



**ACADEMIC COUNCIL MEETING**  
**Academic Council**

**AGENDA**

**Date: October 28, 2025**

**Time: 2:30 p.m. - 3:30 p.m.**

[Zoom Videoconference Link \(registration required\)](#)

**AC Meeting Schedule and Materials 2025-2026**

| No.                   |      | Topic                                             | Lead             | Suggested Start Time |
|-----------------------|------|---------------------------------------------------|------------------|----------------------|
| <b>PUBLIC SESSION</b> |      |                                                   |                  |                      |
| 1.                    |      | <b>Call to Order and Land Acknowledgement</b>     | Chair            | 2:30 p.m.            |
| 2.                    |      | <b>Agenda (M)</b>                                 |                  |                      |
| 3.                    |      | <b>Chair's Remarks</b>                            |                  |                      |
| 4.                    |      | <b>Inquiries and Communications</b>               | Chair            | 2:45 p.m.            |
| 5.                    |      | <b>Provost's Remarks</b>                          | L. Livingston    | 2:50 p.m.            |
| 6.                    |      | <b>Undergraduate Studies Committee</b>            | M. Hossein-Nejad | 3:00 p.m.            |
| 7.                    |      | <b>Graduate Studies Committee</b>                 | P. Mirza-Babaei  | 3:05 p.m.            |
| 8.                    |      | <b>Governance &amp; Nominations Committee</b>     | L. Livingston    | 3:10 p.m.            |
| 9.                    |      | <b>Research Committee</b>                         | L. Jacobs        | 3:15 p.m.            |
| 10.                   |      | <b>Consent Agenda: (M)</b>                        | Chair            | 3:20 p.m.            |
|                       | 10.1 | Minutes of the Meeting of September 23, 2025* (M) |                  |                      |

|            |      |                                                                                                                                                                                                                                                                                                                                                 |       |           |
|------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------|
|            | 10.2 | 2025-2026 AC & Committee Workplans* (I)                                                                                                                                                                                                                                                                                                         |       |           |
|            | 10.3 | For Information from USC *(I):<br>(i) Bachelor of Arts - Legal Studies - New Pathway with Teeside LLB, Middlesbrough, UK Articulation Agreement* (I)                                                                                                                                                                                            |       |           |
|            | 10.4 | Cyclical Program Reviews from GSC* (I):<br>(i) Master of Science and Doctor of Philosophy in Applied Bioscience - Executive Summary, Implementation Plan and Program Learning Outcomes* (I)<br>(ii) Master of Science and Doctor of Philosophy in Materials Science - Executive Summary, Implementation Plan and Program Learning Outcomes* (I) |       |           |
|            | 10.5 | Conferral of Degrees – Fall 2025* (M)                                                                                                                                                                                                                                                                                                           |       |           |
|            | 10.6 | Faculty Council Vice-Chair Appointments* (M)                                                                                                                                                                                                                                                                                                    |       |           |
|            | 10.7 | Faculty Council Membership Lists* (M)                                                                                                                                                                                                                                                                                                           |       |           |
| <b>11.</b> |      | <b>Other Business</b>                                                                                                                                                                                                                                                                                                                           | Chair | 3:25 p.m. |
| <b>12.</b> |      | <b>Termination</b>                                                                                                                                                                                                                                                                                                                              | Chair | 3:30 p.m. |

#### Academic Council Written Consultation\*:

In accordance with the [Policy Framework](#), see below for items available for Academic Council written consultation. For any feedback/enquiries related to policy instruments for written consultation, contact [policy@ontariotechu.ca](mailto:policy@ontariotechu.ca):

| POLICY                                          | CATEGORY | APPROVING AUTHORITY     |
|-------------------------------------------------|----------|-------------------------|
| 1. Booking and Use of Space Policy & Procedures | ADM      | As per Policy Framework |

ADM = Administrative LCG = Legal, Compliance and Governance

Kirstie Ayotte, Assistant University Secretary

## ACADEMIC COUNCIL

---

### Minutes of the Public Session of the September 23, 2025 Meeting In-Person and Teleconference 3:01 p.m. - 5:14 p.m.

#### Academic Council Committee Agendas, Materials and Minutes 2025-2026

##### **Present:**

Steven Murphy (Chair)  
Scott Aquanno  
JoAnne Arcand  
Rachel Ariss  
Laura Banks  
Mihai Beligan  
Mary Bluechardt  
Rupinder Brar  
Krystina Clarke  
Catherine Davidson  
Ana Duff

Mikael Eklund  
Shanti Fernando  
Shahram Heydari  
Jessica Hogue  
Mehdi Hossein-Nejad  
Sayyed Ali Hosseini  
Les Jacobs  
Venuga Kariharan  
Lori Livingston  
Janet McCabe  
Carolyn McGregor

Pejman Mirza-Babaei  
Scott Nokleby  
Gabby Resch  
Carol Rodgers  
Gillian Slade  
Peter Stoett  
Joe Stokes  
Jemma Tam  
Dwight Thompson  
Shannon Vettor  
Ken Wilson

##### **Staff & Guests:**

Kirstie  
Ayotte (Secretary)  
Jamie Bruno  
Stephanie Callahan

Lindsay Collidge  
Nicola Crow  
Krista Hester  
Kimberley McCartney

Andrew Sunstrum  
Tim Teatro  
Lisa Townsend  
Sarah Thrush

##### **Regrets:**

Asifa Aamir  
Ahmad Barari  
Wendy Barber  
Toba Bryant  
Amanda Cooper  
Mitch Frazer  
Brenda Jacobs

Hossam Kishawy  
Fedor Naumkin  
Aliza Rizwan  
Robyn  
Ruttenberg Rozen  
Denina Simmons

#### **1. Call to Order and Land Acknowledgement**

The Chair called the Public Session of the Academic Council (AC) meeting to order at 3:01 p.m. and C. Davidson provided their personal Land Acknowledgement.

## **2. Agenda (M)**

Upon a request from a Member, Agenda item 5.2 will be presented as a motion rather than for information.

Upon a request from a Member, Agenda item 11.1 was removed from the Consent Agenda for discussion.

Upon a request from a Member, Agenda item 11.5 was removed from the Consent Agenda for discussion.

*Upon a motion duly made by P. Mirza-Babaei and seconded by K. Wilson, the Agenda was approved as amended, including approving and receiving the Consent Agenda and its contents as amended.*

## **3. Chair's Remarks**

The Chair welcomed returning and new members to AC, he highlighted the success of the recent Chancellor's Challenge noting the strong participation and significant funds raised for student scholarships and also remarked on the vibrant energy on campus as the new academic year begins.

He outlined the University's engagement with Federal government initiatives related to defence, energy, and artificial intelligence (AI), noting that there is a strategic focus on aligning the University's research and capabilities with national priorities such as cybersecurity and domestic supply chains for defence materials. He noted that the Government is encouraging commercialization of research outputs and recruitment of talent abroad and highlighted that the University is well positioned as a key contributor to these efforts by consolidating expertise and initiatives from across all faculties.

The Chair also remarked on the University's presence at the upcoming Ontario Universities Fair and reminded Members of the activities and events associated with the National Day for Truth and Reconciliation, including the September 24, 2025 Sunrise Ceremony at Windfield Farm.

In response to a question regarding the recent changes to the Weekly Report and clearer communication about upcoming events, the Chair noted that all communications are now sent via the Ontario Tech University app.

### **3.1 October 2025 Honorary Degree Recipients (I)**

The Chair announced that the Fall Convocation Honorary Degree Recipient will be Lorraine Sunstrum-Mann, former CEO of Grandview Children's Centre. She is highly respected in the community and recognized for transforming Grandview from a small facility into a leading institution. The Chair commended her leadership and inspiring character, and extended thanks to the Faculty of Health Science for their nomination.

## **4. Inquiries and Communications**

### **4.1 COU Academic Colleague Report\* (I)**

M. Eklund referred to the written report in the meeting package, noting that the August 12, 2025 meeting addressed provincial issues affecting colleges and universities. Topics included efficiency audits, reliance on external consultants, reduced international enrollment, and the provincial funding review. He emphasized efforts to secure increased base funding in light of projected growth in high school graduates.

He reported on Bill 33 and its possible impact on admissions, as well as ongoing uncertainty around tuition policy. Broader concerns were raised about government pressures on governance and financial sustainability, with the Ministry conducting a governance review involving Senate and Council Chairs, focusing on boards and accountability.

Discussion centered on delays in funding formula decisions, fiscal pressures, and governance challenges. The Chair highlighted efficiency audits, limited grant increases, and the need to strengthen governance while maintaining realistic expectations for growth funding.

The University will continue to monitor policy developments and align institutional planning with emerging government priorities.

## **5. Provost's Remarks**

L. Livingston highlighted recent campus successes, including the most successful student orientation to date, which this year expanded to include graduate students for the first time. She expressed gratitude to faculty, staff and students for their contributions and noted the upcoming Ontario Universities Fair (OUF), where she looks forward to engaging with prospective students.

She also welcomed Dr. Pejman Mirza-Babaei as the new Dean of the School of Graduate and Postdoctoral Studies (SGPS), recognizing his strong start since July 1, 2025.

### **5.1 2025-2026 Enrollment Update (I)**

S. Thrush reported that overall domestic and international applications remained largely flat for the University, with a 0.4% year-over-year increase over 2024-25. International application declines reflect the on-going impact of Immigration, Refugees and Citizenship Canada (IRCC) policies and increased competition for less applications. The programs that saw the most increase in applications were Psychology, Human Life Sciences and Nursing, while some programs, including Computer Science, Languages, Communication and Journalism, experienced declines. She noted that the University's confirmations have increased by 10% and enrollment exceeded both undergraduate and graduate targets, with minor adjustments in numbers anticipated.

She reported that competition for students has intensified due to the rapid development of new programs, lowered admission averages at other institutions, and new requirements for international students to demonstrate higher level of liquid assets to qualify for study permits. She advised that the University continues to focus on recruitment strategies, campus engagement, and enhancing the student experience to strengthen conversion of applications to registrants to grow enrollment.

In response to a question asked as to why confirmations recorded through Ontario Universities' Application Centre (OUAC) have the University's confirmations increased by 14% despite a decline in applications, and if that was due to Ontario Tech lowering admission standards like other institutions, S. Thrush and J. Stokes confirmed that the admission standards have not been lowered. They noted that the increase can be attributed to the University's strong value proposition and effective conversion efforts including campus engagement, open houses, and personal interactions with faculty and staff, which positively influence students' decision-making.

There was also a general discussion on university enrollments going up compared to colleges and the differential between approaches being taken across the university sector.

## **5.2 School of Ethical Artificial Intelligence (AI)\* (M)**

L. Livingston presented a comprehensive proposal to establish a new academic entity focused on coordinating AI-related teaching and academic programming across Faculties. It will function as a virtual space to encourage collaboration, reduce duplication of effort, generate opportunities for external recognition of our expertise, and create a unified vision, without centralizing degree programs.

Members engaged in a fulsome discussion regarding the proposed initiative, expressing broad support while highlighting key considerations and areas of concern. Through the discussion, it was explained that the initiative, modeled in part on the School of Graduate and Postdoctoral Studies (SGPS), aims to build a collective institutional vision for AI through a cohesive and coordinated approach, leveraging faculty expertise and programs and existing staff resources. The discussion emphasized integrating AI across programming without duplicating or diminishing current offerings, maintaining academic freedom, ensuring quality control, and embedding ethical principles as a guiding framework. It was also emphasized that the focus of the new School is complementary to the research focus of the Mindful Artificial Intelligence Research Institute (MAIRI), approved by Academic Council last year, and set to launch formally in October.

Members noted the importance of effective marketing, engagement with students, and the potential to enhance recruitment and the University's profile.

Questions were raised regarding membership criteria, cross-faculty representation, and governance structures, with an Institutional Leadership Team (ILT) identified as responsible for oversight.

Overall, the proposal was seen as a foundation to be developed progressively, with ongoing reporting to AC.

*Upon a motion duly made by K. Wilson and seconded by C. McGregor and pursuant to the recommendation of the Provost and Vice-President, Academic, Academic Council hereby recommends the establishment of the School of Ethical Artificial Intelligence, for approval by the Board of Governors, as presented.*

Five (5) Opposed

The Chair confirmed that the motion Carried.

*Upon a motion duly made by S. Nokleby and seconded by S. Vettor, and pursuant to the recommendation made by the Chair, the meeting was extended to allow for completion of the agenda.*

## **6. Undergraduate Studies Committee**

M. Bluechardt presented the report for the USC meeting on June 17, 2025, noting that the Committee reviewed a new course, and minor course changes. She also reported that the Registrar's Office provided an update on a previous request to review Add/Drop deadlines, confirming that the current timeline remains in effect for three academic years, and any changes, if required, would be considered for the 2026-2027 academic year to allow sufficient preparation time.

## **7. Graduate Studies Committee**

P. Mirza-Babaei reported on the June 24, 2025 GSC meeting. He also reported that graduate student enrollment reached the largest number to date, and orientation events were well attended. He also noted that re-orientation sessions were offered during the summer which has contributed to a positive start to the academic year.

### **7.1 Major Program Modification: Faculty of Health Sciences: Master of Science in Nursing (MScN)\* (M)**

Responding to a question raised regarding resources required, C. Rodgers clarified that there would be a temporary increase in teaching commitments during the transition and that adjustments in faculty workload addressed these needs. She also confirmed that the program is not being dissolved, but that the University is assuming responsibility for courses previously taught by Trent University, ensuring continuity for both undergraduate and graduate programs.

*Upon a motion duly made by S. Vettor and seconded by S. Nokleby, and pursuant to the recommendation of the Graduate Studies Committee, Academic Council hereby approves the Major Program Modification to the Master of Science in Nursing (MScN) program to reflect the mutual decision to dissolve the joint partnership with Trent University.*

## **8. Governance & Nominations Committee**

L. Livingston reported that GNC conducted its annual review of the GNC Terms of Reference, considered three specific action items, and reviewed the 2025-2026 Faculty Council Membership Lists and Faculty Council Vice-Chair nominations, which are included in the AC Consent Agenda. She noted that any outstanding membership lists or nominations for 2025-2026 will be presented at the October meeting.

### **8.1 COU Academic Colleague Appointment\* (M)**

*Upon a motion duly made by S. Nokleby and seconded by S. Vettor, and pursuant to the recommendation of the Governance & Nominations Committee, Academic Council hereby approves the renewal of Robyn Ruttenberg-Rozen's appointment as the Council of Ontario Universities (COU) Academic Colleague for the term September 1, 2025 to August 31, 2027.*

## **8.2 Academic Council Vice-Chair\* (M)**

*Upon a motion made by P. Mirza-Babaei and seconded by A. Duff, and pursuant to the recommendation of the Governance & Nominations Committee, Academic Council hereby approves the appointment of Scott Nokleby as Vice-Chair of Academic Council for the term of October 1, 2025 until September 30, 2026.*

One (1) Abstention

## **8.3 Undergraduate Academic Appeals Committee Chair\* (M)**

*Upon a motion duly made by S. Nokleby and seconded by S. Vettor, and pursuant to the recommendation of the Governance & Nominations Committee, Academic Council hereby approves the renewal of Brent MacRae as Chair of the Undergraduate Academic Appeals Committee for the term of October 1, 2025 until August 31, 2026.*

# **9. Policy Consultation**

## **9.1 Respectful Campus Policy & Procedures\* (C)**

A. Sunstrum presented the Respectful Campus Policy and Procedures for both students and employees. He advised that the review aims to ensure consistency and alignment across the three policy instruments, while also incorporating the Anti-Hate and Anti-Racism guidelines that were introduced last year. Key revisions included the addition of definitions for hate and racism, clarification that hate activity constitutes discriminatory harassment, and updates to address incidents occurring off campus or on social media. Additional clarity was provided regarding how complaints are viewed when there are concurrent external proceedings, such as criminal or civil cases.

It was noted by a Member that any references made to “Student Life” should be amended to reflect the Office of the Deputy Provost.

Members raised several concerns, including questions about the definitions used, particularly around “hate” and whether they align with case law, the Human Rights Code, and/or the Criminal Code; how the consultation outcomes would be reported; and any report back mechanism to Academic Council through this review and consultation process. Clarification was also sought on the inclusion of anonymous complaints and the definition of “complainant”. In response, A. Sunstrum explained that the definitions are drawn from the Human Rights Code, and Criminal Code, and that the acceptance of anonymous complaints stems from the government directives on Anti-Racism. He outlined the consultation process, noting that the proposed changes would be posted on the Policy Consultation Board for feedback. He advised that all input will be tracked and summarized, then reported to the Board’s Governance, Nominations & Human Resources (GNHR) Committee and subsequently to the Board of Governors, along with a summary of the feedback received and how it was addressed.

# **10. Research Committee**

L. Jacobs highlighted several major research achievements at the University, including a new partnership with Sienna Senior Living to support the Age with Dignity Campus of Care and Best Practices Research Centre, including the renaming of the Centre to “The Sienna Senior Living

Research Centre for Healthy Aging and Happiness”. He advised that backed by a \$1 million commitment, this collaboration marks a significant milestone in advancing the University’s research in seniors’ care. He also emphasized strong faculty participation in national award nominations as well as a recent \$4 million investment through the Ontario Centre of Innovation to establish a new technology enhancement facility in Oshawa and Whitby, supporting Brilliant Catalyst and ACE, as well as a range of start-ups. Further updates will be provided at the next Academic Council meeting.

## **11. Consent Agenda:**

The Chair confirmed that contents of the Consent Agenda were approved and received under Agenda Item # 2 save for item #s 11.1 and 11.5

### **11.2 2025-2026 Undergraduate Academic Schedule Revision\* (I)**

### **11.3 2025-2026 Graduate Academic Schedule Revision\* (I)**

### **11.4 Faculty Council Vice-Chair Appointments\* (M)**

#### **Items pulled from Consent Agenda:**

### **11.1 Minutes of the Meeting of June 24, 2025\* (M)**

The original Member who requested this item be pulled from the Agenda withdrew their request. Another Member raised concerns regarding perceived omissions from within the June minutes. N. Crow confirmed that the University Secretary is satisfied that the minutes fulfill expectations as outlined in the Democratic Rules of Order. She noted that as per the Democratic Rules of Order, minutes should include all major events and motions; and minutes should contain all motions exactly as passed and a very brief description of all major actions. She also noted the Latin derivation for minutes which reflects the concise nature of minutes.

