



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**

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. Hallgrímsson, 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. Hallgrímsson) 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 Health 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.