



**ACADEMIC COUNCIL
MINUTES
MEETING OF TUESDAY, JANUARY 17, 2017**

Present:

Tim McTiernan (Chair)
Reem Ali
Robert Bailey
Pietro-Luciano Buono
Carla Cesaroni (*via teleconference*)
Greg Crawford
Becky Dinwoodie
Craig Elliott
Maurice DiGiuseppe
Mikael Eklund
Hossam Gaber
Brenda Gamble
Mark Green
Andrew Hogue
Douglas Holdway
Andrea Kirkwood
Hossam Kishawy

Sharon Lauricella
Brad MacIsaac
Qusay Mahmoud
Susan McGovern
Kimberly Nugent
Michael Owen
Andre Pinsonnault
Pamela Ritchie
Langis Roy
Deborah Saucier
Hannah Scott
Mahmoud Shaaban
Kamal Smimou

Guests:

Kristen Boujos
Krista Hester
Ramiro Liscano
Nichole Molinaro
Olivia Petrie
Shirley Van Nuland

Regrets:

Brian Cutler
Pamela Drayson (*via teleconference*)
Cheryl Foy
Lori Livingston
Noreen Taylor

1. Call to Order

The Chair called the meeting to order at 2:34 p.m.

2. Agenda

M. Eklund requested the addition of two items under “Other Business”: a discussion regarding decanal appointment procedures and an update from the Committee to Recommend a President (CRP). The Chair advised that he would be addressing the decanal appointment

process in his remarks and the agenda was amended to include a CRP update under “Other Business”.

The Agenda was approved, as amended.

3. Chair’s Remarks

The Chair congratulated the incoming Dean of FESNS, who will be arriving earlier than originally anticipated. The new Dean has a great depth of experience and the Chair is looking forward to him joining the university. The Chair also congratulated M. Owen on his appointment to the role of Dean of the Faculty of Education and thanked D. Holdway for serving as interim Vice-President of Research, Innovation and International. Given the changes in the research ecosystem, the university needs to build and maintain momentum. The Chair expressed his thanks to the advisory committees who were involved in the recruitment of both deans, as well as the committees involved in the searches for the Dean of FSSH and University Librarian.

The President responded to correspondence received from M. Eklund, and discussed issues related to procedures, process and transparency in decanal appointments. Given the role of Academic Council in the appointment process, the President suggested including an update on searches for senior academic administrators as a standing agenda item. He will bring this forward to the Academic Council Executive Committee for consideration.

The university is set to begin working on the SMA process. The timeline of the last SMA negotiations did not provide much opportunity to consult with the community at large. This year, it is anticipated that the deadline will be mid-May. Accordingly, there will be an aggressive schedule of communications and consultations over the upcoming few months. The consultation schedule was reviewed with Council. Council members were advised that the SMA will be on the April agenda for discussion prior to being presented to the Board for approval.

The President responded to questions from Council, confirming the processes in the recruitment of Deans. It was also confirmed that the SMA will be discussed during the public session of the Board’s Strategy and Planning Committee.

4. Minutes of the Meeting of November 15, 2016

The Minutes were approved, as presented.

5. Business Arising from the Minutes

None.

6. Inquiries and Communications

None.

7. Provost's Remarks

R. Bailey provided an update on the current dean searches. Two candidates will be giving public lectures next week for the Dean of FSSH position. Details regarding the presentations will be sent out soon.

With respect to the search for the University Librarian, interviews will be starting in February. The search committee will be holding consultations with individuals and/or small groups. Due to the nature of the role, the committee feels that public presentations are not necessary.

A decanal search committee is being convened for FBIT in the upcoming week or so and will begin meeting in February.

There was a discussion with respect to the timing of the release of details for the public presentations. D. Saucier advised that it is considered best practice to give notice close to the presentation dates to ensure the candidates' names are kept confidential and not leaked to their current employers, which could deter qualified candidates.

The Provost confirmed that the candidates' CVs are made available in the Provost's office as soon as notice of the public presentations is given. T. McTiernan added that the protection of the identity of candidates must be balanced with the requirement for transparency. The Provost advised that the university has had candidates withdraw once they find out about the requirement to deliver a public presentation. She confirmed that the CVs may also be made available through SharePoint. The presentations will be simulcast and faculty members will be able to ask questions.

