Taber

- Gail Garland

Senate Meeting Schedule 2021-22

All meetings are from 2:00 pm to 4:00 pm unless otherwise indicated

- *Friday August 20, 2021- possible special meeting, if required*

- Friday September 24, 2021

- Friday October 22, 2021 – Convocation Meeting

- Friday November 26, 2021

- Friday December 17, 2021* (tentative)

- Friday January 28, 2022

- Friday February 25, 2022 – Convocation Meeting

- Friday March 25, 2022

- Friday April 22, 2022

- Friday June 3, 2022 – Convocation Meeting

- Friday June 17, 2022* **(at 10:00 am)** (tentative)

MEMORANDUM
From the Senate Committee on
Curriculum, Admission and Studies Policy

To: Senate
From: Howard Nemiroff, Chair of SCCASP
Date: June 18, 2021
Subject: **Regulation Changes 2021-22**

<u>For Senate approval</u>

1. R-UG-3.4.6 Minimum CGPA requirements for graduation

    > **Motion: That Senate approves the revisions to regulation R-UG-3.4.6 Minimum CGPA Requirements for Graduation effective for the 2021/22 Undergraduate Calendar as presented**

    Attachment: TBD-1882 R-UG-3.4.6 Minimum CGPA requirements for graduation

2. Academic Integrity Policy

    > **Motion: That Senate approves the revisions to the Academic Integrity Policy as presented**

    Attachment: Academic Integrity policy June 2021

3. R UG 5.4 Grading System - GNA

    > **Motion: That Senate approves the revisions to regulation R-UG-5.4 Grading System effective for the 2021/22 Undergraduate Calendar as presented**

    Attachment: TBD-1892 R-UG-5.4 Grading System

<u>For Information</u>

1. Course Programs _Minor Mods

    Attachment: *UG_G_2122_CoursesPrograms_MinorMods_for_SCCASP_June 1*
                UG_G_2122_CoursesPrograms_MinorMods_for_SCCASP_June 15

DATE: June 9, 2021

TO: Senate

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

RE: Graduate Programs in Data Science and Analytics (MASc, MEng, MCS, MIT, MSC and PhD)
          New Program Approval

_____

SQAPC Motion
THAT SQAPC recommends to SENATE the approval of the proposed graduate programs in Data Science
and Analytics to commence with effect from Fall 2022.

Senate Motion
THAT Senate approve the proposed graduate programs in Data Science and Analytics as presented.

Background
The programs being proposed in Data Science and Analytics (DSA) are a natural extension of the
Collaboration Specialization. The main goal of the proposed programs is to impart core DSA knowledge.

Attachments
          Volume I (Self-Study)
          Volume II (Faculty CVs)
          Discussant report
          Site visit Agenda
          Brief Biographies of External Reviewers
          External Reviewers' Report
          Unit Response to the External Reviewers' Report
          Dean's Response to the External Reviewers' Report
          SQAPC outcome memo
          Courseleaf Entries

Quality Assurance Framework and Carleton's Institutional Quality Assurance Process (IQAP)

Upon the following motion being passed by Senate, the required documentation will be submitted to
the Ontario Universities' Council on Quality Assurance for approval. A submission to the Ministry for
approval will follow. These approvals are required before the programs can commence.

DATE: June 9, 2021

TO: Senate

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

RE: Final Assessment Report and Executive Summary: Undergraduate Programs in Computer
               Science

The purpose of this memorandum is to request that Senate approve the Final Assessment Report
and Executive Summary arising from the cyclical review of the undergraduate programs in
Computer Science.

The request to Senate is based on a recommendation from the Senate Quality Assurance and Planning
Committee (SQAPC), which passed the following motion at its meeting of May 27, 2021:

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

The Final Assessment Report and Executive Summary is provided pursuant to articles 4.2.5-4.2.6 of
the provincial Quality Assurance Framework and article 7.2.23 of Carleton's Institutional Quality
Assurance Process (IQAP). Article 7.2.23.3 of Carleton's IQAP (passed by Senate on June 21th, 2019
and ratified by the Ontario Universities Council on Quality Assurance on November 22nd, 2019)
stipulates that, in approving Final Assessment Reports and Executive Summaries 'the role of SQAPC
and Senate is to ensure that due process has been followed and that the conclusions and
recommendations contained in the Final Assessment Report and Executive Summary are reasonable in
terms of the documentation on which they are based.'