*Upon a motion duly made by S. Nokleby and seconded by K. Wilson, the Minutes of the meeting of June 24, 2025 were approved as presented.*

Five (5) Abstentions

### **11.5 2025-2026 Faculty Council Membership Lists\* (M)**

A Member enquired about vacancies within the Faculty Council memberships, specifically for Teaching Assistants (TA’s) and Sessional staff noting that a few categories were not fully represented. L. Livingston advised that the vacancies are often due to timing constraints of the selection process, and that efforts are actively underway to recruit and encourage participation.

*Upon a motion duly made by S. Nokleby and seconded by K. Wilson, the 2025-2026 Faculty Council Membership Lists were approved as presented.*

A discussion clarified the process for addressing Consent Agenda items. It was noted that once a Member requests that an item be removed from the Consent Agenda, the Chair must be informed in advance of who wishes to speak to this item to ensure an orderly process. Members were reminded of the established procedures to maintain clarity and order during discussions.

## **12. Other Business**

A Member enquired as to why only the last 5 years of meeting materials are currently available on the University Secretariat website. N. Crow explained that this is due to the transition from the previous website to the new website, along with the Secretariat's ongoing efforts to enhance efficiencies so as to focus on high value strategic work, which is in alignment with the University's priorities. She noted that the process of transitioning older archival materials from the old website to the new requires significant resources. She added that full historical records remain accessible upon request.

## **13. Termination**

There being no other business, and upon a motion to terminate by S. Nokleby, the AC meeting terminated at 5:14 p.m.

Kirstie Ayotte, Assistant University Secretary

## ACADEMIC COUNCIL REPORT

---

**SESSION:**

Public ☒

**ACTION REQUESTED:**

Decision ☐  
Discussion/Direction ☐  
Information ☒

**TO:** Academic Council

**DATE:** October 28, 2025

**FROM:** Nicola Crow, University Secretary

**SUBJECT:** 2025-2026 Academic Council & Committee Workplans

---

**KEY CONSIDERATIONS:**

- The 2025-2026 Workplans outline anticipated priorities, initiatives and potential agenda items and are provided as information items only.
- The Workplans also support effective planning and good governance practices within the University's governance framework.
- They are designed to remain flexible and adapt to changing needs or priorities.
- Adjustments may be made throughout the year in response to emerging priorities or institutional developments and strategy.

**BACKGROUND:**

- Committees have reviewed their respective workplans to ensure alignment with Academic Council and University governance mandates, with subsequent updates made to these workplans to reflect prospective agenda items:
  - Undergraduate Studies Committee (USC): September 16, 2025
  - Graduate Studies Committee (GSC): September 23, 2025
  - Steering Committee reviewed Academic Council Workplan: October 14, 2025
  - Governance & Nominations Committee (GNC): October 21, 2025

**NEXT STEPS:**

N/A

---

**SUPPORTING REFERENCE MATERIALS:**

- 2025-2026 Academic Council Workplan
- 2025-2026 Governance & Nominations (GNC) Workplan
- 2025-2026 Graduate Studies Committee (GSC) Workplan
- 2025-2026 Undergraduate Studies Committee (USC) Workplan

**2025-2026 ACADEMIC COUNCIL WORK PLAN**  
**Subject to change based on items arising during course of year**

| Meeting                           | Agenda Item (Lead)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 23, 2025<br>(In-Person) | <p>*Academic Council Orientation before meeting (NC/KA)<br/> Honorary Degree Recipients<br/> COU Academic Colleague Report (RRR)<br/> Enrollment update (LL/ST)<br/> USC Report (MB)<br/> GSC Report (PMB)<br/> GNC Report (LL)<br/> Policy Consultation – if applicable<br/> Research Committee Report (LJ)</p> <p><b>Governance</b><br/> Academic Council Vice-Chair nomination (US)<br/> Academic Appeals Chair nomination (US)<br/> Faculty Council Membership Lists (US)<br/> Faculty Council Vice-Chairs Appointments (US)</p> |
| October 28, 2025                  | <p>USC Report (MB)<br/> GSC Report (PMB)<br/> GNC Report (LL)<br/> RC Report (LJ)<br/> Policy Consultation – if applicable<br/> Conferral of Degrees - Fall 2025 (RO)</p> <p><b>Governance</b><br/> Remaining Faculty Council Membership Lists (US)<br/> Remaining Faculty Council Vice-Chair Appointments (US)<br/> 2025-2026 AC and Committee Work Plans (US)</p>                                                                                                                                                                  |

|                                 |                                                                                                                                                                                                                                                                                                                  |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| November 25, 2025               | COU Academic Colleague Report (RRR)<br>USC Report (MB)<br>GSC Report (PMB)<br>RC Report (LJ)<br>Policy Consultation – if applicable<br><b>Strategic Conversation:</b> 2026-2027 Budget Approach Update (LL/BM)                                                                                                   |
| January 27, 2026<br>(In-Person) | COU Academic Colleague Report (RRR)<br>2026-2027 Tuition Framework (LL/ST)<br>USC Report (MB)<br>GSC Report (PMB)<br>GNC Report (LL)<br>RC Report (LJ)<br>Policy Consultation – if applicable<br>Conferral of Degrees – Winter 2026 (RO)<br><br><b>Governance</b><br>Elections Key Dates & Open Positions (US)   |
| February 24, 2026               | USC Report (MB)<br>GSC Report (PMB)<br>RC Report (LJ)<br>Policy Consultation – if applicable<br><b>Strategic Conversation:</b> Student Recruitment, Success and Retention (LL)<br>Office of Research Services Executive Report (LL/JF)<br>UG and Grad 2026-2027 Calendars (RO)                                   |
| March 24, 2026                  | COU Academic Colleague Report (RRR)<br>USC Report (MB)<br>GSC Report (PMB)<br>GNC Report (LL)<br>RC Report (LJ)<br>Policy Consultation – if applicable<br>2026-2029 Budget Update (LL/BM/ST)<br><br><b>Note:</b> USC and GSC - Minor Program Adjustments (MPA) Deadline<br><br><b>Governance</b> (if applicable) |

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 28, 2026               | <p>2026 Honorary Degree Recipients (SM)<br/> Teaching Award Recipients (LL)<br/> USC Report (MB)<br/> GSC Report (PMB)<br/> GNC Report (LL)<br/> RC Report (LJ)<br/> Strategic Research Plan Annual Report (LJ)<br/> Policy Consultation – if applicable</p> <p><b>Governance</b><br/> 2026 Nominations and Election Results (US)</p> <p><b>Note:</b> USC and GSC - Major Program Modification (MPM) Deadline<br/> <b>Note:</b> Academic Policy Changes Deadline</p>                                                                                                                                                                       |
| May 26, 2026                 | <p>COU Academic Colleague Report (RRR)<br/> Academic Programs Update (LL) <ul style="list-style-type: none"> <li>Continuous Learning Annual Report (LL)</li> <li>Quality Assurance Process and Program Annual Report (LL/ST)</li> </ul> USC Report (MB)<br/> GSC Report (PMB)<br/> RC Report (LJ)<br/> Policy Consultation – if applicable<br/> Conferral of Degrees – Spring/Summer 2026 (RO)<br/> 2026-2027 Activity-based Budget Model (LL/BM/ST)</p>                                                                                                                                                                                   |
| June 23, 2026<br>(In-Person) | <p>COU Academic Colleague Report (RRR)<br/> USC Report (MB)<br/> GSC Report (PMB)<br/> GNC Report (LL)<br/> RC Report (LJ)<br/> Policy Consultation – if applicable<br/> <b>Strategic Conversation:</b> IARP Annual Report and SMA Performance Report (LL/ST)<br/> Update on Scholarships and Major Award recipients (JS)</p> <p><b>Governance</b><br/> 2026-2027 Academic Council – Expressions of Interest and Appointments (US)<br/> 2026-2027 Academic Council – Research Committee Appointments/Renewals (US)<br/> 2026 Election Conclusion</p> <p>*Summer: EOI for AC Vice-Chair and Academic Council Board of Governors Liaison</p> |

## Governance & Nominations Committee (GNC)

### 2025-2026 Work Plan

Subject to change based on items arising during course of year

| Meeting            | Agenda Item (Lead)                                                                                                                                                                                                                                                                                                                                       | Academic Council<br>(If Applicable) | Board<br>(if Applicable) |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| September 16, 2025 | <ul style="list-style-type: none"> <li>Faculty Council Membership Lists <b>(KA)</b></li> <li>Annual GNC Terms of Reference Review <b>(NC/KA)</b></li> <li>Faculty Council Vice Chair Nominations <b>(KA)</b></li> <li>Academic Council Vice Chair Nominations <b>(KA)</b></li> <li>Undergraduate Academic Appeals Committee Chair <b>(KA)</b></li> </ul> | September 23, 2025                  |                          |
| October 21, 2025   | <ul style="list-style-type: none"> <li>Remaining Faculty Council Lists <b>(KA)</b></li> <li>Remaining Faculty Vice Chair Nominations <b>(KA)</b></li> <li>Undergraduate Academic Appeals Committee Vice-Chair <b>(KA)</b></li> <li>2025-2026 GNC Work Plan <b>(NC/KA)</b></li> </ul>                                                                     | October 28, 2025                    | December 4, 2025         |
| January 20, 2026   | <ul style="list-style-type: none"> <li>Review and Approval of 2026 Election Timeline <b>(NC/KA)</b></li> </ul>                                                                                                                                                                                                                                           | January 27, 2026                    | March 5, 2026            |
| March 17, 2026     | <ul style="list-style-type: none"> <li>2026 Election Update (if applicable)</li> <li>Governance Update (if applicable)</li> </ul>                                                                                                                                                                                                                        | March 24, 2026                      | May 7, 2026              |
| April 21, 2026     | <ul style="list-style-type: none"> <li>2026 Nominations and Election Results <b>(NC/KA)</b></li> </ul>                                                                                                                                                                                                                                                   | April 28, 2026                      | June 25, 2026            |

|                      |                                                                                                                                                                                                                                                                                                               |                      |                      |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|
| <b>June 16, 2026</b> | <ul style="list-style-type: none"> <li>• 2026 Expressions of interest and Appointments <b>(NC/KA)</b></li> <li>• 2026 Research Committee Renewals and Nominations</li> <li>• 2026 Election process concludes</li> </ul> <p>*Summer: EOI for AC Vice-Chair and Academic Council Board of Governors Liaison</p> | <b>June 23, 2026</b> | <b>June 25, 2026</b> |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|

## Graduate Studies Committee (GSC)

### 2025-2026 Work Plan

Subject to change based on items arising during course of year

| Meeting            | Agenda Item (Lead)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Academic Council<br>(If Applicable) | Board<br>(if Applicable) |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| September 23, 2025 | <ul style="list-style-type: none"> <li>Curriculum Items – if Applicable (<b>CIQE</b>)</li> <li>2025-2026 GSC Work Plan (<b>NC/KA</b>)</li> <li>Annual GSC Terms of Reference Review (NC/KA)</li> <li>Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                              | October 28, 2025                    | December 4, 2025         |
| October 28, 2025   | <ul style="list-style-type: none"> <li>Curriculum Items – if Applicable (<b>CIQE</b>)</li> <li>Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    | November 25, 2025                   | December 4, 2025         |
| November 25, 2025  | <ul style="list-style-type: none"> <li>Curriculum Items – if Applicable (<b>CIQE</b>)</li> <li>Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    | January 27, 2026                    | March 5, 2026            |
| December 23, 2025  | <ul style="list-style-type: none"> <li>Curriculum Items – if Applicable (<b>CIQE</b>)</li> <li>Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    | January 27, 2026                    | March 5, 2025            |
| January 27, 2026   | <ul style="list-style-type: none"> <li>Curriculum Items – if Applicable (<b>CIQE</b>)</li> <li>Policy deliberation (if applicable)</li> </ul> <p><b>Major Program Modification (MPM) Deadline (CIQE)</b></p> <ul style="list-style-type: none"> <li>Target last meeting to accept MPM's (Academic Council deadline April); changes published to calendar in May</li> </ul> <p><b>Academic Policy Changes</b></p> <ul style="list-style-type: none"> <li>Target last meeting to accept Academic Policy changes (Academic Council deadline April); changes published to calendar in May</li> </ul> | February 24, 2026                   | March 5, 2026            |

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |                      |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|
| <b>February 14, 2026</b> | <ul style="list-style-type: none"> <li>Curriculum Items – if Applicable <b>(CIQE)</b></li> <li>2026-2027 Graduate Academic Schedule</li> <li>Policy deliberation (if applicable)</li> </ul> <p><b>Minor Program Adjustments (MPA) Deadline (CIQE)</b></p> <ul style="list-style-type: none"> <li>Target last meeting to accept MPA's (Academic Council for information deadline - March); changes published to calendar in May</li> </ul> <p><b>Minor Curriculum Changes (MCC) Deadline (CIQE)</b></p> <ul style="list-style-type: none"> <li>Target last meeting to accept MCC's for information- Does not go to Academic Council; published to calendar in May</li> </ul> | <b>March 24, 2026</b> | <b>May 7, 2026</b>   |
| <b>March 14, 2026</b>    | <ul style="list-style-type: none"> <li>Curriculum Items – if Applicable <b>(CIQE)</b></li> <li>Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>April 28, 2026</b> | <b>May 7, 2026</b>   |
| <b>April 28, 2026</b>    | <ul style="list-style-type: none"> <li>Curriculum Items – if Applicable <b>(CIQE)</b></li> <li>Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>May 26, 2026</b>   | <b>June 25, 2026</b> |
| <b>May 26, 2026</b>      | <ul style="list-style-type: none"> <li>Curriculum Items – if Applicable <b>(CIQE)</b></li> <li>Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>June 25, 2026</b>  | <b>Sept 2026 TBD</b> |
| <b>June 23, 2026</b>     | <ul style="list-style-type: none"> <li>Curriculum Items – if Applicable <b>(CIQE)</b></li> <li>Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Sept 2026 TBD</b>  | <b>Sept 2026 TBD</b> |

## Undergraduate Studies Committee (USC)

### 2025-2026 Work Plan

Subject to change based on items arising during course of year

| Meeting            | Agenda Item (Lead)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Academic Council<br>(If Applicable) | Board<br>(if Applicable) |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| September 16, 2025 | <ul style="list-style-type: none"> <li>Curriculum Items – if Applicable (<b>CIQE</b>)</li> <li>2025-2026 USC Work Plan (<b>NC/KA</b>)</li> <li>Annual USC Terms of Reference Review (NC/KA)</li> <li>Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                              | October 28, 2025                    | December 4, 2025         |
| October 21, 2025   | <ul style="list-style-type: none"> <li>Curriculum Items – if Applicable (<b>CIQE</b>)</li> <li>Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    | November 25, 2025                   | December 4, 2025         |
| November 18, 2025  | <ul style="list-style-type: none"> <li>Curriculum Items – if Applicable (<b>CIQE</b>)</li> <li>Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    | January 27, 2026                    | March 5, 2026            |
| December 16, 2025  | <ul style="list-style-type: none"> <li>Curriculum Items – if Applicable (<b>CIQE</b>)</li> <li>Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    | January 27, 2026                    | March 5, 2025            |
| January 20, 2026   | <ul style="list-style-type: none"> <li>Curriculum Items – if Applicable (<b>CIQE</b>)</li> <li>Policy deliberation (if applicable)</li> </ul> <p><b>Major Program Modification (MPM) Deadline (CIQE)</b></p> <ul style="list-style-type: none"> <li>Target last meeting to accept MPM's (Academic Council deadline April); changes published to calendar in May</li> </ul> <p><b>Academic Policy Changes</b></p> <ul style="list-style-type: none"> <li>Target last meeting to accept Academic Policy changes (Academic Council deadline April); changes published to calendar in May</li> </ul> | February 24, 2026                   | March 5, 2026            |

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |                      |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|
| <b>February 17, 2026</b> | <ul style="list-style-type: none"> <li>• Curriculum Items – if Applicable (<b>CIQE</b>)</li> <li>• 2026-2027 U/G Academic Schedule</li> <li>• Policy deliberation (if applicable)</li> </ul> <p><b>Minor Program Adjustments (MPA) Deadline (CIQE)</b></p> <ul style="list-style-type: none"> <li>• Target last meeting to accept MPA's (Academic Council for information deadline - March); changes published to calendar in May</li> </ul> <p><b>Minor Curriculum Changes (MCC) Deadline (CIQE)</b></p> <ul style="list-style-type: none"> <li>• Target last meeting to accept MCC's for information- Does not go to Academic Council; published to calendar in May</li> </ul> | <b>March 24, 2026</b> | <b>May 7, 2026</b>   |
| <b>March 17, 2026</b>    | <ul style="list-style-type: none"> <li>• Curriculum Items – if Applicable (<b>CIQE</b>)</li> <li>• Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>April 28, 2026</b> | <b>May 7, 2026</b>   |
| <b>April 21, 2026</b>    | <ul style="list-style-type: none"> <li>• Curriculum Items – if Applicable (<b>CIQE</b>)</li> <li>• Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>May 26, 2026</b>   | <b>June 25, 2026</b> |
| <b>May 19, 2026</b>      | <ul style="list-style-type: none"> <li>• Curriculum Items – if Applicable (<b>CIQE</b>)</li> <li>• Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>June 25, 2026</b>  | <b>Sept 2026 TBD</b> |
| <b>June 16, 2026</b>     | <ul style="list-style-type: none"> <li>• Curriculum Items – if Applicable (<b>CIQE</b>)</li> <li>• Policy deliberation (if applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Sept 2026 TBD</b>  | <b>Sept 2026 TBD</b> |

## ACADEMIC COUNCIL REPORT

---

### ACTION REQUESTED:

|                      |                                     |
|----------------------|-------------------------------------|
| Recommendation       | <input type="checkbox"/>            |
| Decision             | <input type="checkbox"/>            |
| Discussion/Direction | <input type="checkbox"/>            |
| Information          | <input checked="" type="checkbox"/> |

**DATE:** October 28, 2025

**FROM:** Centre for Institutional Quality Enhancement

**SUBJECT:** Bachelor of Arts – Legal Studies – New Pathway with Teesside LLB, Middlesbrough, UK Articulation Agreement

---

On a recommendation by USC, the Ontario Tech Legal Studies pathway with Teesside LLB, Middlesbrough, UK was approved by Academic Council in February 2025. At the time of approval, Academic Council was advised that the signed articulation agreement would be provided for information once completed. The Centre for Institutional Quality Enhancement is presenting this agreement for information.

