



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 November 27, 2020 at 2:00 pm  
Via Videoconference**

**MINUTES**

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

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

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

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

**Recording Secretary:** K. McKinley

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

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

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

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

The motion **PASSED**.

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

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

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

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

## 3. Matters Arising:

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

## 4. Chair's Remarks

The Chair provided the following updates to Senators:

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

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

## 5. Question Period

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

Question from Sean Maguire:

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

Response from University Librarian:

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

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

Question from Morgan Rooney:

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

Response from Provost:

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

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

Question from Matt Gagne:

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

Response from Provost:

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

## 6. Administration (Clerk)

### a. Membership ratifications

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

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

The motion **PASSED**.

## 7. Reports:

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

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

**Items for Approval:**

***SAT grade option (Winter 2020 Term)***

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

The motion **PASSED**.

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

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

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

The motion **PASSED**.

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

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

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

The motion **PASSED**.

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

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

The motion **PASSED**.

**Items for Information:**

The following items were presented for information:

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

**7-Reports (cont'd):**

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

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

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

**Omnibus Motion for Major Modifications**

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

The motion **PASSED**.

**Individual Motions from the Omnibus Motion:**

**Major Mod – Individual Motion #1**

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

**Major Mod – Individual Motion #2**

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

### **Major Mod – Individual Motion #3**

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

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

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

The motion **PASSED**.

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

### **FARES – UG Programs in Childhood and Youth Studies**

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

The motion **PASSED**.

### **FARES – Graduate Programs in Human Computer Interaction**

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

The motion **PASSED**.

## **7-Reports (cont'd):**

### **c. Senate Review Committee (D. Russell)**

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

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

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

Highlights from Presentation:

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

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

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

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

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

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

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

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

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

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

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

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

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

## 9. Carnegie Classification for Community Engagement

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

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

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

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

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

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

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

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

## **10. Presentation on International Strategic Plan**

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

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

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

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

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

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

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

## **11. Reports for Information**

### **a) Senate Executive Minutes (October 20, 2020)**

There was no discussion of this item.

## **12. Other Business**

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

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

## **13. Adjournment**

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