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

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

Any major modifications described in the Implementation Plan, contained within the Final
Assessment Report, are subject to approval by the Senate Committee on Curriculum, Admission,
and Studies Policy, the Senate Quality Assurance and Planning Committee (SQAPC) and Senate as
outlined in articles 7.5.1 and 5.1 of Carleton's IQAP.

Once approved by Senate, the Final Assessment Report, Executive Summary and Implementation
Plan will be forwarded to the Ontario Universities' Council on Quality Assurance and reported to

Carleton's Board of Governors for information. The Executive Summary and Implementation Plan will be posted on the website of Carleton University's Office of the Vice-Provost and Associate Vice-President (Academic), as required by the provincial Quality Assurance Framework and Carleton's IQAP.

Senate Motion June 18, 2021

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

MEMORANDUM

From: Senate Academic Governance Committee
To: Senate
Date: June 18, 2021
Subject: Senate committee ratifications

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

SENATE COMMITTEES:

Senate Executive Committee

- Pamela Wolff – Faculty (Science)

Senate Committee on Curriculum Admissions and Studies Policy

- Anna Kozlova – Graduate Student

Senate Academic Integrity Appeals Committee

- Ridah Khan – Undergraduate Student
- Alaa Sarji – Graduate Student

Senate Review Committee

- Ali Arya – Faculty Member (FGPA)

MEMORANDUM

From: Senate Academic Governance Committee
To: Senate
Date: June 18, 2021
Subject: Terms of Reference update – Senate Review 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 Terms of Reference for the *Senate Review Committee* have been reformatted and modified to fit the new template. (See attached revised draft.) The original SRC TOR has been attached for reference.

> **MOTION:** That Senate approve the changes to the Terms of Reference for the *Senate Review Committee*, as presented.

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Senate Review Committee - Terms of Reference

Type of Committee: Standing Committee

Purpose: The Senate Review Committee reviews and reports to Senate annually on the Operating Budget Report and the Enrolment Report. In addition, the Senate Review Committee will respond to specific questions posed by Senate, based on the mandate of Senate.

Responsibilities:

The committee will review and report annually on the finances of the university and on student enrolment. In addition, Senate may request that the committee prepare reviews of various aspects of support for teaching, learning and research. When possible, these reports should be coordinated with presentations to Senate from the administration on these topics.

The Committee will gather and synthesize information from a broad range of sources, both internal and external to the University. The Committee will systematically review and summarize the information for presentation to Senate and provide a report to Senate. The Committee may also provide any advice to Senate regarding the question(s) being considered. The committee's reports will respect the constraints of confidentiality.

Membership:

- A Chair elected by Senate and chosen from the elected faculty membership of Senate
- One faculty representative from each of the university's six Faculties (including the Faculty of Graduate and Postdoctoral Affairs)
- Two undergraduate students
- Two graduate students

Quorum and Voting: Quorum and voting are by simple majority.

Reporting:

The Committee reports to Senate.

Review:

These terms of reference will be reviewed every seven years or as needed.

Senate Review Committee – Terms of Reference

The Senate Review Committee will respond to specific questions posed by Senate based on the mandate of Senate. The Committee will gather and synthesize information from a broad range of sources, both internal and external to the University. The Committee will systematically review and summarize the information for presentation to Senate and provide a report to Senate. The Committee may also provide any advice to Senate regarding the question(s) being considered. The committee's reports will respect the constraints of confidentiality.

The committee will review and report annually on the finances of the university and on student enrolment. In addition, Senate may request that the committee prepare reviews of various aspects of support for teaching, learning and research. When possible, these reports should be coordinated with presentations to Senate from the administration on these topics.

Composition

- A chair elected by Senate and chosen from the elected faculty membership of Senate;

- One faculty representative from each of the university's six Faculties (including the Faculty of Graduate and Postdoctoral Affairs);

- Two undergraduate students;

- Two graduate students.

Support

- The secretariat of this committee will be provided by the Senate Office.

- Representatives from the Senior Administration and the Office of Institutional Research and Planning, and any such others as are from time to time determined by the committee, may be added to the committee as non-voting resource persons.

Note: This Committee replaces the Senate Financial Review Committee.

Memorandum

To: Senate Review Committee

From: Jerry Tomberlin, Provost and Vice-President (Academic)

Date: June 10, 2021

Re: Senate Review Committee Inquiry on 2021-22 Operating Budget

Responses to questions from the Senate Review Committee have been provided by the university's Planning and Budgeting Team.