### NEXT STEPS:

None.

### SUPPORTING REFERENCE MATERIALS:

- Completed Articulation Agreement

## ARTICULATION AGREEMENT

This Articulation Agreement is made the date of last signature (the “**Effective Date**”) between University of Ontario Institute of Technology (“**Ontario Tech**”) and Teesside University (“**Teesside**”).

### **WHEREAS:**

- A. It is the special mission of Ontario Tech to provide career-oriented university programs and to design and offer programs to create opportunities for college graduates to obtain a university degree.
- B. It is the mission of Teesside to generate and apply knowledge that contributes to the economic, social and cultural success of students, partners and the communities it serves. Through education enriched by research, innovation, and engagement with business and the professions, it transform lives and economies.
- C. The goal of this Agreement is the creation of consistent, flexible, and seamless pathways to degree articulations and additional opportunities for students enrolled in approved programs at Teesside and Ontario Tech.

The Parties covenant and agree as follows:

### **1. INTERPRETATION**

1.1 Definitions. In this Agreement (including the recitals hereof), the following capitalized terms shall have the following meanings, and similar capitalized terms shall have similar meanings:

“**Academic Year**” means the period from September 1 to August 31 at Ontario Tech and the period from September 1 to August 31 at Teesside;

“**Agreement**” means this articulation agreement, as the same may be amended, restated, or modified from time to time, including each recital and Schedule or other attachment;

“**Parties**” means Ontario Tech and Teesside;

“**Party**” means Ontario Tech or Teesside, as applicable;

“**Program**” means an academic program offered by Ontario Tech or Teesside, respectively;

“**Program Requirements**” means the requirements for admission into a Program as set forth in the regulations applicable to such Program;

“**Schedule**” means a document attached to or otherwise incorporated into this Agreement and described as such; and

“**Term**” has the meaning ascribed to it in section 5.1 of this Agreement.

1.2 Construction. In this Agreement, (a) the division of this Agreement into sections and the insertion of headings are for convenience only and shall not affect the construction or interpretation of this Agreement; (b) unless the context otherwise requires, words importing the singular number shall include the plural and vice-versa, words importing gender shall include all genders, “including” shall mean “including, without limitation,”

and similar words shall have similar meanings; and (c) no rule that it be construed against the drafter shall have any application in its construction or interpretation.

## **2. PURPOSE AND OBJECTIVES**

2.1 Purpose and Objectives. The purpose and objectives of this Agreement include: (a) delivering quality post-secondary programs and services in a manner and with a level of academic quality that is satisfactory to both Ontario Tech and Teesside; (b) creating opportunities for Teesside students to transfer to Ontario Tech for completion of an Ontario Tech degree; (c) creating opportunities for Ontario Tech students to complete undergraduate credentials at Teesside; (d) improving accessibility to, retention in, and graduation from post-secondary programs for students at both Ontario Tech and Teesside; and (e) developing further communication and relationships for the development and delivery of high affinity and innovative programs.

## **3. ARTICULATION**

3.1 Application and Admission. A student who wishes to apply for admission to a Program shall apply in the manner prescribed by the Party offering that Program. Each Program is subject to enrolment limitations, and admission to each Program will be at the sole discretion of the Party offering that Program, even where an applicant has satisfied all applicable Program Requirements and related requirements. Neither Ontario Tech nor Teesside shall bear any responsibility for late, incomplete or deficient admission applications.

Successful applicants enrolled into a Program under this Agreement may be permitted to transfer certain credits granted by one Party to the other Party, in accordance with the Schedules that apply, from time to time, during the Term of this Agreement.

For international students, Program enrollment will be subject to compliance with applicable immigration laws and regulations of the country in which the Party administering the Program is located. Each student will be responsible for maintaining, at its sole expense, a valid visa, study permit or other authorization, as applicable, for the duration of the Program.

3.2 Undertakings Regarding Academic Aspects of the Program. Each Party agrees:

- (a) to carry out its respective roles and responsibilities according to the process defined for each Program;
- (b) to share information regarding the academic status of students applying for admission into the other Party's Program, including without limitation transcripts of academic record, provided that the first Party obtains the prior written consent of the applicable student;
- (c) to evaluate its Program curriculum on a regular basis, as required, through the office of the Vice President, Academic or an equivalent office, which evaluation will consist of consultation with the other Party of (i) the possible or anticipated changes to courses in a Program; and (ii) Program admission procedures, time lines and special requirements; and
- (d) to consider changes proposed by the other Party, if any, to the first Party's Programs and Program admission procedures, time lines and special requirements, in a timely fashion through their respective academic approval processes.

Nothing in this Agreement shall limit the unfettered discretion of either Party to effect changes to the Programs, Program Requirements, and Program admission procedures set forth in the Schedule(s) hereto, for which it administers under this Agreement. Notwithstanding section 5.5 (Review/Change Mechanism), the requirement to enter into a duly executed Articulation Change Form is intended to provide a mechanism by which a Party receives written notice of, and formally accepts the changes to the other Party's Program(s). Acceptance of any such changes shall not be unreasonably withheld, and in the event such acceptance is withheld, a Schedule may be terminated in accordance with the terms set out in Article 5.

#### **4. PROMOTION**

4.1 Promotion; Web Site Linking. Each Party may promote the other Party's Programs to prospective students in such a manner as the Parties shall agree upon from time to time. Each Party shall be permitted to link from its website to the other Party's website and Program pages in accordance with reasonable website terms and conditions of use in effect from time to time.

4.2 Limited Purpose License. During the Term of this Agreement, each Party (for the purposes of this Section 4.2, a "**Licensee**") is granted a limited, revocable, non-transferable licence to display such trade-marks, trade names and logos (collectively the "**Marks**") of the other Party (for the purposes of this Section 4.2, a "**Licensor**"), in accordance with the policies established by the Licensor from time to time and only in the format approved by the Licensor in writing. The Licensee acknowledges that the Licensor has exclusive rights to the Marks and that use of the Marks shall be for the sole benefit of the Licensor. The Licensee acknowledges that its sole right with respect to the Marks is to display the Marks in accordance with the Licensor's policies in connection with the promotion of the Programs. The Licensee shall not use the Marks in any manner which the Licensor, in its sole discretion, considers misleading or objectionable. Upon expiry or termination of this Agreement, the Licensee shall immediately cease use of all such Marks of the Licensor except as otherwise licensed to it under a separate executed agreement. The Licensee undertakes to inform the Licensor forthwith of any infringement of the Marks that comes to the Licensee's attention and to cooperate fully with the Licensor in any action the Licensor may take in respect of such infringement.

#### **5. TERM, TERMINATION, AND AMENDMENT**

5.1 Term and Termination of Agreement. Unless otherwise provided in a written agreement executed and delivered by all Parties, or a termination notice pursuant to Section 5.6, this Agreement shall automatically expire on the expiration or other termination of the last effective Schedule ("**Term**").

5.2 Effect of Termination of Agreement. Upon the termination or expiry of this Agreement, each Party shall forthwith, at its own cost and expense, (a) discontinue the display of any intellectual property belonging to the other Party, including the Marks and any material protected by copyright, and (b) return to the other Party all documents and publications in its possession belonging to the other Party. For clarity, any student accepted into a Program prior to the early termination of this Agreement, shall be permitted to continue in the Program subject to the student's continued adherence to the academic requirements of such Program.

5.3 Term and Termination of Schedules. Each Schedule shall be in effect as of the Date of Implementation and continue until the Expiry Date as set forth in the Schedule, which shall be no longer than five (5) years. A Schedule may be terminated without cause by written notice given at least twelve (12) months prior to the effective date of such termination, subject to the requirement that a Schedule may not terminate earlier than the day following the last day of an Academic Year of the Party that offers the Program described in that Schedule.

5.4 Effect of Termination of Schedules. Upon the termination of a Schedule, the Parties shall have no obligation to admit any additional student or graduate of the other Party, whether on a conditional basis or otherwise. For clarity, any student accepted into a Program prior to the early termination of the corresponding Schedule, shall be permitted to continue in the Program subject to the student's continued adherence to the academic requirements of such Program.

5.5 Review/Change Mechanism. Modifications to existing Programs may range from individual course and curricular offerings, to minor Program and regulation adjustments, to major Program modifications (e.g. introduction of new specializations; altering learning outcomes). The Parties agree that (a) all such changes to Ontario Tech Programs shall be in accordance with Ontario Tech's Institutional Quality Assurance Process as found on Ontario Tech's website; and (b) all such changes to Teesside Programs shall be in accordance with Teesside's Quality Framework. A Schedule may be amended or renewed for a period of up to five (5) additional years, by agreement in writing, including by execution and delivery of an Articulation Agreement Change Form in a form substantially similar to Appendix "A".

5.6 Termination for Cause. Either Party may terminate this Agreement (including all Schedules), by written notice to the other Party, with immediate effect and without further liability, (a) in the case of a material breach of this Agreement which is irremediable in the sole but reasonable discretion of the non-breaching Party, (b) in the case of a material breach of this Agreement which the other Party has failed to cure within thirty (30) days after a notice specifying such breach, (c) if the other Party makes a general assignment for the benefit of its creditors, files a voluntary petition in bankruptcy or any petition or answer seeking, consenting to, or acquiescing in reorganization, arrangement, liquidation or other similar relief, or (d) if an involuntary petition in bankruptcy or other insolvency protection is filed against the other Party and not dismissed within one hundred and twenty (120) days.

5.7 Survival. The following provisions shall survive the expiry or termination of this Agreement: section 4.2 (Limited Purpose License), section 5.2 (Effect of Termination of Agreement), section 5.4 (Effect of Termination of Schedule), section 5.7 (Survival), Article 6 (Indemnification and Liability), and Article 7 (General).

## **6. INDEMNIFICATION AND LIABILITY**

6.1 Indemnification. Each Party (the "**Indemnifying Party**") agrees to indemnify and hold harmless the other Party (including its directors, officers, employees, contractors, agents, successors and assigns) from and against any and all liability, loss, costs, damages and expenses (including reasonable legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, in connection with the Indemnifying Party's alleged or actual willful misconduct or the negligent act or omission of it or any of its directors, officers, employees, contractors and agents, relating to or arising out of the Indemnifying Party's performance under this Agreement.

6.2 Limitation of Liability. Notwithstanding anything to the contrary in this Agreement, under no circumstances will any Party, its employees, officers or directors, agents, successors or assigns be liable in contract, tort (including negligence) or under any other legal or equitable theory, for any loss of profits, revenue or anticipated savings, loss of contract or business opportunities, loss of goodwill or reputation, special, incidental, punitive, exemplary, indirect or consequential costs or damages arising out of or relating in any way to the subject matter of this Agreement, whether or not that Party has been advised of the possibility of such damage or loss.

Except for its obligations under sections 6.1 and 7.2, in no event shall the total cumulative liability of a Party for any and all liabilities, losses, costs, damages and expenses (including reasonable legal, expert and consultant fees), causes of action, actions, claims demands, lawsuits or other proceedings arising out of or relating to this Agreement exceed actual provable damages up to a maximum of five thousand (\$5,000.00) Canadian dollars, regardless of the form or cause of action, whether in contract or tort, or a breach of a fundamental term or condition.

Nothing in this Agreement shall limit or exclude either Party's liability for (a) death or personal injury caused by its negligence, (b) fraud or fraudulent misrepresentation or (c) any other liability which cannot be limited or excluded under applicable law.

## **7. GENERAL**

7.1 Relationship of Parties. Nothing in this Agreement shall be construed to constitute the Parties as an employer or employee, partner, joint venturer, franchisee or franchisor, agent or representative of the other Party for any purpose whatsoever. The Parties are construed as independent contractors. Neither Party is authorized to enter into agreements for or on behalf of the other Party, make representations, or otherwise bind the other Party.

7.2 Personal Information. The Parties acknowledge that Ontario Tech is subject to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C. F.31 ("FIPPA"). Each Party shall (i) treat all Personal Information (as defined by FIPPA) received by it in connection with this Agreement as required by FIPPA; and (ii) assume liability for any breach of FIPPA by it or its governors, directors, officers, employees, agents and contractors relating to such Personal Information.

7.3 Notices; Other Communications. Any notice to a Party pursuant to this Agreement shall be in writing and delivered by personal delivery or commercial courier to the address for that Party as set forth below, or to another address specified in a previous notice:

If to  
Ontario  
Tech:  
2000 Simcoe Street North,  
Oshawa, ON L1G 0C5  
Attn: Provost and Vice  
President, Academic

If to  
Teesside:  
The Curve, Southfield Road,  
Middlesbrough, TS1 3JN  
Attn: Executive Director of Legal  
and Governance Services  
Contract reference: C2025-185

With a copy to:

2000 Simcoe Street North  
Oshawa, ON L1G 0C5  
Attn: Centre for Institutional Quality Enhancement

Notices to a Party will be deemed delivered by personal delivery when such delivery is made at the address of the receiving Party and by commercial courier on the date and time evidenced by the delivery receipt of such courier service.

Other communications may be delivered by e-mail, campus mail, post, personal delivery, or commercial courier to the address for that Party as set forth below, or to another address specified by the applicable Party:

If to            2000 Simcoe Street North,  
Ontario        Oshawa, ON L1G 0C5  
Tech:          Attn: Centre for Institutional Quality  
                 Enhancement  
                 Email: [cique@ontariotechu.ca](mailto:cique@ontariotechu.ca)

If to            The Printworks, Borough Road,  
Teesside:      Middlesbrough, TS1 3AX  
                 Attn: Commercial Team  
                 Email: [contracts@tees.ac.uk](mailto:contracts@tees.ac.uk)  
                 Contract reference: C2025-185

7.4 Waiver, Modification - Requirement of Writing. No waiver, modification or cancellation of any provision of this Agreement or waiver of any breach of any provision of this Agreement, shall be effective unless executed in writing by the waiving Party or by both of the Parties as appropriate re modification and cancellation. No waiver shall excuse the performance of any act other than the act specifically referred to in such waiver. No waiver of any breach of any one or more of the covenants and agreements contained in this Agreement, whether such waiver be expressed or implied, shall be deemed to be taken to be a waiver of any succeeding breach or breaches.

7.5 Successors and Assigns. This Agreement binds and benefits the Parties and their respective heirs, executors, administrators, successors and assigns. Neither Party may assign any rights or obligations under this Agreement without the prior written consent of the other Party.

7.6 Entire Agreement; Severability. This Agreement constitutes the entire agreement between the Parties with respect to its subject matter, and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, in that regard. There are no warranties, representations, covenants or other agreements between the Parties with respect to the subject matter of this Agreement, except as specifically set forth in this Agreement. If any provision of this Agreement is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this Agreement shall not be affected or impaired in any way.

7.7 Force Majeure. Neither Party shall be liable for any delay or failure to perform any of its obligations under this Agreement if such delay or failure results from events, circumstances or causes beyond its reasonable control, including but not limited to acts of God, war, terrorism, civil unrest, government restrictions or actions, epidemic or pandemic, natural disasters, fire, flood, strikes, labour disputes (not involving the Party's own workforce), or failure of utilities or transport networks (each a "Force Majeure Event"). The affected Party shall: (a) promptly notify the other Party in writing of the Force Majeure Event, providing reasonable detail of its nature, likely duration, and impact on the affected obligations; (b) use all reasonable efforts to mitigate the effects of the Force Majeure Event and resume full performance of its obligations as soon as reasonably practicable. If the Force Majeure Event continues for a period of more than ninety (90) consecutive days, either Party may terminate this Agreement by giving not less than thirty (30) days' written notice to the other Party.

7.8 Governing Law; Forum. This Agreement shall be governed by, and construed in accordance with the laws of New York, without regard to its conflict of law principles. Any dispute, controversy, or claim arising out of or in connection with this Agreement shall be referred to and finally resolved by arbitration under the American Arbitration Association, which rules are deemed to be incorporated by reference into this clause. The number of arbitrators shall be one. The seat, or legal place, of arbitration shall be New York. The language of arbitration shall be English. Nothing in this clause shall prevent either Party from seeking interim or injunctive relief from a court of competent jurisdiction.

7.9 Counterparts; Electronic Execution or Delivery. This Agreement may be executed or delivered electronically or in any number of counterparts, each of which shall be deemed an original, but which together shall constitute one and the same agreement.

7.10 Language. This Agreement shall be written and executed in, and all other communications under or in connection with this Agreement shall be in, the English language, which language shall control in all respects. Any translation of this Agreement in any other language will be for accommodation only, and in the event of a conflict between the English version and any subsequent translation, the English version shall control and govern any interpretation of, or any dispute relating to, the terms of this Agreement.

7.11 Compliance with Laws. Unless otherwise expressly stated herein, the Parties will comply with all applicable laws and regulations in their respective countries in performing their obligations hereunder.

7.12 Costs. Each Party shall bear its own costs in connection with this Agreement and its subject matter, whether such costs were incurred before or after the Effective Date. For the avoidance of doubt, this does not affect either Party's entitlement to recover legal costs in the event of a dispute, where such costs are awarded by a court or tribunal.

**IN WITNESS WHEREOF** this Agreement has been executed by the Parties as of the Effective Date written above.

**TEESSIDE UNIVERSITY**

**UNIVERSITY OF ONTARIO INSTITUTE OF  
TECHNOLOGY**

By: \_\_\_\_\_  
Name: Dr. Warren Harrison  
Title: Pro Vice-Chancellor, International  
Date: September 18, 2025

By: \_\_\_\_\_  
Name: Lori A. Livingston, PhD  
Title: Provost and Vice-President, Academic  
Date: September 24, 2025

I/We have authority to bind Teesside.

I have authority to bind Ontario Tech.

**SCHEDULE A**  
**PROGRAM 1.1**

|                                  |                                |
|----------------------------------|--------------------------------|
| Program of Study:                | Legal Studies – Advanced Entry |
| Ontario Tech University Faculty: | Social Science and Humanities  |
| Ontario Tech University Degree:  | Bachelor of Arts (Honours)     |
| Date of Implementation:          | September 1, 2025              |
| Expiry Date:                     | August 31, 2030                |

**Teesside Requisite Program**

- LLB (Hons.) Law

**Application Procedures and Natural Intake**

The applicant will apply through the Ontario University Application Centre (OUAC) website utilizing the code 'DAE'. The full-time intake is a September (fall semester) start. A maximum of 25 students will be admitted from the Teesside Requisite Program each year.

