



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 26, 2021 at 2:00 pm
Via Videoconference

Minutes

Present: S. Ajila, P. Andrée, B.A. Bacon (Chair), M. Baez, M. Barbeau, O. Baysal, V. Bhatia, S. Blanchard, D. Brown, M. Burns, B. Campbell, A. Chandler, T. Daniels, J. Dawson, C. Del Gaudio, M. DeRosa, D. Deugo, D. Gillberg, F. Goffi, V. Gonzalez, R. Goubran, S. Gulati, M. Haines, B. Hallgrimsson, L. Hayes K. Hellemans, M. Huckvale, C. Joslin, L. Kostiuk, J. Kovalio, E. Kwan, A. Lannon, M. Lundy, A. MacGillivray, B. MacLeod, R. McKay, K. Moss, M. Murphy, J. Murray, H. Nemiroff, B. O'Connor, B. O'Neill, A. Park, G. Patey, P. Rankin, M. Rooney, D. Russell, S. Sadaf, J. Sinclair-Palm, S. Sivathayalan, E. Sloan (Clerk), P. Smith, D. Sprague, J. Taber, C. Taylor, K. Taylor, J. Tomberlin, J. Voordouw, J. Wallace, P. Wilson, P. Wolff, B. Wright

Regrets: C. Laurendeau, S. Maguire

Absent: V. Asi, C. Ayalogu, P. Garcia, G. Garland, A. Hashimi, F. Hosseinian, K. Keller, C. Klein, J. Malloy, J. Milner, P. Mkandawire, D. Okoth, J. Ramnarine, M. Rodney, W. Ye, C. Young

Recording Secretary: A. Goth and K. McKinley

1. Welcome & Approval of Agenda

The Chair began the meeting at 2:01 pm, and welcomed new Senator Kathleen Moss.

It was **MOVED** (J. Taber, S. Sivathayalan) that Senate approve the agenda for the meeting of Senate on November 26, 2021, as presented.

The motion **PASSED**.

2. Minutes: October 22, 2021 (open session)

It was **MOVED** (M. Haines, D. Deugo) that Senate approve the minutes of the open session of the meeting of Senate of October 22, 2021, as presented.

The motion **PASSED**.

3. Matters Arising

There were none.

4. Chair's Remarks

The Chair began by reflecting on events of the Fall 2021 term, including the successful graduation of over 1300 students. The Class of 2021, including Winter, Spring and Fall graduates, totals over 6800 graduates, making this the largest number of graduating students in a single year, in Carleton's history.

The Chair noted that Carleton will continue the process of a gradual and safe return to campus throughout the next few months. In the Winter 2022 semester, the number of in-person classes will increase from 30% to approximately 50%. The development and implementation of the course schedule for the Winter term has been a complex task, and the Chair thanked students, staff and faculty members for their patience and understanding in working through the challenges of this process.

The Chair highlighted the following recent newsworthy items:

- On November 17, Carleton was among 40 universities across Canada to sign and endorse the *Scarborough Charter on Anti-Black Racism, and Black Inclusion in Higher Education*. The Charter reaffirms Carleton's commitment to address anti-Black racism, to build upon the Equity Diversity and Inclusion Action Plan, and to design and implement additional initiatives to target Anti-Black racism.
- On October 28, Carleton launched *CUinKanata*, an innovation space in Kanata's North Hub350, where the community will be able to engage with more than 540 companies in Ottawa's tech park. Carleton is a founding member of the Hub350 Ecosystem, and *CUinKanata* is perfectly located for collaboration with expertise in knowledge mobilization, community building, and talent enablement. The Chair thanked the Sprott School of

Business and the Faculties of Engineering and Design and Science for their leadership on this initiative.

- The new *Carleton Centre for Community Engagement*, designed to strategically support all community engagement activities at Carleton, was officially launched on October 27th. Community engagement has deep roots at Carleton and "Serve Ottawa" is a key direction of the new SIP. The Strategic Plan for Community Engagement (SP4CE) Task Force has been established and will soon engage key stakeholders of the Carleton community in a consultation process.
- Carleton is on track this year to review and upgrade the Sexual Violence Policy and the Student Mental Health Framework. Both of these reviews will include a consultation process with the Carleton community.
- Searches for the new VP (Finance and Administration), Dean of Science, and the AVP Equity and Inclusive Communities are progressing well. The VP Finance and Administration search is nearing a close, and an announcement is expected before the end of the calendar year.
- This year's United Way Campaign at Carleton has exceeded its goal of \$79,000. The Chair thanked all who have supported this worthy cause.