Many Faculties have had to cut their operating budgets over the past few years. How does the operating budget balance the need to set aside millions of dollars for predicted contingencies with the real need for additional support in Faculty budgets to avoid negatively impacting Carleton's academic mission and putting the university at a competitive disadvantage?

The budget cuts applied in 2019-20 (2%) and 2020-21 (1%) to all Resource Planning Committees (RPCs) were not true budget cuts as these amounts were made available for reinvestment during their respective budget cycles. In 2020-21, Faculties had $1.864 million in base budget cuts applied to their operating budgets and were allocated $7.429 million in base funds. In contrast, $1.007 million in base budget cuts were applied to the remaining 7 RPCs with $2.593 million in base funds allocated.

This action was required due to the growing financial pressure caused by the 10% tuition cut introduced by the provincial government in 2019-20 and subsequent tuition freeze in 2020-21, the corridor enrolment model currently in effect and the fixed level of operating grant available as part of the third round of Strategic Mandate Agreements. These cuts allowed us to collectively challenge the functional efficiency of our program and service delivery. This action served the university well in 2021-22 as no additional budget reallocations were required in response to the COVID-19 public heath crisis.

Contingencies at Carleton reflect base and fiscal operating budget allocations that are reserved centrally until the funds are required. As for balancing the level of investment toward contingencies and Faculty budgets, it should be noted that the requirement for and value of contingencies are determined in advance of the annual budget exercise and informs RPC budget presentations and the Provost Budget Working Group (PBWG) resource allocation recommendations. Increases in base and fiscal budgets relating to those contingencies must come before resource allocation to RPC and University Budgets as they relate to salary, enrolment incentive allocations, and other required commitments. They are as follows:

	Base	**Fiscal**
Salary & Other General Contingencies	$12.6 million	$12.6 million

This contingency is set to respond to salary increases, which are paid for centrally and allocated annually to RPC budgets. Other general contingencies represent budget set aside to respond to off-cycle budget requests. This represents additional support for Faculty budgets.

Enrolment-Linked Budget Allocation Contingencies	$ 6.3 million	$ 6.3 million

As part of the university's long-term financial planning process, the Planning and Budgeting team assesses the impact on future ELBA transfers based on projected increases in enrolment over the planning horizon. Resources are allocated accordingly to support this model. This has served Faculties well and contributed largely to the $9.242 million of base funds allocated in 2020-21.

An additional $4.5 million in base budget funds have been transferred to Faculties in 2021-22 from this $6.3 million contingency, along with a forgiveness of $0.9 million in overallocated base budget under this model due to enrolment decline in select Faculties. This represents additional support for Faculty budgets.

Pension Special Payments	7.0 million	–

Prior to March 2020, the status of the pension plan continued to be a financial liability for the university and $7 million of base operating funds were earmarked for required pension special payments. The plan's July 1, 2019 valuation was completed under the province's new pension plan funding rules and was filed in March 2020. Under these new rules, the plan's funded status was above 85% and solvency funding will not be required during the existing valuation period (2019-20 to 2021-22). In addition, the university made a special payment in 2019-20 to address the going-concern deficit of $59.3 million, which makes the pension plan fully funded on a going-concern basis.

Given the ongoing global and economic uncertainty of the impacts the COVID-19 pandemic, the university continues to hold funds as a provision for future needs.

Debt servicing	5.6 million	3.5 million

The university is working toward securing long term debt to support future capital projects on campus. This level of allocation is required to repay this debt in the future. This represents additional indirect support for Faculty budgets by way of improved campus infrastructure.

Other strategic allocations	–	6.8 million

To maintain a consistent level of available fiscal resources for investment toward RPC initiatives in 2022-23 and 2023-24, a one-time strategic set aside was required. The level of required recurring fiscal-only allocations will surpass the planned level of available fiscal-only funds in 2022-23 if this action is not taken. This strategic allocation allows the university to maintain budget stability while assessing these allocations over the coming years. This represents additional support for Faculty budgets.

With the remaining level of resources available for investment, all RPCs presented their budget proposals to one another at the beginning of March. PBWG then met and collaboratively made resource allocation recommendations based on the priorities set by the Strategic Integrated Planning Committee.

Can the Provost provide budget-to-actual numbers for the 2020/21 fiscal year, plus comparisons to 2018 and 2019 budget years?

Carleton prepares, annually, a financial report to the Board of Governors which provides budget-to-actual numbers along with discussion and analysis. The financial report for the 2020-21 academic year will be prepared over the spring and summer months, with its presentation to the Board of Governors occurring in the fall of 2021.