**Admission Requirements**

(a) Applicant shall be a graduate of the Teesside Requisite Program with a minimum average of II:II for admission consideration into the Bachelor of Arts (Honours) with a Major in Legal Studies (Legal Studies).

(b) Applicant will be evaluated for admission to the Ontario Tech Program, recognizing that admission based on minimum admission requirements is not guaranteed, and that Ontario Tech will give preference to the applicants with the best qualifications.

(c) Applicants must satisfy all legal requirements for entry into Canada, including but not limited to obtaining the appropriate visa, complying with immigration regulations and securing and necessary permits.

**English Language Proficiency Requirements**

All incoming Ontario Tech students are required to demonstrate English proficiency. Acceptable methods to demonstrate proficiency can be found here: [ontariotechu.ca/elp](http://ontariotechu.ca/elp).

**Credit Transfer Agreement**

Students will receive 60 credit hours as transfer credits toward the Legal Studies Program.

Specific credits will be awarded to correctly reflect an applicant's previous academic credential and years of study. Lists of specific credits will be on-file within the Ontario Tech Registrar's Office. It is advised that students discuss their transfer credits with the applicable faculty.

The above transfer credits are equivalent to 2 years of full-time study, or 20 courses out of a 40-course honours degree, within the Legal Studies Program.

If a student changes into another degree program, all transfer credits detailed in this Schedule will not apply. Prior to changing degree programs, it is advised that the student discuss their academic program requirements with the applicable academic advisor.

**Time Frame**

Students can complete Legal Studies, using the following schedule, assuming full-time studies:

| Year | 1 | 2 |
|------|---|---|
|------|---|---|

| <b>Semester</b>            | <b>S1</b> | <b>S2</b> | <b>S3</b> | <b>S1</b> | <b>S2</b> |
|----------------------------|-----------|-----------|-----------|-----------|-----------|
| <b>Credit Hours</b>        | 15.00     | 15.00     |           | 15.00     | 15.00     |
| <b>(Number of Courses)</b> | (5)       | (5)       |           | (5)       | (5)       |

S1 = Semester 1 (fall); S2 = Semester 2 (winter); S3 = Semester 3 (spring/summer)

## **SCHEDULE B**

### **PROGRAM 1.1**

Program of Study: Ontario Tech Bachelor of Arts (Honours) in Legal Studies (Legal Studies) – LLB (Hons) Law Graduate Status (Teesside LLB) Pathway (the “Pathway”)  
Ontario Tech Faculty: Social Science and Humanities  
Date of Implementation: September 1, 2025  
Expiry Date: August 31, 2030

#### **Admission Requirements**

Current Ontario secondary school students must complete the Ontario Secondary School Diploma (OSSD) with six 4U or 4M credits including English (ENG4U) and attain a minimum average of 80%. All other applicants should refer to [admissions](#) for the requirements for their specific category of admission.

Satisfaction of the minimum requirements does not guarantee acceptance to participate in the Pathway. Preference will be given to applicants with the best grades and students will be required to meet the Pathway Progression requirements noted below.

Students who enter Legal Studies-Advanced Entry (see Schedule A) will be ineligible for the Pathway. Acceptance into the Pathway does not guarantee admission to the Bar in Canada or the United Kingdom.

Applicants must satisfy all legal requirements for entry into United Kingdom, including but not limited to obtaining the appropriate visa, complying with immigration regulations and securing and necessary permits.

#### **Application Procedures and Natural Intake**

Students in Ontario Tech Legal Studies program who meet the admission requirements above may apply in 2<sup>nd</sup> year to the Pathway to attend the Teesside LLB program. Students will be required to submit final transcripts at the end of their first year of study in order to demonstrate completion of the admission requirements noted. A maximum of **25** students will be admitted to the Pathway each year.

#### **English Language Proficiency Requirements**

For Canadian Nationals: Applicants will provide a copy of their Canadian passport when they apply to the Pathway. This will meet the English language requirement for the Pathway.

For Non-Canadian Nationals: Applicants will provide confirmation of successful completion of years 1 – 3 of the Legal Studies program at Ontario Tech, which is taught and assessed in English. This will meet the English language requirement for the Pathway.

#### **Pathway Progression**

Students within the Ontario Tech Legal Studies program who are accepted into the Pathway will follow a revised curriculum map as outlined by the Ontario Tech Faculty Social Science and Humanities and revised from time to time. By the end of their third year of study, students must achieve and maintain a minimum **cumulative** B average or 3.00 cumulative grade point average (CPGA) (as outlined in the Ontario Tech academic regulations), with no individual course grade below a "B-" (70 per cent) to continue in the Pathway.

At the completion of their third year of study in the modified Legal Studies program at Ontario Tech, students will enter the Teesside LLB program to complete their studies. The total length of the Pathway is five years.

#### **Credit Transfer Agreement**

Students who successfully complete the first year (120 credits) of the Teesside LLB program will be eligible for a total of 30 credit hours (10 courses) towards completion of the student's Bachelor of Arts (Honours) in Legal Studies from Ontario Tech. Such courses will be pre-approved and awarded based on a letter of permission obtained through their participation in the Pathway. Students must successfully complete all pre-approved courses, in accordance with Teesside academic regulations, in order for the Bachelor of Arts (Honours) in Legal Studies to be completed. Students seeking to pursue legal practice in Canada or the United Kingdom should discuss their course plans with the academic advising office prior to selecting courses.

**APPENDIX "A"**  
**ARTICULATION AGREEMENT CHANGE FORM**

Date: [Insert date of signature of change form]

Effective Date of Change(s): [Insert date that the change will take effect]

Description of Agreement: "Articulation Agreement" made the \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_ between University of Ontario Institute of Technology  
("Ontario Tech") and Teesside University ("Teesside")

Ontario Tech and Teesside agree that the Articulation Agreement referenced above shall be amended as follows on the Effective Date of Change(s) referenced above:

Description of Articulation Agreement Schedule Being Changed: [Insert a description of the Schedule being changed with enough detail to exclude all other Schedules, or insert "See Attached Appendix 1" and attach a copy of that Schedule]

Detailed Description of Change(s): [Insert a detailed description of each change, or insert "See Attached Appendix 2" and attach a list of agreed changes]

Unless otherwise defined in this Articulation Agreement Change Form, capitalized terms used herein shall have the same meaning they do in the Articulation Agreement.

**IN WITNESS WHEREOF** this Articulation Agreement Change Form has been executed by the Parties as of the date first above written.

**TEESSIDE UNIVERSITY**

**UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY**

By: \_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Name:  
Title:

I have authority to bind Teesside.

I have authority to bind Ontario Tech.

## ACADEMIC COUNCIL REPORT

---

### ACTION REQUESTED:

|                      |                                     |
|----------------------|-------------------------------------|
| Recommendation       | <input type="checkbox"/>            |
| Decision             | <input type="checkbox"/>            |
| Discussion/Direction | <input type="checkbox"/>            |
| Information          | <input checked="" type="checkbox"/> |

**DATE:** 28 October 2025

**FROM:** Graduate Studies Committee

**SUBJECT:** Cyclical Program Review – Executive Summary, Implementation Plan and Program Learning Outcomes – Master of Science and Doctor of Philosophy in Applied Bioscience

---

### COMMITTEE MANDATE:

In accordance with Article 8 of the Ontario Tech University Institutional Quality Assurance Process (IQAP) Cyclical Review (CPR) and Auditing Procedures, the appropriate standing committee of Academic Council (USC or GSC) is responsible for approving the Final Assessment Report (FAR), Executive Summary, and Implementation Plan (IP) resulting from the Review.

Additionally, in accordance with Article 6 of the IQAP Curriculum Change Procedures, editorial revisions to Program Learning Outcomes are considered Minor Program Adjustments and are sent to the standing committee for approval.

### BACKGROUND/CONTEXT & RATIONALE:

In academic years 2022 – 2024 a program review was scheduled for the Master of Science and Doctor of Philosophy in Applied Bioscience (APBS) program. The site visit was conducted in March 2025. At the completion of a CPR the appropriate standing committee of Academic Council (USC or GSC) will review and approve the FAR, Executive Summary, and IP that synthesize the recommendations resulting from the review, identify the strengths of the program as well as the opportunities for program improvement and enhancement, and outline the agreed-upon implementation plans for this improvement.

### RESOURCES REQUIRED:

The Faculty's plans to address any resource needs are outlined in the Implementation Plan. Information and support will be required from various areas of the University in order to implement the plan. The resources identified in the Implementation Plan have

been reviewed by the Academic Resource Committee and will be allocated as necessary to successfully support this program.

**COMPLIANCE WITH POLICY/LEGISLATION:**

The Ontario Universities Council on Quality Assurance (Quality Council), established by the Council of Ontario Universities in July 2010, is responsible for oversight of the Quality Assurance Framework processes for Ontario Universities. The Council operates at arm's length from both Ontario's publicly assisted universities and Ontario's government. Under the Quality Assurance Framework, academic programs must undergo a cyclical review at least every eight years following their implementation. The purpose of the cyclical program review is to critically examine the components of a program with the assistance of outside reviewers with the goal of continuous improvement. A program review's purpose is not solely to demonstrate the positive aspects of the program, but also to outline opportunities that will lead to improvements for the future.

**CONSULTATION AND APPROVAL:**

The Academic Resource Committee reviewed the Implementation Plan on September 9, 2025. The Implementation Plan was presented to Faculty Council (FSci) on September 9, 2025. The Final Assessment Report, Executive Summary, Implementation Plan, and revised learning outcomes were approved at Graduate Studies Committee on September 23, 2025.

**NEXT STEPS:**

- Following presentation of the Executive Summary and IP to Academic Council and the Board of Governors, a Final Assessment Report (FAR), the Executive Summary, and the IP will be sent to the Quality Council as required under the Quality Assurance Framework. A summary report is then posted on the Ontario Tech corporate website.
- The FAR, Executive Summary, and IP will be provided to the Faculty, through the Dean, to serve as the basis for the continuous improvement and monitoring of the program. A report from the program outlining the progress that has been made in implementing the recommendations will be put forward in eighteen months' time.

**SUPPORTING REFERENCE MATERIALS:**

- Executive Summary
- Implementation Plan
- PLO Enhancement Summary



## **FINAL ASSESSMENT REPORT**

### **Executive Summary**

### **Cyclical Program Review**

|                        |                                                                                                                                       |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Degree Program:</b> | <b>MSc/PhD Applied Bioscience</b>                                                                                                     |
| <b>Components:</b>     | <b>Fields:</b><br><b>Biomolecular Science</b><br><b>Ecosystem Health</b><br><b>Forensic Bioscience</b><br><b>Human Health Biology</b> |
| <b>Dean:</b>           | <b>Dr. Ken Wilson</b>                                                                                                                 |
| <b>Date:</b>           | <b>September 9, 2025</b>                                                                                                              |

Under Ontario Tech University's Institutional Quality Assurance Process (IQAP) and the Ontario Quality Assurance Framework (QAF), all programs are subject to a comprehensive review at least/at minimum every eight years to ensure that they continue to meet provincial quality assurance requirements and to support their ongoing rigour and coherence.

In academic years 2022-2024 a program review was scheduled for the MSc/PhD Applied Bioscience programs. This is the second review for this program. A timeline of the review is provided below.

| <b>Program Review Timeline</b>      | <b>Date</b>      |
|-------------------------------------|------------------|
| Program Review start date:          | November 8, 2022 |
| Self Study submitted/approved:      | October 30, 2024 |
| Site Visit:                         | March 6-7, 2025  |
| External Reviewers Report received: | April 17, 2025   |
| Program Response received:          | May 16, 2025     |
| Decanal Response received:          | June 20, 2025    |

In the self-study, the reviewers were asked to comment on the structure and delivery of the curriculum (course offerings, thesis timelines), the availability and capacity of program resources (faculty, staff, and facilities), and the support provided at both the faculty level and through the School of Postdoctoral and Graduate Studies. The reviewers were also asked to examine the graduate student experience, emphasizing opportunities for interaction, learning environment, and program culture, as well as the adequacy of student support in terms of space, resources, and internal funding.

The review consisted of two external reviewers. During the hybrid site visit – day 1 virtual, day 2 in-person – the reviewers met with the following groups and individuals:

Dr. Lori Livingston, Provost & VP Academic  
Dr. Ken Wilson, Dean - Faculty of Science  
Joe Stokes, Acting Dean - School of Graduate and Postdoctoral Studies  
Dr. Sean Forrester, Associate Dean of Science  
Dr. Dario Bonnetta, Chair of Internal Assessment Team  
Catie Sahadath, Associate University Librarian  
Staff from the School of Graduate and Postdoctoral Studies  
Faculty, Staff and Students from the Faculty of Science  
Members of the Internal Assessment Team

In the External Reviewers' Report, the reviewers noted that the Applied Bioscience graduate programs are well-structured, offering a strong balance between coursework and research, supported by high-quality faculty and well-equipped laboratories. However, they also pointed out areas for improvement, including internal communication, student spaces, course offerings, and financial support. Additionally, they highlighted opportunities to enhance student recruitment, expand shared research infrastructure, and implement a faculty renewal plan to sustain and grow the program's excellence.

The external reviewers identified thirteen recommendations identifying specific steps to be taken to improve the program. The themes arising from the report suggest enhancing student support through clearer expectations, streamlined processes, improved communication, and enriched learning environments. The complete list of recommendations is available in the Implementation Plan.

A Final Assessment Report (FAR) has been prepared to synthesize the reports and recommendations resulting from the review, identifying the strengths of the program as well as the opportunities for program improvement and enhancement. The Implementation Plan (IP) presents a timeline of the follow-up and resource requirements addressing the recommendations from the external reviewers' report. Both documents, accompanied by this Executive Summary (ES), to be delivered to the appropriate standing committee of Academic Council (USC/GSC) and approved on September 23, 2025.

| Governance         | Document(s) | Type of review  | Date               |
|--------------------|-------------|-----------------|--------------------|
| Faculty Council    | IP          | Feedback        | September 9, 2025  |
| Resource Committee | IP          | Resource review | September 9, 2025  |
| USC/GSC            | FAR, ES, IP | Approval        | September 23, 2025 |
| Quality Council    | FAR, ES, IP | QAF requirement |                    |
| Academic Council   | ES, IP      | For information |                    |
| Board of Governors | ES, IP      | For information |                    |
| Corporate Website  | ES, IP      | QAF requirement |                    |

**Due Date for 18-Month Follow-up Report:** December 21, 2026

**Date of Next Cyclical Review:** 2030-2032  
**Timeframe for associated site visit:** Winter 2031



## IMPLEMENTATION PLAN

September 9, 2025

MSc/PhD Applied Bioscience

Cyclical Program Review

Dean: Dr. Ken Wilson

The Implementation Plan is a critical outcome of the Cyclical Program Review process. The Dean solicits feedback on the Implementation Plan through Faculty Council and the plan is reviewed by the Provost, through the Academic Resource Committee (ARC), to examine resource implications and allocations. A Final Assessment Report (FAR) and Executive Summary are prepared synthesizing the program review reports and responses, following review of the Implementation Plan by the ARC. The plan proceeds through Ontario Tech's governance process and is posted on the corporate website.

The table below presents a timeline of the follow-up and resource requirements addressing the recommendations from the external reviewers' report.

| Recommendation<br>(corresponding # from reviewers' report) |                                                                                                                                                                                                                                    | Action Item(s)                                                                        | Specify role of person responsible | Timeline for action and monitoring | Resource Requirements |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------|------------------------------------|-----------------------|
| 1.                                                         | a) Graduate students have an advisory committee 4-8 months after starting their studies to present a plan for their MSc or PhD thesis and present any data generated to date, with annual committee meetings occurring thereafter. | Revise and publish graduate student handbook and program requirements on APBS website | GPD, Dean's Office                 | Fall 2025                          |                       |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                           |                                                     |                                   |             |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------|-------------|
|    | <p>b) The Graduate Program Assistant should track meetings and give reminders to students/supervisors when committee meetings are overdue.</p> <p>c) The new Graduate Student APBS Supervisory Committee Form be re-evaluated by all APBS faculty members, simplify the form, and completed together at the conclusion of each committee meeting. We suggest that no evaluation metrics be included in the form, but rather focus on written feedback and documentation of progress.</p> | <p>Track completions of program requirements and milestones</p> <p>Follows from above</p> | <p>GPD, Dean's Office</p> <p>GPD, Dean's Office</p> | <p>Fall 2025</p> <p>Fall 2025</p> |             |
| 2. | <p>Develop a student-supervisor expectation form that must be completed within the first four months of a student's academic study.</p> <p>Example:<br/> <a href="https://www.uwinnipeg.ca/graduate-studies/docs/current-student/thesis-documents-and-forms/graduate-student-supervisor-expectations-form.pdf">https://www.uwinnipeg.ca/graduate-studies/docs/current-student/thesis-documents-and-forms/graduate-student-supervisor-expectations-form.pdf</a> </p>                      | <p>Form to be developed and shared with the program faculty for approval</p>              | <p>GPD, Dean's Office</p>                           | <p>Fall 2025</p>                  | <p>SGPS</p> |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                               |                    |           |  |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------|--|
| 3. | a) Creation of a program specific Handbook to distribute during the first week to keep students informed of expectations, procedures, and where to get help (emulating the current handbook distributed to Health Science graduate students).                                                                                                                                                                         | Handbook to be developed (see 1).                                                                                                                                                                                                                             | GPD, Dean's Office | Fall 2025 |  |
|    | b) Enhance web presence, including a dedicated and active APBS microsite to provide up-to-date information to graduate students.                                                                                                                                                                                                                                                                                      | Website redesign underway                                                                                                                                                                                                                                     | GPD, Dean's Office | Fall 2025 |  |
| 4. | Recommend additional support from the FSci Graduate Program Assistant and back-up from the APBS Grad Program Director and/or Associate Dean of Science Grad Students. This would be in addition to the SGPS admin support providing support more broadly for all the graduate students in the Faculty. This will provide consistent messaging and clarity on completing forms/requirements specific to APBS students. | <p>We received permission to hire a 1-year term program assistant who will help support the graduate programs in the Faculty of Science</p> <p>They will help with the website redesign, graduate handbook, and tracking of student milestone completions</p> | Dean's Office      | Fall 2025 |  |