The Chair next reminded Senators of the 16 Days of Activism against Gender-Based Violence, an annual international campaign that runs from November 25 (International Day for the Elimination of Violence against Women) to December 10 (Human Rights Day). December 6 is also Canada's National Day of Remembrance and Action on Violence Against Women (White Ribbon Day), a day to honour the 14 victims of the Montreal Polytechnique massacre. On December 6th, Carleton's Faculty of Engineering and Design will release a commemorative video to honour the 14 women killed at Polytechnique Montreal in 1989. Throughout the day, members of the Carleton community will be called upon to stand against gender-based violence through a social media allyship pledge campaign.

Carleton is committed to maintaining a positive learning, working and living environment where violence of any kind is not tolerated.

Finally, the Chair noted the 8th annual SOAR Conference will be held on January 22, 2022 and will feature Canadian Olympic champion Andre De Grasse as keynote speaker.

5. Question Period

Two questions were submitted in advance by Senator Andrea Chandler.

- 1) *My understanding is that individual faculty or researchers who have been approved for research-related travel during the COVID-19 pandemic are asked to complete a travel risk assessment form, a seven-page document which I found at <https://carleton.ca/covid19/policies-and-protocols/travel-advisories/>*

My questions are:

- a) *It is not customary in the field of risk management professionals to ask individuals who are not professionals themselves in the field to determine these risks, especially with respect to some of the questions asked in sections D and E (for example to develop an emergency evacuation plan). Are faculty being asked to identify risks well outside their area of expertise?*
- b) *This form is said to be COVID-related, and yet the final pages of the document suggest areas such as a destination's sexuality environment, drug and alcohol laws, climate and terrorism. Could it please be explained how these topics are related to COVID-19?*
- c) *Are students travelling on exchange expected to fill out forms such as these?*

Response from VPSE Suzanne Blanchard: The *Risk Assessment Checklist for International Travel for Research and Professional Development* provides the Office of Risk Management with information on proposed international travel, so that it may be assessed for risk. The checklist also functions as a tool to assist faculty members in evaluating the risks of their proposed travel and preparing their own risk mitigation plans. The checklist has been operationalized for Covid 19, but also includes a broad range of potential risk factors researchers may encounter. General Counsel Steve Levitt noted in a follow-up comment that the risk mitigation plan is a collaborative activity with the Office of Risk Management and that faculty members are not expected to have expertise in all areas of risk management. Tony Lackey, Executive Director of the Office of Risk Management also noted that the Office of Risk Management will continue to provide advising and consultation services to faculty and students post-pandemic, as needed.

VP Students and Enrolment Suzanne Blanchard added that although international travel is not advised, a process is in place to support exchange students if it is necessary for them to travel. Both the ISSO and the Office of Risk Management are available to assist students as required.

2) *This question relates to courses scheduled to be taught in-person only in winter term 2022. Are any students who are not in Ottawa being advised by the Registrar's Office (or affiliated student services) to ask faculty to "accommodate" such students by enabling them to take the course completely online?*

Response from VPSE Suzanne Blanchard: The Registrar's Office is available to assist students in choosing the modality of their courses, whether that is Hyflex, in-person or online. Faculty members offering in-person-only classes will not be asked to accommodate online learning requests from students for those sections. Students will be asked to find alternatives, in consultation with their departments if necessary.

6. Administration (Clerk)

a) Convocation Dates in Spring 2022

The Clerk of Senate spoke to this item. She noted that in light of recent changes in the course of the pandemic, the Convocation Working Group has begun planning for in-person Convocation ceremonies to resume in June of 2022. The celebrations would include one week of ceremonies for returning 2020 and 2021 grads, and one week for 2022 graduating students.

Since Senate meets on June 3, 2022 to approve the 2022 graduates, the proposal is for the first week of ceremonies (for returning grads) to begin ten days later on June 13th and for the second week of ceremonies (for 2022 grads) to commence on June 20th. A memo containing these two motions was circulated to Senators in advance.

It was **MOVED** (V. Bhatia, S. Sivathayalan) that Senate approve June 13 – 18, 2022 as Convocation week for 2020 and 2021 graduates.

In response to a question, the Clerk confirmed that the plans for in-person ceremonies will only move forward if public health guidelines allow.