The 2020-21 budget report can be found at: https://carleton.ca/financialservices/wp-content/uploads/Final-Signed-Approved-2020-2021-Operating-Budget-Document.pdf

The financial report prepared for 2019-20 can be found at: https://carleton.ca/financialservices/wp-content/uploads/SIGNEDFinancial-Annual-Report-2019_2020_Sept1-002.pdf

The financial report prepared for 2018-19 can be found at: https://carleton.ca/financialservices/wp-content/uploads/Finance-Report-to-the-BOG-Sept-2019.pdf

The budget presentation included a consideration of a number of contextual elements in the scenario planning. Were other elements considered as well, such as the projected 15-20% youth unemployment rate over the next two years, or the 40-50% reduction in foreign travel that is also predicted? What programs might need to be supported in these contexts?

Scenario planning was prepared with projected confirmations and flow-through for 2021-22 based on an environmental scan by the Planning and Budgeting Team and input from the university's registrar. These preliminary assumptions were then refined as actual application data became available early in the cycle.

The analysis allowed for higher than historical retention rates, as seen last year, in part to reflect the youth labour market conditions (i.e., increased competitions for jobs which might lead to higher graduation rates, and therefore increased flow-through towards graduation).

In terms of assumptions around undergraduate intake, at the provincial level new application rates increased, pointing to an increase in demand for university, but that didn't translate to increased demand at every institution. Carleton has seen a drop in applications for 2021-22, and the assumptions for 2021-22 reflect this. Starting in 2022-23, increases in undergraduate student intake are assumed, given many in person recruitment activities can resume.

The scenario planning had to balance the high level of uncertainty around international undergraduate students for the coming year, while also recognizing that while there were similar levels of uncertainty during 2020-21, the outcome was that undergraduate international student enrolment was fairly stable. To be careful given high levels of uncertainty, the model assumes a small decrease in international undergraduate student intake.

The assumption for graduate intake was that it would be flat based on historical trends and application data at the time. The same uncertainty around the impacts of international travel restrictions loom large over projections of the intake in international graduate students. This uncertainty coupled with the very strong year-over-year increase in applications from potential international graduate students, supported the cautious assumption of flat international graduate intake.

It should be noted that the scenarios were informed at the time by up-to-date policy and data trends, but that new developments and potential impacts are continuously evolving.

Programs that might need to be supported will need to have that discussion with their Faculty Dean. There are several options available to support programs through short-term financial pressure, such as carry forward reserves or other RPC discretionary funds. In exceptional circumstances, any RPC has the option to request resources through the Pandemic Contingency Fund based on the criteria set by PBWG.

The budget includes allocations for PPE, cleaning, signage, etc., but does not specify the source for these allocations. Would this be a central budget item, or would units be expected to pay for these items?

If this question is directed toward need stemming from the impact of COVID-19, a centralized team manages the required PPE, cleaning and signage using centralized funds allocated to support these costs.

Senate Executive Committee
May 18, 2021
Via MS Teams Videoconference

MINUTES

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

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1. **Welcome & Approval of the Agenda**
   The meeting was called to order at 11:02 am.
   It was **MOVED** (S. Sivathayalan, B. Kuzmarov) that the committee approve the agenda for the meeting. The motion **PASSED**.

2. **Approval of Senate Executive Minutes: April 20, 2021**
   It was **MOVED** (A. Bowker, S. Sivathayalan) that the committee approve the minutes of the Senate Executive Committee meeting on April 20, 2021, as presented. The motion **PASSED**.

3. **Review of Senate Minutes: April 30, 2021**
   The committee reviewed the draft minutes of the Senate meeting on April 30, 2021. No errors or omissions were reported and the minutes were approved by consensus.

4. **Approval of Senate agenda: May 28, 2021**
   The draft Senate agenda was reviewed by the committee. Senator Deugo noted that SQAPC has no new business to bring to Senate. The committee agreed to remove the SQAPC report from agenda item #7-Reports.

   Committee members reviewed a memo and motion submitted by Senator Paulo Garcia for the May Senate meeting. The committee suggested two minor changes to the memo and agreed to allow the memo to be included on the

Senate agenda under "Other Business." The Clerk agreed to communicate the committee's decision back to Senator Garcia.

It was **MOVED** (K. AlWazir, N. Bruni) that the committee approve the Senate agenda for the meeting on May 28, 2021, as amended.
The motion **PASSED**.