|    |                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                   |                                     |                     |                   |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------|-------------------|
| 5. | a) Recommend additional scholarship (block) funding be provided to students across the board to attract and retain graduate students, and allow them to focus on their research and studies such that they graduate on time and with reduced anxiety. | Student support is a major issue at Ontario Tech, and across the PSE sector. We agree that it is crucial to provide higher stipends for students. We will continue to advocate at the institutional level and with national funding agencies to increase support. | GPD, Dean of Science                | on-going            | SGPS              |
|    | b) Develop an emergency fund be put in place for grad students, especially as they write up their theses.                                                                                                                                             | We will make sure that our webpage, the grad handbook, and student-supervisor agreement note emergency student supports and provide contact information. Will work on fundraising for an emergency fund                                                           | GPD, Dean's Office, Dean of Science | Fall/Winter 2025/26 | Advancement, SGPS |
| 6. | Recommend easing logistical and financial burdens on students by:<br><br>a) Streamlining internal review by shortening the advisory committee's review period from 8 weeks to 4–6 weeks.                                                              | Will add this to the handbook                                                                                                                                                                                                                                     | GPD, Dean's Office, Dean of Science | Fall 2025           |                   |

|    |                                                                                                                                                                                                                                                                                                                                             |                                                                                                                         |                      |                     |      |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------|------|
|    | b) Extending the tuition fee deadline (e.g., to November 1) or introducing a prorated fee structure to give students adequate time to make required thesis corrections without financial penalty.                                                                                                                                           | Will advocate for this with SGPS                                                                                        | GPD, Dean of Science | On-going            | SGPS |
| 7. | We recommend that grad office space be re-evaluated to include dedicated desks for individual students who need them during the writing of their thesis (or for other specific reasons), secure storage space for exams/papers they are grading as part of their TAs, and to ensure fairness of office space distribution amongst students. | Will evaluate space availability                                                                                        | Dean of Science      | Fall/Winter 2025/26 |      |
| 8. | Develop a plan to offer additional elective courses on a regular basis that are better tailored to APBS students. (ie. cross-list 4 <sup>th</sup> year undergraduate courses with graduate courses; identify/recommend courses offered external to Ontario Tech as potential elective courses, etc.)                                        | APBS and BIOL programs are currently being reviewed with a view to cross-listing 4 <sup>th</sup> -year and grad courses | GPD, Dean of Science | Fall 2025           |      |
| 9. | Re-evaluate and standardize the format of the candidacy exam as a result of the MSc-PhD transition seeming unclear to students.                                                                                                                                                                                                             | Underway, will be part of the new grad student handbook                                                                 | GPD                  | Fall 2025           | SGPS |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                          |                                                                                     |                                                          |             |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------|-------------|
| 10. | APBS students raised concern about confusion on the structure and ability to receive a budget for a graduate student association (across the Faculty of Science).                                                                                                                                                                                                                                                                                                                                                                                        | We will support the students in developing a new set of governance documents for their association. Will also connect the grad students in the various Faculty of Science programs to ease the governance burden on students                             | GPD, Dean of Science                                                                | Fall 2025                                                |             |
| 11. | <p>To further enhance research and funding opportunities, the following improvements are suggested:</p> <p>a) Establish a shared equipment area (e.g., common-use/user-fee model) to support research and institutional or multi-PI grant applications.</p> <p>b) Improve proximity between teaching and research labs to enable shared maintenance by technicians.</p> <p>c) Create additional communal research space to support faculty expansion, attract equipment grants, and increase graduate student enrollment and research opportunities.</p> | <p>Under review, will be part of the Molecular Diagnostics program development</p> <p>Under review, will be part of the Molecular Diagnostics program development</p> <p>Under review, will be part of the Molecular Diagnostics program development</p> | <p>GPD, Dean of Science</p> <p>GPD, Dean of Science</p> <p>GPD, Dean of Science</p> | <p>Winter 2026</p> <p>Winter 2026</p> <p>Winter 2026</p> | VP Research |

|     |                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                        |                               |             |      |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------|------|
| 12. | Consider flexibility with regards to admissions on a case-by-case basis for students with alternate backgrounds (ie. college degree in Biology). This may attract high quality students that do not meet the traditional requirements and may also help bolster enrollment.                                                                                                    | An admissions policy addendum will be developed to allow exceptional applicants with non-standard academic backgrounds (e.g., college diplomas or international credentials) to be considered on a case-by-case basis. | GPD, Dean of Science          | Fall 2025   | SGPS |
| 13. | The APBS program appears to be at a bare minimum population size, and are vulnerable to high quality faculty leaving the unit. We recommend that an additional faculty hire be considered (for example in the area of bioinformatics / computational biology, which is inherently interdisciplinary and a longer-term (~5 year) faculty renewal plan for APBS be put in place. | A faculty complement planning exercise will be performed                                                                                                                                                               | Dean of Science, APBS Faculty | Winter 2026 |      |

\*The Dean shall be responsible for monitoring and reporting on the Implementation Plan.

**Recommendations not Addressed and Rationale:** N/A

**Due Date for 18-Month Follow-up Report:** December 21, 2026

**Date of Next Cyclical Review:** 2030-2032



### **Cyclical Program Review: Summary of program learning outcome enhancements**

[This form should be used in cases where program learning outcomes have been enhanced for an existing undergraduate or graduate program as the result of a cyclical program review. The program and course learning outcomes must be reviewed and revised using resources provided by CIQE and the Teaching and Learning Centre (TLC). This form will be appended to the Final Assessment Report and presented at the appropriate standing committee of Academic Council (USC or GSC) for approval.]

|                                                |                                                      |
|------------------------------------------------|------------------------------------------------------|
| <b>Faculty:</b> Science                        |                                                      |
| <b>Program:</b> MSc/PhD Applied Bioscience     |                                                      |
| <b>Review year:</b> 2022-2024                  |                                                      |
| <b>Undergraduate:</b> <input type="checkbox"/> | <b>Graduate:</b> <input checked="" type="checkbox"/> |

**Original program learning outcome(s):** (Provide all of the initial program learning outcomes)

#### **MSc**

1. Review, summarize and synthesize historic and current knowledge in the existing literature related to a specific scientific discipline/subject.
2. Interpret, apply, evaluate and create knowledge in a specific field within Applied Bioscience through application of existing knowledge to complex problems, questions or issues and extend knowledge through research.
3. Generate, critically evaluate and interpret scientific data using quantitative, qualitative and appropriate analytical methodologies and techniques.
4. Apply the scientific method and processes by formulating questions, designing investigations, synthesizing data to draw conclusions, critically evaluating the data and to make scientifically based decisions.
5. Design/conduct experiments in a careful, thoughtful and efficient manner, practicing safe laboratory skills.
6. Accurately and effectively communicate complex and/or ambiguous scientific ideas, issues, arguments, analyses and conclusions clearly and effectively in graphic, oral and written formats to diverse audiences.
7. Demonstrate knowledge, skills and attitudes necessary for leadership in complex and evolving/unpredictable environments, including the exercise of initiative,

personal responsibility, integrity based on ethical principles, accountability, collaboration and sound judgment in decision-making.

8. Demonstrate competence in selecting and applying contemporary and emerging technologies to support scholarship, knowledge translation and communication.

### **PhD**

1. Demonstrate critical awareness of the relevant scientific literature, current problems and new knowledge about a particular area of research within the Applied Bioscience field and identify knowledge gaps to formulate specific research questions.
2. Critically apply theories, methodologies, and knowledge to address fundamental questions in their primary area of study within Applied Bioscience.
3. Pursue research of significance in the discipline demonstrating the ability to formulate a research plan and conduct this research under the guidance of an advisor while developing the intellectual independence that typifies true scholarship.
4. Demonstrate skills in oral and written communication sufficient to publish and present work in their field and to prepare grant proposals.
5. Demonstrate a mastery of skills and knowledge at a level required for college and university undergraduate teaching in their discipline and assessment of student learning.
6. Interact productively with people from diverse backgrounds as both leaders/mentors and team members with integrity and professionalism.

**Total number of original outcomes:** MSc 8, PhD 6

**Proposed enhanced learning outcomes:** (Updated outcomes as a result of the program review learning outcome workshops)

### **MSc**

1. Demonstrate a comprehensive understanding of biological concepts and principles relevant to applied bioscience.
2. Design and execute experiments, analyze data and interpret results using quantitative and qualitative methodologies appropriate for applied bioscience.

- # PhD

- Total number of enhanced outcomes: MSc 6, PhD 6**

**Have the enhanced outcomes been mapped to the degree-level expectations (DLEs)?**

☒ Yes      ☐ No

**If no, this should be completed no later than:**

Type of curricular change: ☒ Minor Program Adjustment (editorial change) ☐ Major Program Modification (significant change – [IQAP Article 7.1](#))

**Are you providing any additional supporting documents?** ☐ Yes ☒ No

**If yes, which (list all)?**

|  |
|--|
|  |
|--|

**CIQE INTERNAL APPROVAL**

|                                                                                                                             |  |
|-----------------------------------------------------------------------------------------------------------------------------|--|
| Appended to FAR                                                                                                             |  |
| FAR, Outcomes, Executive Summary, Implementation Plan approved by USC/GSC                                                   |  |
| Final Approved FAR, Outcomes, Executive Summary and Implementation Plan sent to Faculty, through the Dean, as primary owner |  |
| Outcomes entered into Curriculog                                                                                            |  |

## ACADEMIC COUNCIL REPORT

---

### ACTION REQUESTED:

|                      |                                     |
|----------------------|-------------------------------------|
| Recommendation       | <input type="checkbox"/>            |
| Decision             | <input type="checkbox"/>            |
| Discussion/Direction | <input type="checkbox"/>            |
| Information          | <input checked="" type="checkbox"/> |

**DATE:** 28 October 2025

**FROM:** Graduate Studies Committee

**SUBJECT:** Cyclical Program Review – Executive Summary, Implementation Plan and Program Learning Outcomes – Master of Science and Doctor of Philosophy in Materials Science

---

### COMMITTEE MANDATE:

In accordance with Article 8 of the Ontario Tech University Institutional Quality Assurance Process (IQAP) Cyclical Review (CPR) and Auditing Procedures, the appropriate standing committee of Academic Council (USC or GSC) is responsible for approving the Final Assessment Report (FAR), Executive Summary, and Implementation Plan (IP) resulting from the Review.

Additionally, in accordance with Article 6 of the IQAP Curriculum Change Procedures, editorial revisions to Program Learning Outcomes are considered Minor Program Adjustments and are sent to the standing committee for approval.

### BACKGROUND/CONTEXT & RATIONALE:

In academic years 2021 – 2023 a program review was scheduled for the joint Master of Science and Doctor of Philosophy in Materials Science (MTSC) program between Ontario Tech University and Trent University. The site visit was conducted in January 2025. At the completion of a CPR the appropriate standing committee of Academic Council (USC or GSC) for Ontario Tech University and the Cyclical Program Review Committee (CPRC) for Trent University will review and approve the FAR, Executive Summary, and Implementation Plan that synthesize the recommendations resulting from the review, identify the strengths of the program as well as the opportunities for program improvement and enhancement, and outline the agreed-upon implementation plans for this improvement.

**RESOURCES REQUIRED:**

The plans to address any resource needs for both institutions are outlined in the Implementation Plan. Information and support will be required from various areas of both institutions in order to implement the plan. The resources identified in the Implementation Plan have been reviewed by the Academic Resource Committee at Ontario Tech University and will be allocated as necessary to successfully support this program.

**COMPLIANCE WITH POLICY/LEGISLATION:**

The Ontario Universities Council on Quality Assurance (Quality Council), established by the Council of Ontario Universities in July 2010, is responsible for oversight of the Quality Assurance Framework processes for Ontario Universities. The Council operates at arm's length from both Ontario's publicly assisted universities and Ontario's government. Under the Quality Assurance Framework, academic programs must undergo a cyclical review at least every eight years following their implementation. The purpose of the cyclical program review is to critically examine the components of a program with the assistance of outside reviewers with the goal of continuous improvement. A program review's purpose is not solely to demonstrate the positive aspects of the program, but also to outline opportunities that will lead to improvements for the future.

**CONSULTATION AND APPROVAL:**

The Academic Resource Committee of Ontario Tech University reviewed the Implementation Plan on May 13, 2025, following its presentation to Faculty Council (FSci) on May 6, 2025. The Final Assessment Report, Executive Summary, Implementation Plan, and revised learning outcomes were approved at Graduate Studies Committee on September 23, 2025. Appropriate consultation was conducted with Trent University to support the preparation the Final Assessment Report and related documentation, ensuring alignment with their Institutional Quality Assurance Policy (IQAP).

**NEXT STEPS:**

- Following presentation of the Executive Summary and IP to Academic Council and the Board of Governors, a Final Assessment Report (FAR), the Executive Summary, and the IP will be sent to the Quality Council as required under the Quality Assurance Framework. A summary report is then posted on the Ontario Tech corporate website.
- The FAR, Executive Summary, and IP will be provided to the Faculty, through the Dean, to serve as the basis for the continuous improvement and monitoring of the program. A report from the program outlining the progress that has been made in implementing the recommendations will be put forward in eighteen months' time.
- The review and approval of the FAR is also subject to the governance process at Trent University.

**SUPPORTING REFERENCE MATERIALS:**

- Executive Summary
- Implementation Plan
- PLO Enhancement Summary



## **FINAL ASSESSMENT REPORT**

### **Executive Summary**

### **Cyclical Program Review**

|                        |                                                                                     |
|------------------------|-------------------------------------------------------------------------------------|
| <b>Degree Program:</b> | <b>Master of Science and Doctor of Philosophy in Materials Science</b>              |
| <b>Components:</b>     |                                                                                     |
| <b>Dean:</b>           | <b>Dr. Ken Wilson, Ontario Tech University<br/>Dr. Sarah West, Trent University</b> |
| <b>Date:</b>           | <b>August 2025</b>                                                                  |

Under the Ontario Tech and Trent Institutional Quality Assurance Processes (IQAP) and the Ontario Quality Assurance Framework (QAF), all programs are subject to a comprehensive review at least/at minimum every eight years to ensure that they continue to meet provincial quality assurance requirements and to support their ongoing rigour and coherence.

In academic years 2021-2023 a program review was scheduled for Master of Science and Doctor of Philosophy in Materials Science programs. This is the second program review for this program. A timeline of the review is provided below.

| <b>Program Review Timeline</b>      | <b>Date</b>         |
|-------------------------------------|---------------------|
| Program Review start date:          | December 15, 2021   |
| Self-Study submitted/approved:      | November 22, 2024   |
| Site Visit:                         | January 21-22, 2025 |
| External Reviewers Report received: | February 27, 2025   |
| Program Response received:          | March 17, 2025      |
| Decanal Response received:          | April 23, 2025      |

In the self-study, the reviewers were asked to investigate faculty renewal opportunities to ensure that both institutions are able to participate in the interdisciplinary program with representatives from the core disciplines, address ongoing challenges with *MTSC 6010H/G: The Chemistry and Physics of Materials*, and ensure competitive financial support for students through balanced institutional and supervisor contributions.

The external reviewers commended the Program for its research impact, committed faculty, strong infrastructure, coordinated teaching, and history of enriching student engagement. Areas of improvement identified by the external reviewers included cross-institutional coordination, unclear administrative processes, and lack of program identity among students.

The review consisted of two external reviewers. During the virtual site visit, the reviewers met with members of the Internal Assessment Team, Faculty, Staff and Students from both institutions and the following individuals:

**Ontario Tech University:**

Dr. Lori Livingston, Provost & VP Academic

Dr. Ken Wilson, Dean - Faculty of Science

Dr. Sean Forrester, Associate Dean of Science

Dr. Joe Stokes, Acting Dean - School of Graduate and Postdoctoral Studies

Dr. Franco Gaspari, Chair of Internal Assessment Team

**Trent University:**

Dr. Michael Khan, Provost

Dr. Sarah West, Dean of Science

Dr. Sanela Martić, Associate Dean of Science

Dr. Craig Brunetti, Dean of Graduate Studies

Dr. Suzanne Bailey, Associate Dean of Graduate Studies

Dr. Andrew Vreugdenhil, Program Director

The external reviewers identified six recommendations to improve the program including strengthening student experience and program effectiveness by improving communication through regular workshops, streamlining administrative processes, expanding funding opportunities, increasing curriculum flexibility, and engaging alumni to support recruitment and retention. The prioritized list of recommendations is available in the Implementation Plan.

A Final Assessment Report (FAR) has been prepared to synthesize the reports and recommendations resulting from the review, identifying the strengths of the program as well as the opportunities for program improvement and enhancement. The Implementation Plan (IP) presents a timeline of the follow-up and resource requirements addressing the recommendations from the external reviewers' report. Both documents, accompanied by this Executive Summary (ES), are subject to approval according to each university's approval processes.

| <b>Governance</b>       | <b>Document(s)</b> | <b>Type of review</b> | <b>Date</b>        |
|-------------------------|--------------------|-----------------------|--------------------|
| OTU Faculty Council     | IP                 | Feedback              | May 6, 2025        |
| OTU Resource Committee  | IP                 | Resource review       | May 13, 2025       |
| Trent CPRC              | FAR, ES, IP        | Review                | September 17, 2025 |
| OTU USC/GSC             | FAR, ES, IP        | Approval              | September 23, 2025 |
| Trent Provost           | FAR, ES, IP        | Approval              |                    |
| Quality Council         | FAR, ES, IP        | QAF requirement       |                    |
| OTU Academic Council    | ES, IP             | For information       |                    |
| Trent Senate            | ES, IP             | For Information       |                    |
| OTU Board of Governors  | ES, IP             | For information       |                    |
| OTU Corporate Website   | ES, IP             | QAF requirement       |                    |
| Trent Corporate Website | ES, IP             | QAF requirement       |                    |

**Due Date for 18-Month Follow-up Report:** October 19, 2026

**Date of Next Cyclical Review:** 2029-2031  
**Timeframe for associated site visit:** Winter 2030

## IMPLEMENTATION PLAN

May 14, 2025

**MSc/PhD Materials Science Cyclical Program Review**

**Deans: Dr. Ken Wilson, Ontario Tech University**

**Dr. Sarah West, Trent University**

The Implementation Plan (IP) presents a timeline of the follow-up and resource requirements addressing the recommendations from the external reviewers' report and is a critical outcome of the Cyclical Program Review process. A Final Assessment Report (FAR) and Executive Summary (ES) are prepared synthesizing the program review reports and responses. These documents are subject to approval according to each university's approval processes and posted on both institutions' corporate website.