The motion **PASSED**.

It was **MOVED** (V. Bhatia, S. Ajila) that Senate approve the change of dates for the Convocation of Winter and Spring 2022 graduates from June 6 – 10, 2022 to June 20 - 25, 2022.

In response to a question, the Clerk clarified that the proposed week of ceremonies from June 20 – 25, 2022 would accommodate both Winter 2022 and Spring 2022 graduates. A Senator asked if the ceremonies could be held outdoors. The Clerk noted that this option will be discussed and considered by the Convocation Working Group. Finally, a Senator asked if the later Convocation dates for 2022 grads might result in reduced numbers of attendees. The Clerk acknowledged the concern, but noted that since the Senate date for approving graduates in 2022 is in early June (instead of in May), the Convocation dates need to be rescheduled for a later week in June.

The motion **PASSED**.

b) Report on non-advertised recruitment

This item was not presented.

7. Reports

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

Committee Chair Howard Nemiroff presented 5 items for approval and 2 items for information.

Items for approval:

Degree-specific and General Admission Regulations

(updated boiler plate admissions paragraph common to all programs)

It was **MOVED** (H. Nemiroff, S. Sadaf) that Senate approves the revisions to the Admissions Regulations listed above effective for the 2022/23 Undergraduate Calendar as presented.

The motion **PASSED**.

R-ADM General Section

(updated admissions paragraph as above, for CEGEP students)

It was **MOVED** (H. Nemiroff, P. Wolff) that Senate approves the revisions to Regulation R-ADM General Section effective for the 2022/23 Undergraduate Calendar as presented.

The motion **PASSED**.

R-UG COOP General Information

(clarifies language regarding application to coop program)

It was **MOVED** (H. Nemiroff, M. Rooney) that Senate approves the revisions to Regulation R-UG COOP General Information effective for the 2022/23 Undergraduate Calendar as presented.

The motion **PASSED**.

R-UG 5.4 Grading System SAT/UNS

(clean-up of language due to compassionate grading measures)

It was **MOVED** (H. Nemiroff, A. Park) that Senate approves the revisions to Regulation R-UG 5.4 Grading System effective for the 2022/23 Undergraduate Calendar as presented.

A Senator asked for clarification on how SAT/UNSAT converts to grade equivalents for courses that are now graded as SAT/UNSAT, and whether instructors can or should specify this conversion in their syllabi. The SCCASP Chair agreed to take this question back to the committee for consideration and discussion.

The motion **PASSED**.

Compassionate Grading

(continuation of compassionate grading measures due to pandemic)

It was **MOVED** (H. Nemiroff, M. Huckvale) that Senate approve a UG emergency response for the WINTER 2022 term only, to allow undergraduate students to designate 0.5 credit courses SAT if a passing grade was earned, and for all undergraduate F grades to be automatically converted to UNS. This excludes grades that are assigned due to an Academic Integrity Offence.

The motion **PASSED**.

Items for Information:

- Academic Schedule for 2022-23
- Minor modifications for November 2021

In response to a question from the floor, SCCASP Chair Howard Nemiroff confirmed that the early fall / late fall terminology in the 2022/23 academic schedule is specific to 0.25 credit courses.

7-Reports, cont'd

b) Senate Quality Assurance and Planning Committee

Committee Chair Dwight Deugo presented three major modifications, three final assessment reports and executive summaries arising from cyclical reviews, and one set of revisions to the IQAP for Senate approval. A motion proposing a departmental name change for the Pauline Jewett Institute of Women's and Gender Studies also was included in the memo for major modifications.

Major Modifications and Name Change:

Committee Chair Dwight Deugo noted that departmental name changes do not fall under the Quality Assurance process and are not identified as major modifications, but historically they have been included in the major modification packages coming to Senate. The motion for this name change, plus the three major modifications were combined into an omnibus motion.

It was **MOVED** (D. Deugo, M. Barbeau) that Senate approve the major modifications and name change as presented below.

The motion **PASSED**.

Individual Motions:

- THAT Senate approve the name change of the Pauline Jewett Institute of Women's and Gender Studies to the Feminist Institute of Social Transformation, as presented.
- THAT Senate approve the major modification to the undergraduate programs in Computer Science as presented with effect from Fall 2022.
- THAT Senate approve the major modification to the Master of Human-Computer Interaction as presented with effect from Fall 2022.
- THAT Senate approve the introduction of PECO 5904, 5905 and the deletion of PECO 5906, 5907 as presented, with effect from Fall 2022.