5. **Posthumous Recognition (2)**
   Under the Empowering Motion of Senate, the Senate Executive Committee is empowered to act on behalf of Senate for matters affecting graduation, including the awarding of posthumous degrees and/or certificates of recognition, between Closed Session meetings of Senate.

   The committee reviewed a request submitted by the Registrar's Office for posthumous recognition of two undergraduate students. The academic records of both students meet the criteria for recognition in accordance with the Senate Policy on Posthumous Academic Recognition, and the appropriate approvals from department and faculty boards have been secured.

   It was **MOVED** (B. Kuzmarov, S. Sivathayalan) that the Senate Executive Committee approve the posthumous recognition of two undergraduate students, as presented.
   The motion **PASSED**.

6. **Other Business**
   There was no other business.

8. **Adjournment**
   The meeting was adjourned at 11:31 a.m.

MEMORANDUM

Date: May 21, 2021
To: Dr. Betina Appel Kuzmarov, Clerk of Senate
Cc: Kathy McKinley, Secretary of Senate
From: Anne Bowker, Associate Professor, Associate Dean (Student Affairs)
Re: Report of the Library Committee of Senate 2020/2021

Members 2020/2021

Anne Bowker (Chair)
Alicia Ott (Committee Secretary)
Amber Lannon (University Librarian)
Jennifer Browning (Professional Librarian)
Clair Switzer (Library Staff)
Tracey Lauriault (FPA)
Omair Shafiq (FED)
Siobhain Bly Calkin (FASS)
Liam Young (FPA)
Hilary Becker (Sprott School of Business)
Hannah Whale (Undergraduate Student)
Sancho Angulo (Graduate Student)

The Senate Library Committee (SLC) met during both the fall and winter terms.

Meeting Dates

The Senate Library Committee (SLC) met during both the fall and winter terms: September 15, 2020 (Zoom), February 2, 2021 (MS Teams) and May 20, 2021 (MS Teams). This document is meant to summarize the main issues that were brought forward to the committee during the 2020 and 2021 academic year.

Terms of Reference

While responsible to Senate alone, to advise and make recommendations, as appropriate, to Senate, to the Librarian, to the President, and to other University bodies on the operation and development of the University Library (the term "University Library" refers to the MacOdrum Library and all branch libraries), and in particular to advise and make recommendations in the following areas:

- The University library budget;
- The development of the University library collection;
- The services offered;
- The operation and development of physical facilities;

- The relations of the University library to other libraries, particularly those in the Ottawa area;
- Other areas that it considers to be of immediate relevance to the University Library.

Composition

- One faculty member to serve as Chair
- Five other faculty members,
- Two students,
- The University Librarian or his/her representative,
- One professional librarian, and
- One other member of the library staff

Nomination

The method of selection for the members of the committee should be in the usual form: nominations for the library contingent to be made to the Senate Executive by the University Librarian after consultation, including consultation with the University Library Committee or its successor (CUASA Collective Agreement, Article 11.1 (a) (i)).

Staffing Changes

- Sara Miskell, Acquisitions Technician
- Amber Lannon, University Librarian (July 1,2020-June 30, 2025)
- David C. Jackson, Teaching & Learning Librarian
- Scott Turner, STEM librarian
- Audrey Mo, Serials Technician
- Cameron Metcalf, Department Head (Library Technology)
- George Duimovich, STEM Collections Librarian
- Cesar Hernandez, IT Support Specialist
- Tracy Budrow, User Services Assistant
- Sally Sax, Department Head (Electronic Resources and Acquisitions)
- Ryan Tucci, Subject Specialist
- Larry Thompson, Library Subject Specialist (Book Arts Lab Master Printer)
- Alisdair MacRae, Scholarly Communications Technician
- Heather Donovan, User Services Assistant

Library Access During Pandemic

University Librarian Amber Lannon presents on the ways the Library has made access to our collection available throughout the pandemic. References curbside pickup, mailing, scanning and HathiTrust Emergency Temporary Access (ETAS). Amber discusses the building being open

and the ways the Library are trying to balance being open with a capacity of 100 and being safe and within the provisions of the regulations.

Library Forum

Library Forum chairs presented at two of the Senate Library Committee meetings with updates from Forum. Forum is an advisory body comprised of library staff. Library Forum is organized by the Library Forum Committee, who can strike sub-committees, consult resource persons, and invite guest speakers to talk on library or university issues of concern to Library staff.