The table below presents a timeline of the follow-up and resource requirements addressing the recommendations from the external reviewers' report.

| <b>Recommendation</b><br><i>(corresponding # from reviewers' report)</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Action Item(s)</b>                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Specify role of person responsible</b>                                                                                              | <b>Timeline for action and monitoring</b>                                                                                                                | <b>Resource Requirements</b>                                                  |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 1.                                                                       | Improve communication among faculty and students by reinstating the semi-annual workshops. This can improve the sense of belonging among students, and would facilitate easier program-level communication among faculty (for example, course content changes in MTSC 6010). If additional staffing resources would help facilitate this, the program directors should consult their respective Dean. [action by program, perhaps leading to external action] | The Deans support the units reinstating their semi-annual workshop.<br>One suggestion for the seminar series is to run it jointly. The seminars could be held at a mutually agreeable time and use a hybrid mode. This would help reduce costs, provide a regular link between the two campuses, and may lead to a broader range of presentations. One jointly offered seminar per year (or term) could rotate between the institutions. | Ontario Tech:<br>GDP<br>Trent University:<br>Director of Graduate Studies,<br>Program Director, &<br>Academic Administrative Assistant | Will attempt to run the 2025/26 seminar series jointly. Will assess the outcome and success in June 2026 with a decision on how to proceed at that time. | Organizational support as needed from the Dean's Office at both institutions. |

|    |                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                      |                                                                                                                                                                                                                                                                                                                                         |                                       |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 2. | <p>Program directors work with Deans and SGS to clarify and improve administrative workflows, including: student registrations for courses held at the partner institutions (to avoid confusing students), and providing clear administrative contact points for different student needs (to avoid overloading staff who administer multiple graduate programs). [action by program and external]</p> | <p>The Grad Admin Assistant at Ontario Tech will work with the graduate program director to ensure regular updates to students.</p> <p>The program should consider onboarding sessions during orientation to explain to students how the process works and outline expectations for students. With two different institutions that use different systems, there is an added layer of complexity to this programs processes.</p>                                                                                                                                                      | <p>Ontario Tech:<br/>GPD, Dean's Office<br/>Trent University:<br/>Dean of Graduate Studies,<br/>Program Director</p> | <p>To avoid overloading staff in the Dean's Office at Ontario Tech, there is a realignment of duties underway. This will allow better integration of support for the graduate programs and improve the effectiveness of communication with students. Implementation to begin in June 2025 and impact will be reviewed in June 2026.</p> |                                       |
| 3. | <p>Continue to increase funding packages, through multiple channels (supervisor, fee waivers, external funding) [action by program and external]</p>                                                                                                                                                                                                                                                  | <p>There is an on-going review by the Dean of Graduate and Postdoctoral Studies at Ontario Tech of minimum funding supports for students. Over the past year there was a negotiated increase in TA wages, which will provide a minimal increase provided that faculty RA contributions remain the same. At Trent, in addition to yearly collectively bargained increases in GTA funding, we also increased research fellowship support for both MSc and PhD students. Faculty in the program should also consider whether increasing faculty contributions should be considered.</p> | <p>Ontario Tech:<br/>monitoring by GPD and Dean<br/>Trent University:<br/>GPD and Dean.</p>                          | <p>At Ontario Tech, we review the funding supports provided to students via TAships, supervisor supports, and scholarships, on an ongoing basis. We will coordinate with TrentU to ensure fair and equitable funding for students in the program regardless of their home institution</p>                                               | <p>Ontario Tech:<br/>Dean of SGPS</p> |

|    |                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                 |                                                                                                                                                                                                        |                                                               |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| 4. | Make better use of the library resources and supports to help develop skills such as advanced literature searching and citation and research data management [action by program and external]                                                                                                      | A wide variety of resources are available from the library. Faculty members should encourage student in their graduate-level classes and those under their supervision to utilize the skills workshops provided by the library.                                                                                                                                                                                                                                                         | Ontario Tech:<br>program faculty members<br>Trent<br>University:<br>University Librarian,<br>Director of Program, and<br>program faculty member | Coordination between the faculty of science and the library is an ongoing process. We see the suggested changes as being complete                                                                      | Resources already exist via the library at both institutions. |
| 5. | Continue ongoing efforts to increase flexibility in course requirements without diluting rigorousness of programs to increase internal competitiveness in attracting students [action by program]                                                                                                  | The program requirement changes concerning MTSC 6010G and 6020G or MTSC 6140G were presented to the Ontario Tech Faculty of Science Council and passed in January 2025. They were replaced by a requirement to complete at least two one-term courses acceptable for graduate credit. This change will provide much needed flexibility for students who complete an MSc in the program and continue on to study for a PhD. It was subsequently passed by Academic Council in Mar. 2025. | Ontario Tech:<br>GPD<br>Trent<br>University: GPD                                                                                                | Complete. Course changes were recommended and approved via the Ontario Tech governance process                                                                                                         |                                                               |
| 6. | Forge closer connections with program alums whose post-graduation careers can inspire current students (retention) and motivate potential future students (recruitment). Consider inviting them to semi-annual workshops (Recommendation 1) and encourage them to provide testimonials for program | Improved alumni relations and connections is a focus being pursued by the Dean's Office at Ontario Tech. Across our programs we are hosting social events where we bring alumni to campus (or remotely) to meet current students and discuss the path they took to their current positions.                                                                                                                                                                                             | Ontario Tech:<br>Program Faculty, Dean's Office, and Alumni Relations<br><br>Trent<br>University:                                               | Currently underway. The new staff support in the Dean of Science Office at Ontario Tech will include communications work. Work will commence in the summer of 2025 and an assessment of the impact and | Dean's Office, Alumni Relations                               |

|  |                                     |                                                                                                                                                                                                                                                                                                                                                                                           |                                                                  |                                                                                                                         |  |
|--|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--|
|  | advertisements. [action by program] | At Trent, we also support the expansion of alumni engagement. There are a number of on campus resources that could be explored including through the External Relations & Development Office. In addition, these contacts can also be an important source for continuous improvement of the program, by reaching out to alumni to reflect on what worked and doesn't work in the program. | Program faculty, Director of Graduate Program, Alumni Engagement | effectiveness will be completed in June 2026. An inaugural workshop-networking event will be run in the winter of 2026. |  |
|--|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--|

\*The Deans shall be responsible for monitoring and reporting on the Implementation Plan.

#### Recommendations not Addressed and Rationale

| # | Recommendation not Addressed | Rationale |
|---|------------------------------|-----------|
|   | N/A                          | N/A       |

**Due Date for 18-Month Follow-up Report:** October 19, 2026

**Date of Next Cyclical Review:** 2029-2031



## **Cyclical Program Review: Summary of program learning outcome enhancements**

[This form should be used in cases where program learning outcomes have been enhanced for an existing undergraduate or graduate program as the result of a cyclical program review. The program and course learning outcomes must be reviewed and revised using resources provided by CIQE and the Teaching and Learning Centre (TLC). This form will be appended to the Final Assessment Report and presented at the appropriate standing committee of Academic Council (USC or GSC) for approval.]

|                                                |                                                      |
|------------------------------------------------|------------------------------------------------------|
| <b>Faculty:</b> Faculty of Science             |                                                      |
| <b>Program:</b> MSc/PhD Materials Science      |                                                      |
| <b>Review year:</b> 2021-2023                  |                                                      |
| <b>Undergraduate:</b> <input type="checkbox"/> | <b>Graduate:</b> <input checked="" type="checkbox"/> |

### **Original program learning outcome(s):**

1. Demonstrate specialized knowledge and understanding of essential facts, concepts, principles, and theories in a specific area of advanced study.
2. Recognize and be guided by social, professional, and ethical expectations and concerns involved in advanced education and research.
3. Effectively use advanced tools for research.
4. Apply the principles of effective data management, information organization, and information-retrieval skills to data of various types.
5. Utilize analytical, methodological, interpretive and expository skills in conducting projects and research.
6. Expand and enhance the application of specific and well-concentrated research to problems and practice in the field of Materials Science.
7. Critically evaluate advanced information and knowledge and examine their application in Materials Science.
8. Understand, explain, and solve problems using quantitative and qualitative methods.
9. Design and conduct experiments, and analyze and interpret experimental data and/or develop theories and design computational algorithms to predict and explain materials properties.
10. Demonstrate effective oral and written communication skills.
11. Appreciate the importance of, and develop the strategies for, further education and lifelong learning.

**Total number of original outcomes: 11**

**Proposed enhanced learning outcomes:** (Updated outcomes as a result of the program review learning outcome workshops)

1. Use advanced concepts from subfields of Materials Chemistry, Physics, and/or Engineering in order to respond to disciplinary challenges. (MSc and PhD)
2. Evaluate the strengths and limitations of experimental or theoretical techniques used in materials science. (MSc and PhD)
3. Demonstrate data management proficiency by acquiring, analyzing and interpreting field-relevant experimental and/or theoretical data. (MSc and PhD)
4. Effectively communicate ideas, concepts, and content from the materials sciences in ways that are appropriate for diverse audiences. (MSc and PhD)
5. Implement experimental, computational, or theoretical techniques to the study and development of advanced materials. (MSc only)
6. Evaluate the quality of research proposals, procedures and publications in materials science. (MSc only)
7. Implement experimental, computational, or theoretical techniques to lead the study and development of advanced materials. (PhD only)
8. Assess the quality of research proposals, procedures and publications in materials science to situate the work in the field. (PhD only)
9. Identify problems, opportunities, and/or knowledge gaps that can be addressed with available expertise in order to direct research. (PhD only)

**Total number of enhanced outcomes: MSc 6, PhD 7**

**Have the enhanced outcomes been mapped to the degree-level expectations (DLEs)?**

☒ **Yes**      ☐ **No**

**If no, this should be completed no later than:**

**Are you providing any additional supporting documents?** ☐ **Yes**      ☒ **No**

**If yes, which (list all)?**

|  |
|--|
|  |
|--|

**CIQE INTERNAL APPROVAL**

|                                                                                                                             |  |
|-----------------------------------------------------------------------------------------------------------------------------|--|
| Appended to FAR                                                                                                             |  |
| FAR, Outcomes, Executive Summary, Implementation Plan approved by USC/GSC                                                   |  |
| Final Approved FAR, Outcomes, Executive Summary and Implementation Plan sent to Faculty, through the Dean, as primary owner |  |
| Outcomes entered into Curriculog                                                                                            |  |

## ACADEMIC COUNCIL REPORT

---

**SESSION:**

Public  
Non-Public

☒  
☐**ACTION REQUESTED:**

Decision  
Discussion/Direction  
Information

☒  
☐  
☐

**TO:** Academic Council

**DATE:** October 28, 2025

**FROM:** Joe Stokes, Registrar

**SUBJECT:** Conferral of Degrees – Fall 2025

---

**MANDATE:**

Article 1.1(a)(g) of By-law No. 2 provides that Academic Council has the authority to establish the procedures necessary to grant bachelor's degrees, master's degrees, doctoral degrees, honorary degrees and all other degrees, certificates, and diplomas in any and all branches of learning.

**MOTION for CONSIDERATION:**

*That pursuant to the recommendations of each Faculty and the Registrar, Academic Council hereby confirms the eligibility for graduation of those students who have fulfilled all degree requirements at the end of the Fall 2025 term and recommends the conferral of degrees by the Chancellor.*

## ACADEMIC COUNCIL REPORT

---

**SESSION:**

Public ☒

**ACTION REQUESTED:**

Decision ☒  
Discussion/Direction ☐  
Information ☐

**TO:** Academic Council

**DATE:** October 28, 2025

**FROM:** Governance & Nominations Committee (GNC)

**PRESENTED BY:** Lori Livingston, Provost and Vice-President Academic

**SUBJECT:** 2025-2026 Faculty Council Vice-Chair Nominations

---

**COMMITTEE MANDATE:**

- Section 1(b) of the [GNC Terms of Reference](#) lists one of the responsibilities of the Committee as overseeing the process of recruitment, selection, and election of new members of Academic Council and its committees and recommending appointments for approval by Academic Council in accordance with the University's Act and By-laws.
- In accordance with the [Faculty Council Vice-Chair Selection Procedures](#) (the "Procedures"), GNC's recommendation of the Faculty Council Vice-Chair nominations for approval by Academic Council is requested.

**KEY CONSIDERATIONS:**

- Academic Council's approval is sought for the appointment of the remaining 2025-2026 Faculty Council Vice-Chairs.
- All 2025-2026 Faculty Council Vice-Chair Nominations have been received.

**MOTION FOR CONSIDERATION:**

*That pursuant to the recommendation of the Governance & Nominations Committee, Academic Council hereby approves the appointment of the following individual as Vice-Chair of their respective Faculty Council for the term of November 1, 2025 until September 30, 2026:*

- *Dr. Holly Jones-Taggart; Faculty of Health Sciences*

**BACKGROUND/CONTEXT & RATIONALE:**

- As set out in the Procedures, prior to Academic Council's first meeting of the academic year, each Faculty Council will solicit expressions of interest for the Vice-Chair role from its Eligible Members. The expressions of interest will be considered by the Dean, and the Dean will make a recommendation to Academic Council through GNC. The Faculty Council Vice-Chair will serve a one-year term.

- Vice-Chair nominations presented to AC on September 23, 2025:
  - Faculty of Business and IT
  - Faculty of Engineering and Applied Science
  - Frazer Faculty of Education
  - Faculty of Science
  - Faculty of Social Science and Humanities
- Vice-Chair nominations presented to AC on October 28, 2025:
  - Faculty of Health Sciences

**CONSULTATION:**

- Recommended by Governance & Nominations Committee on October 21, 2025

**NEXT STEPS:**

- None
- 

**SUPPORTING REFERENCE MATERIALS:**

- None

## ACADEMIC COUNCIL REPORT

---

**SESSION:**

Public ☒

**ACTION REQUESTED:**

Decision ☒  
Discussion/Direction ☐  
Information ☐

**TO:** Academic Council

**DATE:** October 28, 2025

**FROM:** Governance & Nominations Committee

**PRESENTED BY:** Lori Livingston, Provost and Vice-President Academic

**SUBJECT:** 2025-2026 Faculty Council Membership Lists

---

**COMMITTEE MANDATE:**

- The annual review and approval of Faculty Council membership lists is an extension of the GNC's broad responsibilities regarding oversight of recruitment, selection, and election of new members of Academic Council and its Committees.

**KEY CONSIDERATIONS:**

- Academic Council's approval is sought for the remaining appointments of the 2025-2026 Faculty Council Membership lists.
- All 2025-2026 Faculty Council Membership Lists have been received

**MOTION FOR CONSIDERATION:**

*That pursuant to the recommendation of the Governance & Nominations Committee, Academic Council hereby approves the following 2025-2026 Faculty Council membership lists as presented:*

- *Faculty of Health Sciences*
- *Frazer Faculty of Education*

**CONSULTATION:**

- Recommended by Governance & Nominations Committee on October 21, 2025

**NEXT STEPS:**

- None
- 

**SUPPORTING REFERENCE MATERIALS:**

- Faculty of Health Sciences Faculty List
- Frazer Faculty of Education Faculty List

|                                                                                       |  |
|---------------------------------------------------------------------------------------|--|
| <p align="center"><b>Health Sciences - Faculty Council Membership (2025-2026)</b></p> |  |
|---------------------------------------------------------------------------------------|--|