Cyclical Reviews

Final Assessment Reports and Executive Summaries for Cyclical Program Reviews in French, Cultural Mediations and Canadian Studies were circulated to Senators in advance. The committee Chair noted that the title of the third motion in the memo for this item is incorrect, but the motion itself is accurate. The individual motions to approve these reviews were combined into an omnibus motion for Senate.

It was **MOVED** (D. Deugo, M. Rooney) that Senate approve the Final Assessment Reports and Executive Summaries arising from the Cyclical reviews of the programs.

The motion **PASSED**.

Individual Motions:

- THAT Senate approve the Final Assessment Report and Executive summary arising from the Cyclical Review of the undergraduate and graduate programs in French.
- THAT Senate approve the Final Assessment Report and Executive summary arising from the Cyclical Review of the graduate programs in Cultural Mediations.
- THAT Senate approve the Final Assessment Report and Executive summary arising from the Cyclical Review of the undergraduate and masters programs in Canadian Studies.

IQAP Revisions

The proposed revised Institutional Quality Assurance Process (IQAP) was circulated to Senators in advance. Updates to Carleton's IQAP were required due to revisions to the Quality Assurance Framework (QAF) made by the Ontario Universities Council on Quality Assurance. A list of the major changes was included on the memo for this item.

It was **MOVED** (D. Deugo, S. Sivathayalan) that Senate approve the revised version of Carleton's IQAP as presented.

The motion **PASSED**.

The Chair thanked members of the committee for their work on these files.

8. Mental Health Framework 3.0

Vice-President Students and Enrolment Suzanne Blanchard provided an overview of the steps and timeline involved in updating the Student Mental Health Framework (SMHF). The process includes extensive consultations with various stakeholders within the Carleton community, beginning with a review and exploration of the six initial areas of focus from SMHF 2.0:

- Student Engagement

- Well-being, Skills Building, and Resilience
- Mental Health Awareness, Literacy and Education
- Accessible Services
- Coordinated Crisis Management
- Institutional Structure

The advisory committee also will look for ways to leverage and incorporate elements from the EDI Action Plan and Kinàmàgawin into SMHF 3.0, and will increase engagement with the Sexual Violence Prevention and Education Committee in implementing Honouring Each Other objectives and strategies.

New areas for consideration and consultation include the following:

- Harm reduction and substance use strategy
- Improved mental health and wellness support navigation through website update
- Cyberbullying education and prevention and social media
- Culture of mental health for faculty and staff through the creation of self-assessment and audit tools
- Implementation of Canada's National Standard for Mental-Health and Well-Being for Post-Secondary Students
- Yearly audit and evaluation plan

VPSE Suzanne Blanchard provided a timeline for the project, outlining the consultations that have been scheduled throughout the Fall of 2021. In November and December, feedback from these consultations will be assessed, and a draft of SMHF 3.0 will be developed. This draft will be released to the community in January of 2022. Over the Winter term, additional feedback will be gathered through a second phase of consultations. The final draft will then be completed and released to the community and the Board of Governors in April of 2022.

Discussion:

The Chair asked VPSE Blanchard to comment on the link between social media and mental health issues, and what the university can do to assist students. Suzanne Blanchard responded that the data supports this link. Through the SMHF, Carleton can help students become more aware of the impact of social media on their mental health and provide them with strategies and tools to manage their social media use and mitigate harm. Students' input will be essential in developing this approach further.

In response to a second question, Vice-President Blanchard noted that data is continually collected on the usage and success of existing programs, and will continue as plans develop for an annual audit. She noted that over the course of the pandemic, online sessions have provided students with easier access to counselling, and have resulted in an increase in the number of appointments kept by students. New online tools also are being developed to add resources for students, as an alternative to face-to-face meetings, which can sometimes be difficult for students to attend.

A Senator asked what measures have been taken to address the long wait times students have experienced when seeking counselling. Kristie Tousignant, Director of Health and Counselling Services, responded and noted that the Counselling Centre has implemented a risk-based system and has hired both an intake counsellor and a crisis counsellor to triage and manage the daily calls received at the Centre. The intake counsellor has been fielding an average of 19 – 26 assessments per day. As a result, students who are in crisis can see a counsellor the same day if necessary, or within the next day or two. The Counselling Centre also created a program through Telehealth Ontario to engage an additional psychiatrist every Wednesday for assessment. They are looking to add an extra half-day to this position to meet increasing demand.