A member remarked that community involvement provides an opportunity to generate community support for the hiring decision.

SMA

The Provost advised that the template for the next SMA has not yet been released. In preparation for the negotiations, the university will be going forward with planning and consultations. The goal is to schedule at least one town hall session downtown. L. Buono confirmed that an e-mail detailing the consultations has been distributed.

Retention

The Provost delivered a presentation on student success goals, which will be an important part of the new SMA. She reviewed the characteristics of a typical UOIT student. Given the programs in which many of our students are enrolled, it is essential to ensure that appropriate supports are in place for student success.

Consideration will have to be given as to what the right retention target is for the 2017 SMA. The system average for retention is approximately 90%. UOIT has an access agenda and comparing it to other institutions might not be appropriate given our mandate.

The Provost reviewed the retention recommendations and initiatives, which include:

- Introduction of diagnostic testing
- 1st year courses taught by FT faculty & ensuring link with learning strategists in student life
- Enhancement of transition programs between high school/college & university
- Re-orient after first grade received (approximately 3 weeks in)
- Early warning system – focus on students with GPA between 1.8 and 2.6
- Training for administrative & faculty advisors – how to encourage students to take advantage of support resources

P. Ritchie discussed the success of the GAS program over the summer. There was also a discussion regarding the potential issues with arranging for full-time faculty to teach first year courses. It was suggested that having extra TA support for large first year courses would be helpful. G. Crawford confirmed that introductory calculus was returning to 1.5 hour tutorials in order to support student success.

A concern was expressed regarding administering a form of evaluation during the first three weeks of a course and it was proposed that taking attendance during that timeframe would be more effective. FBIT has been using the early warning system for 3 years and finds it to be an effective format. The model allows the Faculty to better direct support to those students in need.

B. MacIsaac acknowledged the feedback given and will incorporate the comments into the recommendations. He also suggested scheduling follow-up sessions on specific initiatives (e.g. early warning, recovery program).

8. Committee Reports

8.1 Curriculum and Program Review Committee

R. Bailey introduced the items coming forward to Academic Council for approval.

8.1.1 FOR APPROVAL

(a) Faculty of Engineering and Applied Science - Bachelor of Engineering in Software Engineering – Major Program Modification

R. Liscano provided an overview of the proposed modification.

MOTION APPROVED *That Academic Council approve the new specialization Internet of Things in the Software Engineering program.*

(b) Faculty of Science - Bachelor of Science - Major Program Modification

M. Green presented the proposal to Council.

There was a clarification as to the difference between Physics 1010 and 1030. It was confirmed the Physics 1010 and 1020 were the original physics courses and the Physics 1030 and 1040 courses were introduced after the high school curriculum change. The Physics 1030 course is a bit slower paced at the beginning to allow students to get up to speed.

MOTION
APPROVED

That Academic Council approve the new minor program in Astronomy.

8.1.2 FOR INFORMATION

R. Bailey referred Council to the items attached for information.

- (a) Faculty of Business and Information Technology - Bachelor of Information Technology in Game Development and Entrepreneurship – Minor Program Adjustment**
- (b) Faculty of Business and Information Technology - Bachelors of Commerce and Information Technology – Minor Program Adjustment**
- (c) Faculty of Business and Information Technology - Bachelor of Commerce – Minor Program Adjustment**
- (d) Faculty of Engineering and Applied Science - Bachelor of Engineering in Nuclear Engineering – Minor Program Adjustment**
- (e) Faculty of Science - Bachelor of Science in Chemistry – Minor Program Adjustment**
- (f) Faculty of Science - Bachelor of Science in Forensic Science – Minor Program Adjustment**
- (g) Faculty of Science - Bachelor of Science – Minor Program Adjustment**
- (h) Faculty of Social Science and Humanities - Bachelor of Arts in Criminology and Justice – Minor Program Adjustment**

8.2 Graduate Studies Committee & Curriculum and Program Review Committee

8.2.1 FOR APPROVAL

(a) Examination and Grading Policy

B. MacIsaac provided the background on the proposed changes. He advised that the policy reflects practices and policies that are currently in place and combines them into one document. He reviewed the additions to the policy, including the expanded description of the grounds for accommodation, as it gave rise to a number of appeals.