| Voting Members (as set out in Academic Council Handbook) |                                                                                           |                                                               |                                                                                                     |                                                                                                                 |                                                                                   |                                                         |                         |                                       |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------|-------------------------|---------------------------------------|
| V(1)(d)(i)                                               | V(1)(d)(ii)                                                                               | V(1)(d)(iii)                                                  | V(1)(d)(iv)                                                                                         | V(1)(d)(v)                                                                                                      | V(1)(d)(vi)                                                                       | V(1)(d)(vii)                                            | V(1)(g)                 | V(1)(h)                               |
| Dean, Associate Deans & Assistant Deans                  | Tenured/Tenure Track<br>(primary appt in Faculty including those on research/other leave) | Tenured/Tenure Track (at least 25% secondary appt in Faculty) | Teaching Faculty (full-time with primary appt in Faculty or at least 25% secondary appt in Faculty) | Representatives of Teaching Assistants & Part-Time Faculty*<br>(taught in Faculty at least 2 consecutive years) | Students*                                                                         | Professional/Managerial/Technical/Administrative Staff* | Ex-Officio (non-voting) | Executive Committee                   |
| Carol Rodgers                                            | Adam Cole                                                                                 |                                                               | Courtney Cross                                                                                      | Sessional                                                                                                       | HlthSciSoc - Ifra Khurram                                                         | Amy Anderson                                            | James Barnett           | Carol Rodgers                         |
| Janet McCabe                                             | Adam Dubrowski                                                                            |                                                               | Elita Partosoedarso                                                                                 | TA                                                                                                              | MHSc -                                                                            | Andrea Cope                                             | Mary Bluehardt          | Janet McCabe                          |
| Nick Wattie                                              | Bernadette Murphy                                                                         |                                                               | Greg Hardy                                                                                          |                                                                                                                 |                                                                                   | Cindy Arnett                                            | Amanda Cooper           | Nick Wattie                           |
| Hilde Zitzelsberger                                      | Brenda Gamble                                                                             |                                                               | Joseph Gurgis                                                                                       |                                                                                                                 |                                                                                   | Ian Barker                                              | Nicola Crow             | Hilde Zitzelsberger                   |
|                                                          | Caroline Barakat                                                                          |                                                               | Laura Banks                                                                                         |                                                                                                                 |                                                                                   | Jennifer Flintoff                                       | Catherine Davidson      | Jennifer Abbass Dick                  |
|                                                          | David Rudoler                                                                             |                                                               | Lavern Bourne                                                                                       |                                                                                                                 |                                                                                   | Emmeline Meens Miller                                   | Les Jacobs              | Bernadette Murphy                     |
|                                                          | Efrosini Papaconstantinou                                                                 |                                                               | Mikael Khan                                                                                         |                                                                                                                 |                                                                                   | Samantha Provenzano                                     | Hossam Kishawy          | Greg Hardy                            |
|                                                          | Ginny Brunton                                                                             |                                                               | Milly Ryan-Harshman                                                                                 |                                                                                                                 |                                                                                   | Marsha Townsend                                         | Lori Livingston         | Lavern Bourne                         |
|                                                          | Heather Sprenger                                                                          |                                                               | Nancy Bergeron                                                                                      |                                                                                                                 |                                                                                   | Michelle Sutcliffe                                      | Jennifer MacInnis       | Brenda Gamble                         |
|                                                          | Hilde Zitzelberger                                                                        |                                                               | Nooshin Rotondi                                                                                     |                                                                                                                 |                                                                                   | Nathaniel Ballantyne                                    | Brad MacIsaac           | Milly Ryan Harshman                   |
|                                                          | Holly Jones Taggart                                                                       |                                                               | Sarah Mavor                                                                                         |                                                                                                                 |                                                                                   | Poonam Cardoso                                          | Steven Murphy           | Rebecca Lickiss                       |
|                                                          | Janet McCabe                                                                              |                                                               |                                                                                                     |                                                                                                                 |                                                                                   | Rebecca Lickiss                                         | Peter Stoett            | Amy Anderson                          |
|                                                          | Jennifer Abbass-Dick                                                                      |                                                               | DC Faculty                                                                                          |                                                                                                                 |                                                                                   | Ryan Foley                                              | Joe Stokes              | Sherry Marshall (recording secretary) |
|                                                          | JoAnne Arcand                                                                             |                                                               | Arlene De La Rocha                                                                                  |                                                                                                                 |                                                                                   | Sharleen Ward                                           | Sarah Thrush            |                                       |
|                                                          | Manon Lemonde                                                                             |                                                               | Angela Miller                                                                                       |                                                                                                                 |                                                                                   | Sherry Marshall                                         | Ken Wilson              |                                       |
|                                                          | Meghann Lloyd                                                                             |                                                               | Crystal Garvey                                                                                      |                                                                                                                 |                                                                                   | Tricia McMahon                                          | Pejman Mirza-Babaei     |                                       |
|                                                          | Mika Nonoyama                                                                             |                                                               | Dana Chorney                                                                                        |                                                                                                                 |                                                                                   | Lynn Tulloch                                            | Jamie Bruno             |                                       |
|                                                          | Nicolas La Delfa                                                                          |                                                               | Heather Glen                                                                                        |                                                                                                                 |                                                                                   | Emily Daly                                              | Carolyn McGregor        |                                       |
|                                                          | Nick Wattie                                                                               |                                                               | Leslie Graham                                                                                       |                                                                                                                 |                                                                                   |                                                         |                         |                                       |
|                                                          | Otto Sanchez                                                                              |                                                               | Tracey Persaud                                                                                      |                                                                                                                 |                                                                                   |                                                         |                         |                                       |
|                                                          | Paul Yelder                                                                               |                                                               | Vanessa Rozario-Roy                                                                                 |                                                                                                                 |                                                                                   |                                                         |                         |                                       |
|                                                          | Pierre Côté                                                                               |                                                               | Rebecca Milburn                                                                                     |                                                                                                                 |                                                                                   |                                                         |                         |                                       |
|                                                          | Robert Balogh                                                                             |                                                               | Lindsey MacIntosh                                                                                   |                                                                                                                 |                                                                                   |                                                         |                         |                                       |
|                                                          | Shilpa Dogra                                                                              |                                                               |                                                                                                     |                                                                                                                 |                                                                                   |                                                         |                         |                                       |
|                                                          | Sue Coffey                                                                                |                                                               | LTAA                                                                                                |                                                                                                                 |                                                                                   |                                                         |                         |                                       |
|                                                          | Syed. M. Qadri                                                                            |                                                               | Reshma Prashad                                                                                      |                                                                                                                 |                                                                                   |                                                         |                         |                                       |
|                                                          | Toba Bryant                                                                               |                                                               | Joanna Yousif                                                                                       |                                                                                                                 |                                                                                   |                                                         |                         |                                       |
|                                                          | Winnie Sun                                                                                |                                                               | Sownthy Senthilchelvan                                                                              |                                                                                                                 |                                                                                   |                                                         |                         |                                       |
|                                                          |                                                                                           |                                                               |                                                                                                     |                                                                                                                 |                                                                                   |                                                         |                         |                                       |
|                                                          |                                                                                           |                                                               |                                                                                                     |                                                                                                                 |                                                                                   |                                                         |                         |                                       |
|                                                          |                                                                                           |                                                               |                                                                                                     |                                                                                                                 |                                                                                   |                                                         |                         |                                       |
|                                                          |                                                                                           |                                                               |                                                                                                     |                                                                                                                 |                                                                                   |                                                         |                         |                                       |
| Total of V(1)(d)(i), (ii), (iii) & (iv) =                | 57                                                                                        |                                                               |                                                                                                     | 5.7                                                                                                             | *cannot exceed 10% of V(1)(d)(i), (ii), (iii) & (iv) (where total is at least 10) |                                                         |                         |                                       |

### Education Faculty Council Membership (2025 2026)

[illegible]

**Total of V(1)(d)(i), (ii), (iii) & (iv) =**

27

**10% of V(1)(d)(i), (ii), (iii) & (iv) =**

2.7

**MEMORANDUM**

---

**TO:** Academic Council

**DATE:** October 22, 2025

**FROM:** Niall O'Halloran, Manager, Policy & Privacy

**CC:** Brad MacIsaac, Vice-President, Administration  
Jennifer Macinnis, General Counsel

**SUBJECT:** Written Consultation Opportunity: Proposed Amendments to the  
Booking and Use of Space Policy and Procedures

---

In accordance with the Policy Framework, we are seeking your written comments on the draft amendments to the Booking and Use of Space Policy and Procedure (attached) on behalf of the Policy Owner, the Vice-President, Administration.

**BACKGROUND:**

The University has a responsibility to ensure a safe campus that is conducive to teaching, learning and research. In furtherance of the University's goal to create a sticky campus, the University is willing to provide space for groups to undertake extracurricular events. The Booking and Temporary Use of University Space Policy sets out a process for groups to access university space for events, ensures that events can be held safely and without disruption to the University.

Last year, the University undertook to revise the Policy, to clarify expectations.

After significant comments, the previous draft has been revised in light of concerns raised. The current draft policy and procedure clarifies the booking process and keeps safety and risk management at the forefront but places more onus on event organizers to review their event and take responsibility to ensure that appropriate risk mitigation is in place. The University has begun and will continue to support event organizers through the publication of Event Risk Bulletins to identify potential risks, and appropriate mitigation strategies. The University will also provide training for Booking Coordinators and event organizers.

**POLICY HIGHLIGHTS:**

The revised Space policy has been reorganized and rephrased for greater clarity and to enhance consistency with related policies. Amendments have also been made to better reflect current practice, and the University's long-standing expectations of users and visitors.

Specific substantive amendments to the policy are as follows:

- Section 13 lists activities that require pre-approval by Risk Management. Events involving these activities are likely to require risk mitigation strategies.
- Section 15 confirms that users and visitors are subject to university policies and any applicable laws.
- Section 16 confirms that any ancillary costs incurred by an event (food service, waste management, maintenance, security, etc.) will be passed on to the user. This is consistent with current practice.

Responding to concerns that it is difficult to follow the process key changes in the Procedure include:

- Student Groups must book space for events through the OTSU. Student-organized events are now explicitly subject to the same risk assessment process as university-hosted events.
- The definition of “event” has been updated to respond to concerns that the broad definition was creating challenges in interpreting the procedure and may stifle the use of space.
- The applicant is responsible for risk assessment and completes a checklist to identify any risk flags.
- Booking coordinators will do an initial review of the checklist and send requirements back to applicant if needed. If certain flags indicate medium risk or above, Booking Coordinator will notify the Office of Risk Management (ORM).
- ORM gets all forms and receives for file and insurance purposes. ORM will support a risk assessment of all medium risk or above and will spot check low risk events.
- We advise people to book space well in advance and give at least 15 business days. The procedure also describes events that may need more risk assessment. Those events will require ORM review and must be submitted 25 business days in advance.
- SLT or delegate can waive timeline requirements in exceptional circumstances.

#### **CONSULTATION:**

The amendments were drafted in collaboration between the Vice-President Administration, Risk Management, the Office of Campus Safety, the Deputy Provost and the Office of the Deputy Provost and the General Counsel. The Policy was reviewed by Policy Advisory Committee. The amendments were provided to the Ontario Tech Student Union for comment, and we have updated the Procedures to address their concerns. We have used comments from the OTSU to close identified gaps, clarify timelines, clarify what qualifies as an event needing risk assessment, and how/where requests for space should be submitted.

Below, we summarize major comments received in consultation on prior drafts in 2024, as well as changes that have been made to address them in the current drafts:

**Comment:** Specific restrictions in the policy, as well as the broad definition of event, may stifle students' right to free protest.

**Response:** The Policy has been further amended in an attempt to strike the correct balance between free expression and the University's right to control access to its campuses, and to control the use of its space and facilities. Specific restrictions have been removed, leaving general restrictions against damaging university property, impeding access to any part of university property, and overnight activities without prior approvals. These restrictions are consistent with the need for extra resources when undertaking these activities, such as overnight staffing, building repairs and/or notice under the AODA or plans for fire safety if entrances and exits are blocked.

**Comment:** The Policy states that individuals may be "referred for discipline" under the policy, without an investigation being conducted.

**Response:** We have corrected the language to reflect that individuals may be referred for investigation under the applicable policy.

**Comment:** The broad definition of event means that the Policy places potential restrictions on ordinary meetings in the course of university business. This includes small meetings between faculty members and external organizations, staff meetings, meetings of study groups, meetings between bargaining unit members, and/or lunch meetings between friends.

**Response:** The definition of "Event" in the Procedures has been changed significantly to explicitly exclude ordinary meetings and activities:

**"Event"** means any short-term organized gathering, meeting, display, activity, or form of public address that occurs outside of the University's primary scheduled academic and operational activities. Primary activities include, but are not limited to, classes, lectures, labs, tutorials, seminars, examinations, coursework, research, study, administrative or academic meetings, and office work. Events may include, but are not limited to, conferences, performances, non-credit lectures or public addresses, displays, banquets, film screenings, and activities open to the public.

#### **COMPLIANCE WITH POLICY/LEGISLATION:**

- N/A

#### **NEXT STEPS:**

- Written comments can be sent to [policy@ontariotechu.ca](mailto:policy@ontariotechu.ca) until October 31.
- The draft policy will be posted to the University website for written consultation.

#### **SUPPORTING MATERIALS:**

- Booking and Temporary Use of University Space Policy Amendment (draft)
- Booking and Use of University Space for Events Procedure Amendment (draft)

- Booking and Use of University Space [Policy](#) (current version - link)
- Booking and Use of University Space [Procedures](#) (current version - link)
- Booking and Use of University Space [Directives](#) (current version - link)
- University-Hosted Event Risk Management and Approval Directive [Directives](#) (current version - link)



|                     |                                           |
|---------------------|-------------------------------------------|
| Classification      | ADM 1304                                  |
| Framework Category  | Administrative                            |
| Approving Authority | President                                 |
| Policy Owner        | Vice-President, <del>Administration</del> |
| Approval Date       | DRAFT FOR CONSULTATION                    |
| Review Date         |                                           |
| Last Updated        |                                           |
| Supersedes          |                                           |

**Deleted:** Academic and Provost

## BOOKING AND TEMPORARY USE OF UNIVERSITY SPACE POLICY

(DRAFT AMENDMENT – ~~October 22, 2025~~)

### PURPOSE

1. The lands and buildings of the University are private property and the University reserves the right to control access to its campuses, and to control the use of its space and facilities. The University endeavours to provide a safe environment, conducive to personal and intellectual growth, not only free of discrimination, injustice and actual or threatened violence, but also characterized by understanding, respect, peace, tolerance, trust, openness and fairness.
2. In furtherance of the University's mission of learning, teaching and research, the University endeavours to make Space available to members of the University community and the public for their use (~~"Bookable Space"~~). In doing so, the University must ensure that any such usage is undertaken in a manner that ensures the safety of the University community and facilities, and is in accordance with the University's legal obligations, values, and reputation. The University is fully committed to promoting and advocating academic freedom and freedom of expression. At the same time, it has a responsibility to ensure that all members of its community can reasonably expect to pursue their work and studies in a safe and civil environment.
3. The purpose of this Policy is to establish parameters and guidance for the booking and use of space at the University, and to establish terms and conditions for the temporary use of Bookable Space for the purpose of Events.

**Deleted:** for Events

**Deleted:** s

### DEFINITIONS

4. For the purposes of this Policy the following definitions apply:  
  
"Academic" means activities of an educational, research and student support nature within the University, other than Academic Course Scheduling.  
  
"Academic Course Scheduling" means the use of Bookable Space for activities related to the delivery of University programs and curricula, including classes, laboratories, tutorials, and seminars.  
  
"Administrative" means the use of Bookable Space for activities related to the ongoing management and operation of the University, including the maintenance of the University facilities.  
  
"Bookable Space" means a space forming part of the property of facilities of the University, that is made available by the University, in its sole discretion, for use by the University community.

**Deleted:** Events

**Deleted:** s

**Deleted:** Events

such as conference rooms, meeting rooms, classrooms, gymnasiums, lecture halls, breakout rooms, the theatre, atriums, and outdoor spaces.

“External” means a User that is not a current faculty or staff member or student of the University.

“Open to the Public” means an Event that permits individuals from the general public to attend without a formal specific invitation.

“Space” means any location owned, leased, rented or otherwise occupied by the University.

“Student Organized” means an activity that is hosted or sponsored by a recognized Student Organization, as that term is defined in the Policy on the Recognition of Student Organizations.

“User” is any organization or individual that has been granted permission to use Bookable Space.

Deleted: ¶

... [1]

Deleted: external

Deleted: ¶

Deleted: is

## SCOPE AND AUTHORITY

5. This Policy applies to all members of the University community including faculty, staff, and students, as well as visitors and external organizations seeking to use Space.
6. This Policy is to be read in concert with other University policies that pertain to acceptable conduct, including the Student Conduct Policy and Respectful Campus Policy and does not supersede or restrict the application of them, or applicable laws, including municipal by-laws.
7. The Vice-President, Administration is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy. A decision under this Policy may be reviewed by the Vice-President, Administration or their delegate.

Deleted: for Events

Deleted: <#>This Policy does not apply to Space that in its sole discretion, the University has allocated to other purposes in pursuit of its mission of learning, teaching and research, and has not made available for temporary use by members of the University community or the public.¶

Deleted: <#>Academic and Provost

Deleted: <#>Academic and Provost

## POLICY

8. The lands and buildings of the University are private property. The University reserves the right to control access to its campuses and the use of its lands and facilities. The University shall manage the use of its lands and facilities in accordance with the University’s core mission and objectives, the academic plan, and the University’s policies, procedures, and guidelines.
9. The University has sole discretion on the purpose for which Bookable Space, University lands and University facilities can be used, and may, in its sole discretion, accept or decline a request for Bookable Space, impose any conditions on use of Bookable Space, assign an appropriate alternate space for any event, and revoke or terminate permission to use Bookable Space.
10. Individuals must obtain prior permission to use University property as set out in the Procedures.
11. The priority for the allocation of Bookable Space will depend on the type of space, activity, and location. Where there is competition for Bookable Space, the University will consider the following priority ranking for use of Bookable Space (in the descending order beginning with the highest priority):

Deleted: Space

Deleted: in

Deleted: what Events take place at and on University lands and using University facilities,

Deleted: E

Deleted: Space

Deleted: for an Event

Deleted: from the relevant Booking Authority for the Space,

Deleted: for Events

- a) Academic Course Scheduling

- b) Academic
- c) Administrative
- d) Student Organized
- e) External

12. Users are required to comply with all conditions, restrictions and obligations placed by the University on the use of a particular [Bookable Space](#).
13. No individual may, [in University Space](#); (i) impede access to University property, any building, office, or room, [or](#); make any modifications that alter or otherwise damage the Space (including drilling or the use of tape that damages surfaces); (ii) permit the inclusion of pets or other non-service animals; or (iii) undertake activities [on University property](#) within the hours 11:00pm and 7:00am; without the specific prior permission of the University obtained through the Director of Risk Management.
14. All signage and advertisements [in University Space](#) must be approved pursuant to the *Posting in University Spaces Procedures* prior to being posted [or](#) published. Use of any University logos or official marks requires the express written permission of University Communications. No advertisements or signage may state or imply the endorsement or approval of the University for an event, cause, speaker, or group. No third-party advertisements or signage may state or imply an official affiliation or connection with the University.
15. All Users and attendees [granted permission to use University Space](#) are required to comply with all applicable University policies, federal and provincial statutes and municipal by-laws relating to private property, the rights of individuals, and the University while on University [Space](#).
16. Where the costs [for the use of Space](#) would exceed the costs of normal University operations, those costs will be the responsibility of the User, including but not limited to ancillary charges for presentation technology and media, food services, cleaning, set up, waste removal, security and other charges as may be appropriate. The University is not responsible for subsidizing the costs of [the use of Space](#).

#### COMPLIANCE

17. The University manages compliance and enforcement of this Policy in accordance with existing processes in place. Non-compliance with this Policy by an individual may constitute trespass or a violation of other applicable law. [Non-compliant](#) Students, faculty and staff may be subject to [discipline](#) under the applicable policy instrument, such as the Student Conduct Policy, the Freedom of Expression Policy, or the Ethical Conduct Policy, and visitors may be asked to leave or be otherwise removed from campus.

#### MONITORING AND REVIEW

18. This Policy will be reviewed as necessary and at least every three years. The [Vice-President, Administration](#), or delegate, is responsible to monitor and review this Policy.

**Deleted:** as part of an Event

**Deleted:** i) erect fences, structures, or barriers of any type on University property or facilities, or otherwise

**Formatted:** Not Highlight

**Deleted:** ; (ii) erect, maintain or operate equipment to create temporary or permanent structures, or other living, sleeping, cooking, or storage area

**Deleted:** (iii)

**Deleted:** temporary or permanent

**Formatted:** Not Highlight

**Deleted:** (iv) dig, place items in the ground, or otherwise create a ground disturbance;

**Deleted:** v

**Formatted:** Not Highlight

**Deleted:** vi

**Deleted:** in the Space

**Formatted:** Not Highlight

**Deleted:** for Events

**Deleted:** and/

**Deleted:** to an

**Deleted:** i

**Deleted:** Event

**Deleted:** property

**Deleted:** Users are required to monitor the conduct of attendees of their Event and their use of the Space to ensure that noise and other activities are not unduly disrupting the normal activity of the University or interfering with the ability of others to use other University Space.