A Senator asked how Carleton is responding to the mental health needs of international students. In response, it was noted that the Counselling Centre is expanding the individual expertise of its counsellors in order to meet the needs of various groups of students, including international students. Drop-in online workshops enable international students to learn about services offered in a more relaxed environment. The ISSO also has developed outreach programs throughout the pandemic to encourage international students to stay connected with peers and others on campus and to learn about supports that are available. Empower Me, a mental health and wellness service offered in partnership with CUSA, also has engaged a number of multi-lingual counsellors who offer services online and in-person to international students.

The Chair thanked VP Suzanne Blanchard and her team plus Health & Counselling Director Kristie Tousignant and AVP Lisa Ralph for their excellent work on this important issue.

9. Community Engagement Strategy

Carleton's Centre for Community Engagement, launched in October 27, was established to strategically support community engagement at Carleton, which was highlighted as a priority in Carleton's new Strategic Integrated Plan. One of

the first priorities of the Centre is to create a holistic view of all of the community engagement activities at Carleton through the development of strategic plan for community engagement (SP4CE). The three co-chairs of the SP4CE Task Force spoke to the development of this strategic plan.

Co-chair Karen Schwartz, AVP Research and International, noted the importance of community engagement as part of Carleton's founding story, and provided a timeline of important milestones from the past 20 years in the development of Carleton's community engagement. Highlights from this timeline include Carleton's leadership in exploring experiential learning opportunities for students, Carleton's engaged participation in the Carnegie Canada Pilot cohort, the opening of the Carleton Dominion Chalmers Centre in downtown Ottawa, and the establishment of the HUB for Good.

Co-chair Lorraine Dyke, Deputy Provost, spoke to the importance of community engagement as one of three main strategic directions of the new SIP: *Serve Ottawa, Serve the World*. A working definition of community engagement emphasizes reciprocal and mutually beneficial work that seeks to develop and mobilize knowledge for the greater good. To support and build on the variety of community engagement projects and stakeholders already in place at Carleton, the Centre for Community Engagement has developed a hub-and-spoke model for institutional support to various groups across campus.

Co-chair Chantal Trudel, who is also the inaugural Director of the Centre, noted that the goals of the SP4CE are to strengthen the approach, alignment and relationship Carleton has with communities, to enrich the career paths of students and also to enhance Carleton's reputation.

A timeline of the process of developing the SP4CE was presented, beginning with the launch of the Centre for Community Engagement in October of 2021, followed by a consultation process for internal stakeholders in Fall 2021 and Winter 2022 semesters, and the launch of an external consultation phase in May and June of 2022. The consultation process will help the task force to evaluate the current CE situation, identify priorities moving forward, define what is needed to support competencies and growth in CE, and determine which groups can help to achieve these goals. Co-Chair Trudel then listed the members of the Task Force, and introduced four key questions that will be used in the upcoming consultations:

- What are your broad aspirations for Community Engagement at Carleton?

- How can we better serve our external communities?
- What are Carleton's strengths in community engagement?
- How can Carleton build upon those strengths?

Members of the Carleton community, including faculty, staff and students, are welcome to participate in upcoming open consultations on December 7, 2021 and January 12, 2022. Senators were encouraged to attend one of these sessions or to engage with the Centre via the online form on the website. The Task Force also will be engaging with Faculties and groups across campus.

In the discussion following the presentation, a Senator asked if funding would be available to support community engagement opportunities in the classroom. Deputy Provost Lorraine Dyke responded that the Experiential Learning Fund is currently available to support pedagogical approaches, and that more funding opportunities can be expected in the future.

Senators also noted that there could be opportunities for students who are already engaged with their communities to bring forward proposals for CE projects, and that alumni and retirees also can play a role in the process. CCE Director Chantal Trudel agreed to bring these suggestions back to the task force for discussion.

The Chair thanked the SP4CE Task Force co-chairs for undertaking this work and for their presentation to Senate.

10. Reports for Information

- a) Senate Executive Committee Minutes (October 12, 2021)

11. Other Business

The Chair noted that the December 17 Senate meeting will likely be cancelled, as there is no urgent business. The decision rests with the Senate Executive Committee, and Senators will be notified in the first week of December.

12. Adjournment – The meeting was adjourned (M. Rooney, C. Joslin) at 3:52 pm.