A member commented that it is helpful to schedule a major test before the deadline for dropping courses as it provides students with an opportunity to withdraw if they are not performing well.

B. MacIsaac explained the change in the requirement for instructors to be at an exam. Previously, it was almost mandatory for instructors to attend exams. It is difficult for instructors to both invigilate and answer questions for exams. Members expressed support for this change. B. MacIsaac also clarified the terms “script” and “grade”. It was suggested to add “associated grade” in section 18.2.

There was an engaged discussion regarding the amount of access a student should have to his/her term work prior to the final grade being released. The practice that faculty hold back at least one grade prior to the release of final grades was confirmed. L. Roy clarified that the policy does not include candidacy exams or thesis defenses.

A suggestion was made to ensure consistency in the terminology used in the policy (e.g. “proctors” versus “supervisors”). Council also considered the provision in section 8 regarding exams being held during regularly scheduled class times. B. MacIsaac directed members to section 8.2, which provides that as long as students are notified of exams held outside of class times in the syllabus, then it is authorized.

That Academic Council approve the Examination and Grading Policy as presented.

8.2.2 FOR INFORMATION

B. MacIsaac directed Council members to the items coming forward for information.

- (a) Procedures for Accommodation of Missed In-Term Course Work and Examinations**
- (b) Procedures for Final Examination Administration**

8.3 Graduate Studies Committee

8.3.1 FOR INFORMATION

L. Roy provided a brief summary of the items reported for information.

- (a) Updated Canada Graduate Scholarships - CGS-M internal guidelines**
- (b) SSHRC Doctoral internal guidelines**
- (c) Ontario Graduate Scholarship (OGS) internal guidelines**

8.4 Executive Committee

8.4.1 Academic Council Governance

B. Dinwoodie presented the nominations coming forward from the Academic Council Executive Committee.

(a) Nominations for ACX and COU Academic Colleague Alternate

That pursuant to the recommendation of the Executive Committee, Academic Council hereby appoints the following faculty member to replace Victoria Smye on the Academic Council Executive Committee effective January 17, 2017 until June 30, 2019:

- Andrea Kirkwood, Associate Professor, Faculty of Science
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MOTION
APPROVED

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APPROVED

MOTION
APPROVED

That pursuant to the recommendation of the Executive Committee, Academic Council hereby appoints the following faculty member to serve as the COU Academic Colleague Alternate effective January 17, 2017 until June 30, 2019:

- Brenda Gamble, Faculty of Health Sciences

(b) Temporary Replacement Nominations Due to Early Departures

MOTION
APPROVED

That pursuant to the recommendation of the Executive Committee, Academic Council hereby appoints the following faculty member, being the candidate who received the next highest number of votes from among those who stood for nomination in the relevant election, to serve on Academic Council as a temporary replacement for Victoria Smye (member at-large) effective January 17, 2017 until a new at-large member is elected:

- Ramiro Liscano, Faculty of Engineering & Applied Science

MOTION
APPROVED

That pursuant to the nomination received from the Faculty of Engineering and Applied Science and the recommendation of the Executive Committee, and in accordance with the Academic Council Handbook, Academic Council hereby appoints the following faculty member to serve on Academic Council as a temporary replacement for Hossam Kishawy effective January 17, 2017 until June 30, 2017:

- Atef Mohany, Associate Professor, Faculty of Engineering and Applied Science

MOTION
APPROVED

That pursuant to the nomination received from the Faculty of Engineering and Applied Science and the recommendation of the Executive Committee, and in accordance with the Academic Council Handbook, Academic Council hereby appoints the following faculty member to serve on the Curriculum and Program Review Committee as a temporary replacement for Hossam Kishawy effective January 17, 2017 until June 30, 2017:

- Qusay Mahmoud, Professor, Faculty of Engineering and Applied Science

MOTION
APPROVED

That pursuant to the nomination received from the Faculty of Engineering and Applied Science and the recommendation of the Executive Committee, and in accordance with the Academic Council Handbook, Academic Council hereby appoints the following faculty member to serve on the Graduate Studies Committee as a temporary replacement for Hossam Kishawy effective January 17, 2017 until June 30, 2017:

- Min Dong, Associate Professor, Faculty of Engineering and Applied Science

(c) Appointment of Representative to GSC

MOTION
APPROVED

That pursuant to the nomination received from the Faculty of Social Science and Humanities and the recommendation of the Executive Committee, and in accordance with the Graduate Studies Committee's Terms of Reference, Academic Council hereby appoints the following faculty member

to serve on the Graduate Studies Committee replacing Carla Cesaroni effective January 17, 2017 and ending on June 30, 2019:

- Amy Leach, Associate Professor, Faculty of Social Science and Humanities

(d) Appointment of Representatives to Research Board

MOTION APPROVED *That pursuant to the nominations received from the Faculty of Social Science & Humanities and Faculty of Engineering & Applied Science and the recommendation of the Executive Committee, and in accordance with the Research Board's Terms of Reference, Academic Council hereby appoints the following faculty members to serve on the Research Board effective January 17, 2017 and ending on December 31, 2018:*

- Dr. Aziz Douai, Associate Professor, Faculty of Social Science and Humanities
- Dr. Min Dong, Associate Professor, Faculty of Engineering and Applied Science

(e) Board By-Law Review Project

M. Eklund and H. Scott provided a brief update on the status of the By-Law Review Project. The Working Group is continuing to work through section 8 of the By-Law and hopes to bring something forward to Academic Council soon. The goal is to have updated by-laws drafted by the end of the academic year.

9. International Travel Policy & Procedures

M. Owen presented the International Travel Policy and Procedures. He highlighted the section setting out the right of individuals to refuse travel to areas considered high risk. It is recommended that faculty, staff, and students not travel to places where the Canadian government recommends not to travel. Although, faculty might choose to travel to high risk locations for research purposes. He advised that the procedures are currently undergoing a final review and will be posted within next 2-3 weeks.

There was a discussion regarding section 8 and the requirement to conduct a risk assessment. There was concern expressed that a delayed assessment might impede travel arrangements. A question was also raised about the consequences of non-compliance with the risk assessment requirement. M. Owen clarified that a risk assessment would be completed in a timely manner and the obligation is set out in section 8.2(b). He also confirmed the requirement for faculty to obtain permission from their supervisor to travel. University faculty are entitled to take more travel risks than graduate/undergraduate students.

There was also a review of regional advisories issued by the Canadian government.

Discussion continued about the travel policy that sets out the requirement for a supervisor's approval for travel. T. McTiernan added that the university's insurers require that high risk travel policies and procedures are in place. D. Saucier used the Fort McMurray wildfires as an example – informing the university of travel plans is not intended to restrict people but to

ensure the university is aware of where faculty, staff, students are travelling to in case of emergency.

10. 2016 Teaching Awards

R. Bailey was pleased to inform Academic Council that Jeanette Hughes won the teaching award and Ronald Bell won the award for teaching assistants. He acknowledged the work of the inaugural Teaching and Learning Advisory Committee for their work. No submissions were received for the teaching faculty award. R. Bailey advised that he will be working on improving the communications regarding the call for award nominations next year. There was a brief discussion regarding why research awards are not announced in the same manner, even for unsuccessful nominees. M. Owen responded that the reason for not announcing nominees is that many faculty members prefer not to have their nominations publicized.

10. Other Business

Committee to Recommend a President (CRP)

M. Eklund provided Council with an update on the presidential search. He listed the members of the CRP and referred Council members to the presidential search webpage for updates. M. Eklund also briefly reviewed the mandate of the CRP and advised that messages will be given frequently from the CRP Chair.

S. McGovern confirmed that there will be a campus wide communication sent out shortly and details communicated about the upcoming community consultations.

11. Colleagues' Exchange

Upon a motion duly made, the Meeting terminated at 4:24 p.m.

Becky Dinwoodie, Secretary