**Deleted:** of an Event

**Deleted:** occurring on University property or facilities

**Deleted:** External

**Deleted:** Events

**Deleted:** investigation

**Deleted:** 1

... [2]

**Formatted:** Highlight

**Deleted:** Academic and Provost

## RELEVANT LEGISLATION

19. Human Rights Code, R.S.O. 1990, Chapter H.19  
Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11  
Liquor Licence Act, R.S.O. 1990, Chapter L.19  
Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1  
Trespass to Property Act, R.S.O. 1990, c. T.21

## RELATED POLICIES, PROCEDURES & DOCUMENTS

20. Booking and Use of University Space Procedures  
Freedom of Expression Policy  
Policy on the Recognition of Student Organizations  
Risk Management Policy  
Administrative Guidelines for Determining the Academic Schedule  
Access Control Policy and Procedures  
Posting in University Spaces Procedures  
Respectful Campus Policy  
Student Conduct Policy  
Student Sexual Violence Policy

**Deleted:** Appropriate Use of Space Directives¶  
University-Hosted Event Risk Management and Approval  
Directive¶

|                     |                   |                      |
|---------------------|-------------------|----------------------|
| Page 2: [1] Deleted | Niall O'Halloran  | 10/2/2025 4:03:00 PM |
| Page 3: [2] Deleted | Jennifer MacInnis | 10/2/2025 5:22:00 PM |



|                       |                                            |
|-----------------------|--------------------------------------------|
| Classification Number | ADM 1304.01                                |
| Parent Policy         | Booking and Use of University Space Policy |
| Framework Category    | Administrative                             |
| Approving Authority   | President                                  |
| Policy Owner          | Vice-President, Administration             |
| Approval Date         | DRAFT FOR CONSULTATION                     |
| Review Date           |                                            |
| Supersedes            |                                            |

## BOOKING AND USE OF UNIVERSITY SPACE FOR EVENTS PROCEDURE

(CONSULTATION DRAFT – October 22, 2025)

### PURPOSE

1. This Procedure sets out the process for the reservation of Bookable Space, and the review and mitigation of risk related to proposed Events.

Deleted: Risk

### DEFINITIONS

2. For the purposes of this Procedure, the definitions in the Booking and Temporary Use of Space Policy ('the Policy'), as well as the following definitions apply:

**"Applicant"** means an individual or organization seeking to use Bookable Space.

**"Certificate of Insurance"** means a standard document issued by an insurance company or broker which evidences an insurance policy exists for a particular External Service Provider.

**"Event"** means any short-term organized gathering, meeting, display, activity, or form of public address that occurs outside of the University's primary scheduled academic and operational activities. Primary activities include, but are not limited to, classes, lectures, labs, tutorials, seminars, examinations, coursework, research, study, administrative or academic meetings, and office work. Events may include, but are not limited to, conferences, performances, non-credit lectures or public addresses, displays, banquets, film screenings, and activities open to the public.

Formatted: Font: Not Bold

**"Event Risk Bulletin"** means a bulletin issued by the Director, Risk Management, that identifies Risks associated with specified Event activities or characteristics and sets out recommended and mandatory Risk mitigation measures for Events encompassing such risks.

Deleted: Risk

**"External Service Provider"** means any organization providing any form of goods and/or services. Goods and services include but are not limited to guest or keynote speaker, catering, equipment and rental, photography, animal therapy, décor, and transportation.

**"Internal Services"** means departments which exist within the University, such as but not limited to the Office of Campus Safety, Office of Campus Infrastructure and Sustainability, Media Services, Parking, Facilities and Logistical Management Services.

**"Request"** means an application for temporary use of Bookable Space for an Event.

**"University-Hosted Event"** means an Event hosted, sponsored, or organized by the University, to the University's benefit.

Deleted: "Risk" means the uncertainty of outcomes against planned objectives. ¶

“Student Group” means any society, club or other type of student-formed organization that is duly constituted and recognized under the Policy on the Recognition of Student Organizations.

“University Member” means any staff member, faculty member, student of the University or individual holding an appointment with the University, including paid, unpaid or honorific appointments.

#### SCOPE AND AUTHORITY

3. This Procedure applies to the booking and use of all Bookable Space for Events.
4. This Procedure applies to all University Members as well as visitors or external organizations.
5. The Chief Risk Officer or delegate has the authority to impose risk mitigation on the use of Bookable Space.
6. A member of the Senior Leadership Team, or delegate, can waive specific time limit requirements set out herein, having regard to the University’s core mission and objectives, and the operational requirements of the University on a case-by-case basis.
7. The Vice-President, Administration, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

**Deleted:** University Members may not book academic facilities for private use. Weddings and other private gatherings must be booked through Campus Conference Services.

**Moved down [1]:** <#>Requests for a Student-Organized Event must be submitted by the Ontario Tech Student Union or by a Student Group through the Ontario Tech Student Union.¶

**Formatted**

**Formatted:** Font: Bold

**Deleted:** ¶

#### PROCEDURES

8. The University prioritizes the allocation of Bookable Space as set out in the Policy. The University may refuse any Request in its sole discretion, including in circumstances where:
  - 8.1. there are health and safety concerns related to the use of the Bookable Space requested;
  - 8.2. there has been misrepresentation, unusual wear and tear, health and safety concerns, and/or breaches of University policy or any applicable laws regarding previous Events involving the Applicant;
  - 8.3. insufficient notice is given or staff is not available; and/or
  - 8.4. there has been a failure to pay outstanding invoices.
9. Applicants must demonstrate that they have identified Event risks and taken steps to mitigate them prior to a Request being confirmed. Applicants are expected to:
  - 9.1. Complete an Event risk trigger checklist which identifies Event characteristics that may require early submission and/or review by university authorities.
  - 9.2. Read all applicable Event Risk Bulletins and agree to implement the described risk mitigation requirements.
  - 9.3. Obtain any required approvals from the Office of Campus Safety, Office of Campus Infrastructure and Sustainability, the Office of the Deputy Provost or other applicable University authority.
  - 9.4. Identify all Internal Service Providers and External Service Providers including for furniture, event set-up, food services, parking, audio-visual services, and signage.

**Deleted:** R

Users may only book and use External Service Providers for Events with the approval of the appropriate Internal Service.

10. An Applicant making a Request on behalf of a University academic or administrative unit must have appropriate authorization from that academic or administrative unit prior to submitting the Request. Requests for a Student-Organized Event must be submitted by the Ontario Tech Student Union or by a Student Group through the Ontario Tech Student Union. University Members may not book academic facilities for private use. Weddings and other private gatherings must be booked through Campus Conference Services.

## 11. Making a Request

- 11.1. Applicants are encouraged make their Request as early as possible. In normal circumstances, Requests must be made at least 15 Working Days in advance. Requests for complex, large-scale Events, or Events featuring Event risk triggers must be submitted at least 25 Working Days in advance. This includes, but is not limited to, Events that involve large numbers of participants, are Open to the Public, include specialized equipment or structures, service of alcohol, and Events that may unduly interfere with the operations of the University.
- 11.2. The University will establish one or more space booking application form(s) on its website. Applicants can make a Request by submitting through the applicable form an accurate description of the Event, including, but not limited to:
- a) the date(s)/time(s)
  - b) the expected number of participants;
  - c) the nature of the participants;
  - d) the name of any invited participants or speakers;
  - e) the activities and equipment to be used as part of the Event;
  - f) applicable Event risk triggers; and
  - g) questions to establish what risk mitigation strategies are being implemented.
- 11.3. When a Request is received the applicable Booking Coordinator (as set out in Appendix A) will: (i) place a temporary reservation on the Bookable Space if it is available and notify the Applicant in writing; or (ii) notify the Applicant in writing that the Request is denied. Temporary reservation of a Bookable Space for an Applicant does not constitute permission to use the Bookable Space. A Booking Coordinator may release a temporary reservation in their sole discretion.

## 12. Review of Request

- 12.1. The Booking Coordinator will review the information provided. Where there are concerns about Event risks, the Booking Coordinator will consult with appropriate university authorities, including the Office of Risk Management, to identify any necessary risk mitigation requirements.

Moved (insertion) [1]

Formatted: Indent: Left: 0.5", No bullets or numbering

Deleted: ¶

Deleted: r

Formatted

Deleted: r

Formatted: Not Highlight

Deleted: ¶

Deleted: R

Deleted: requiring early submission

Deleted: to allow for more extensive review and planning

Formatted: Not Highlight

Deleted: open

Deleted: public

Deleted: /or

Deleted: e

Moved down [2]: Requests will be forwarded to the applicable Booking Coordinator as set out in Appendix A.

Deleted: an

Deleted: Risk

Deleted: Requests will be forwarded to the applicable Booking Coordinator as set out in Appendix A.

Deleted: ,

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1.25"

Deleted: Booking Coordinator

Deleted: under section 8 of this Procedure, and the reason for denial

Deleted: ¶

Deleted: The head of

Deleted: a

Deleted: r

Deleted: or delegate,

Deleted: <#>A University Member whose request has been denied can make a written request for a review of the refusal to the head of the relevant Booking Coordinator and thereafter to the Vice-President, Administration or delegate, whose decision on the matter will be final, ¶

Deleted: R

12.2. The complexity and scale of an Event and the active participation of the Applicant will impact the length of time required to complete a review.

12.3. The Booking Coordinator will notify the Applicant in writing of any:

- a) contractual documentation required;
- b) documentation required for compliance purposes, including, but not limited to, a Certificate of Insurance for External Service Providers;
- c) additional conditions, restrictions and obligations placed by the University on the use of the Bookable Space, including any risk mitigation requirements and the deadline under which the requirements must be met to maintain the reservation; and
- d) required deposits, fees or other charges for use of the Bookable Space.

12.4. Once the Applicant has fulfilled any applicable conditions, the temporary reservation will be confirmed in writing by the Booking Coordinator. The failure of an Applicant to fulfill the necessary requirements within the required time limits will result in the release of the temporary reservation.

12.5. A University Member whose Request has been denied can make a written request for a review of the refusal to the head of the relevant Booking Coordinator and thereafter to the Vice-President, Administration or delegate, whose decision on the matter will be final.

13. Users are responsible for:

13.1. Making arrangements for Internal Services and any External Service Providers.

13.2. Ensuring that all required confirmations, permits and licenses are secured prior to the Event and displaying, when required.

13.3. Complying with all legal requirements including, but not limited to, ensuring that maximum room occupancy is not exceeded and corridors, stairways and aisles remain free of obstructions, and any non-University electrical equipment (including public address systems, amplifiers, overhead or film projectors) utilized by a User for an Event including by a User's External Service Providers, bears a CSA or Electrical Safety Authority approval.

13.4. Complying with any risk mitigation requirements as directed by the Booking Coordinator or the Director, Risk Management.

13.5. Returning the Bookable Space to its original state at the end of the Event and ensuring that arrangements have been made with the appropriate service providers to return the Bookable Space to its original state (e.g. removing additional furniture by the specified time). If a User does not return the Bookable Space to its original state following an Event the Booking Coordinator will notify the User of any additional fees owing and the User will be required to promptly pay such fees to the University.

13.6. The cost of repairing or replacing damaged University facilities incurred as the result of an Event. Such repairs or replacements will be undertaken by the University.

Deleted: .

Deleted: received notification, and

Formatted: Not Highlight

Formatted

Deleted: ¶

Deleted: c

Deleted: in their use of the Bookable Space

Moved down [3]: <#>The cost of repairing or replacing damaged University facilities incurred as the result of an Event. Such repairs or replacements will be undertaken by the University.¶

Deleted: <#>r

Moved (insertion) [3]

13.7. The actions of all Event attendees. All Users and attendees to an Event are required to comply with all applicable University policies, federal and provincial statutes and municipal by-laws relating to private property, the rights of individuals, and the University while on University property. Users are required to monitor the conduct of attendees at their Event and their use of the Bookable Space to ensure that noise and other activities are not unduly disrupting the normal activity of the University or interfering with the ability of others to use other University space. Notwithstanding the foregoing, any security matters, including any use of physical restraint, are the sole responsibility of Campus Security.

**Deleted:** ¶  
Users are responsible for a

#### 14. Event Communications

14.1. All signage and advertisements for Events must be approved pursuant to the Posting in University Spaces Procedures prior to being posted and/or published. Promotional material and signage for an Event may only be posted on notice boards provided for that purpose in accordance with the Posting in University spaces Procedures or as directed by the Booking Coordinator.

**Moved (insertion) [4]**

14.2. Use of any University logos or official marks requires the express written permission of University Communications. No advertisements or signage may state or imply the endorsement or approval of the University for an event, cause, speaker, or group. No third-party advertisements or signage may state or imply an official affiliation or connection with the University. For non-University-Hosted Events, Users must ensure that all communications and promotional materials do not state or imply that the University is connected with the Event, unless prior written permission is obtained from the University.

**Deleted:**

**Deleted:** ¶

**Moved up [4]:** Promotional material and signage for an Event may only be posted on notice boards provided for that purpose in accordance with the Posting in University spaces Procedures or as directed by the Booking Coordinator.

#### 15. Alcohol Use and Licensing

15.1. Permission to use a Bookable Space does not automatically convey the privilege of alcohol licensing. Alcohol use and service within a Bookable Space is governed by the Liquor License Act of Ontario, the associated regulations under the Act, the University's Alcohol Policy and, where alcohol is to be reimbursed, the Expenses Procedure.

**Deleted:** Booking Authority

**Deleted:** Approvals for licensed events are given on a case-by-case basis through the Designated License Holder within whose authority the space is included.

#### 16. Changes and Cancellations

16.1. Requests are considered based on information provided by the Applicant. Misrepresentation or omission of relevant information concerning the Event may result in the cancellation of the reservation or permission without notice to or recourse by the Applicant or User.

16.2. A User must make any requests for changes or cancellations of a Bookable Space booking in writing to the Booking Coordinator. Material changes that deviate from the Event description, conditions, restrictions and obligations require the permission of the Booking Coordinator and cannot be made within 15 days of the Event. This includes any changes in approved External Service Providers, speaker(s) or maximum attendee numbers.

**Deleted:** Coordinator, and

16.3. A confirmed reservation may be pre-empted by academic use or other Requests in accordance with the prioritization of the allocation of Bookable Space set out in the

Policy. In such circumstances, the Booking Coordinator will make reasonable efforts to notify the User as soon as possible of the change and to reschedule or relocate the pre-empted reservation. Where the University must substitute an alternate Bookable Space, the Booking Coordinator will make all reasonable efforts to ensure the alternate Bookable Space meets the User's needs.

- 16.4.** The University may cancel any booking with notice to the User in its sole discretion having regard to the University's core mission and objectives, and the operational requirements of the University. In such circumstances, the Booking Coordinator will make reasonable efforts to notify the User as soon as possible of the cancellation and will return any deposits paid to the University.

**17. Restricted Spaces**

- 17.1.** Facilities designated as restricted spaces in Appendix A may require additional approval for use for Events. In addition, they may establish separate processes and timelines for booking space, with the approval of Director, Risk Management.

**MONITORING AND REVIEW**

- 18.** This Procedure will be reviewed as necessary and at least every three years. The Vice-President, Administration, or successor thereof, is responsible to monitor and review this Procedure.

**RELEVANT LEGISLATION**

- 19.** Human Rights Code, R.S.O. 1990, Chapter H.19  
Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11  
Liquor Licence Act, R.S.O. 1990, Chapter L.19  
Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1

**RELATED POLICIES, PROCEDURES & DOCUMENTS**

- 20.** Booking and Use of University Space Policy  
Access Control Policy and Procedures  
Administrative Guidelines for Determining the Academic Schedule  
Alcohol Policy  
Freedom of Expression Policy  
Policy on the Recognition of Student Organizations  
Posting in University Spaces Procedures  
Respectful Campus Policy  
Risk Management Policy  
Student Conduct Policy

**Deleted: <#>Time Limits¶**

A member of the Senior Leadership Team, or delegate, can waive specific time limit requirements, having regard to the University's core mission and objectives, and the operational requirements of the University on a case-by-case basis.¶

**Formatted: Font: Bold**

DRAFT

## APPENDIX A

### 1. Booking Coordinator Schedule

The following table specifies the Booking Coordinator based on the type of Event for which Space is being requested. Applications must be submitted directly to the Booking Coordinator.

| Type of Event              | Booking Authority                                                                                                                           |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Academic or Administrative | Scheduling Office<br>( <a href="mailto:scheduling@ontariotechu.ca">scheduling@ontariotechu.ca</a> )                                         |
| Student- Organized         | Scheduling Office, through the Ontario Tech Student Union<br>( <a href="mailto:scheduling@ontariotechu.ca">scheduling@ontariotechu.ca</a> ) |
| External*                  | Campus Conference Services<br>( <a href="mailto:conferenceservices@dc-uoit.ca">conferenceservices@dc-uoit.ca</a> )                          |

### 2. Booking Coordinator for Restricted Spaces

The following Spaces have restrictions on their use and as such any requests to book them must be made to the Booking Coordinator identified below.

#### a) University Meeting Space

- i. Meeting Rooms - Meeting Rooms may be requested by sending an invitation for the Room through Outlook, using the university's automated portal, or contacting the individual with responsibility for coordinating use of a particular Meeting Room.
- ii. Faculty and Department Designated Spaces – Applications for use of Faculty designated spaces (e.g. teaching laboratories) must be made directly to the Faculty or Department that is responsible for the requested Space.

#### b) Outdoor Space

- i. Outdoor Space - Applications for outdoor space must be made to the Director, Office of Campus Infrastructure and Sustainability. If the proposed use of the space may affect Durham College, the application is also subject to approval by the Associate Vice President, Facilities and Ancillary Services for Durham College.
- ii. Parking Lots - Applications for the use of parking lots on the North Campus must be made to the Manager, Ancillary Services, Durham College ([parking@dc-uoit.ca](mailto:parking@dc-uoit.ca)).

#### c) Commercial Space

- i. Regent Theatre – The Regent Theatre is an academic space that also accommodates community and commercial bookings. Requests to book space are made through the Manager of the Regent Theatre ([gm@regenttheatre.ca](mailto:gm@regenttheatre.ca))
- ii. Campus Recreation and Wellness Centre (CRWC) – Applications for use of any of the facilities within the CRWC must be submitted to the Facility Coordinator for the CWRC ([www.campusrecreationcentre.com](http://www.campusrecreationcentre.com)).

- iii. Campus Ice Centre – Applications for use of Space at the Campus Ice Centre are made to the Campus Ice Centre ([www.campusicecentre.com](http://www.campusicecentre.com)).

DRAFT