The membership of the Committee consists of:

- Any 2 members of Library Administration;
- 3 CUASA librarians;
- 3 members of the Library's professional services staff (defined as all employees of the Library in CUPE 2424 and Administrative Management).

Renovations

Manager of Library Administrative Services, Gilles Monast gave updates on the work on the Tunnel Junction Study Space. The work to modernize the space into new ad hoc study space began on Monday, Sept. 14 and is expected to be complete in time for Fall 2021.

This is part of a multi-phase plan to renew and upgrade student study spaces on campus that are designed to support learning principles, as well as focus on improving the student experience. Part of the planning for this renovation includes an accessible entrance from the new study space into the library. The ad hoc space will be available 24/7.

University Librarian Amber Lannon also gave an update on the type of RFID (radio frequency identification) gates that will be used to count and monitor the Library that will be installed as at the new entrance.

Graduate Student Concerns

University Librarian Amber Lannon outlined the response that was provided to the GSA around concerns around access they had earlier in the 2020 year and the group effort that was put into making collections available and responding to concerns.

MacOdrum Library contacted the GSA and CUSA to talk about their plans and submitted a letter that they could share with their members, the library will continue

to work with them this year. A one-page document (similar to the one prepared for GSA) was requested by the Senate Library Committee to showcase all the information that can be made available to faculty more readily.

Strategic Plan

There was a strategic planning session with the Senate Library Committee members that was led by Samah Sabra of Quality Initiatives. The planning process included guest speakers, staff discussions, strategic planning discussions, Library Forum, links to reports, feedback sessions, and senior staff brainstorming sessions. The user feedback focused on targeted groups (faculty, students, staff) and looked to people we already were engaging. Student Library Advisory Committee, student government and faculty reps

After the consultation process, the Library Strategic draft plan was presented to the Senate Library Committee on February 2, 2021. There was a feedback session that occurred during the February meeting. The final draft Library Strategic was presented to the committee on May 20, 2021.

Library Budget

The University Librarian gave two presentations on budget, one was a on a draft submission and then in May there was a report on the 2021/2022 budget results. There was a 7.4% increase to the collections budget. Funding was approved for Library Technology infrastructure, StatCan Research Lab, renovations and a new position for an Indigenous Initiatives Librarian.

Senate Committee on Student Awards Annual Report 2020-2021

This report is being submitted on behalf of the Chair of the Senate Committee on Student Awards, Paul Peters.

Committee Membership

Prof. Paul Peters, Department of Health Sciences (Chair)
Perry Legakis, Director of Student Awards (Secretary)
Prof. Farah Hosseinian, Department of Chemistry
Prof. Nadiya Slobodenyuk, Institute of Cognitive Science
Valerie Evans, designated by Vice-President, Finance & Administration
Elizabeth Disabato, designated by Chief Advancement Officer (University Advancement)

Terms of Reference

To consider and recommend to Senate:
- The acceptance of proffered undergraduate scholarships, awards, loan funds and bursary funds; guidelines for the acceptance and awarding of such scholarships, awards, loan funds and bursary funds; policies for the awarding of entrance and in-course scholarships.
- To initiate and recommend studies pertinent to the scholarship and bursary programs of the University.
- Upon request, to review decisions relating to the administration of the scholarship and bursary programs.

Activities

A committee meeting was held on April 29, 2021 via Microsoft Teams to adjudicate applications and finalize Prestige Scholarship and Carleton Capital Scholarship recipients for Fall 2021.

All committee members independently applied the subjective criteria of leadership, community service and extracurricular activities to score applications. A total of 37 award winners were selected and notified.

Throughout the academic year, the assessment for renewal of entrance scholarships, in-course scholarships and the Deans' Honour List included the use of Satisfactory (SAT) and Unsatisfactory (UNS) grades as approved by Senate.

The committee reviewed the terms of reference for 39 newly created awards. The new awards were a combination of both scholarships and bursaries. The following is a breakdown of new awards and source of funding:

Entrance Scholarship - Endowed	2	Bursary – Endowed	16
Entrance Scholarship - Donor	1	Bursary – Donor	1
In Course Scholarship - Endowed	4		
In Course Scholarship - Donor	2		
Dept Scholarship - Endowed	8		
Dept Scholarship - Donor	5		
Total new Scholarships	22	Total new Bursaries	17

For the 2020-2021 academic year

Over $28.6 million in scholarships and bursaries awarded to undergraduate students.