



ACADEMIC COUNCIL
MINUTES
MEETING OF TUESDAY, JANUARY 19, 2016

Present:

Tim McTiernan (Chair)
Deborah Saucier
Reem Ali
Robert Bailey
Chantelle Bishop
Christopher Collins
Greg Crawford (*via teleconference*)
Maurice DiGiuseppe
Becky Dinwoodie
Pamela Drayson
Mikael Eklund
Craig Elliott
Cheryl Foy
Hossam Gaber
Brenda Gamble
Mark Green

Ferdinand Jones
Lori Livingston
Brad MacIsaac
Qusay Mahmoud
Kimberly Nugent
Michael Owen
Langis Roy
Namdar Saniei
Hannah Scott
Mahmoud Shaaban
Tarlochan Sidhu
Kamal Smimou
Miguel Vargas Martin

Guests:

Tara Ashley
Nadia Jagar
Kimberley McCartney-Young
Niall O'Halloran
Shirley Van Nuland

Regrets:

Nawal Ammar
Perrin Beatty
Carla Cesaroni
Taylor Collins
Franco Gaspari
Sharon Lauricella
Susan McGovern
Pamela Ritchie

1. Call to Order

The Chair called the meeting to order at 2:33 p.m.

2. Agenda

Two items were added to Other Business for discussion.
The Agenda was approved as amended.

3. Chair's Remarks

The Chair wished everyone a Happy New Year and is looking forward to another productive year. He provided an update on recent conversations with the new Deputy Minister of Training, Colleges and Universities, Sheldon Levy, through his involvement with ONCAT. He reminded Council of Mr. Levy's former role at UOIT. He discussed the government's priorities and their potential impact on the post-secondary sector.

He informed Council that Durham College and UOIT would be hosting the 2016 Summit on Talent and Skills in the New Economy the following day, bringing the Premier of Ontario to campus, as well as colleagues from other universities and colleges. There will be a focus on the partnership between employers and post-secondary institutions in employment of graduates.

The Chair also provided a Universities Canada (UC) update, advising Council that UC will be providing input into the federal government's budget priorities, including support for research and innovation through enhanced funding. UC is also focusing on providing opportunities for experiential learning and indigenous education.

4. Minutes of the Meeting of October 20, 2015 and November 17, 2015

On a motion duly made, the Minutes of October 20, 2015 were approved as presented.

On a motion duly made, the Minutes of November 17, 2015 were approved as presented.

5. Business Arising from the Minutes

None.

6. Inquiries and Communications

6.1 Chancellor Search Update

The President thanked the Council members who served on the Chancellor Search Committee for their contributions. The entire process took longer than anticipated. He advised that the chosen candidate will be an effective representative of the university who already knows the university very well. The candidate has been engaged with UOIT in a number of philanthropic activities.

He discussed the approval process, and confirmed that the nomination will be presented to the Board for approval next week. Once the nominee has officially accepted, an announcement will be made to the community. The new Chancellor's Installation will take place in the next few months.

6.2 Synopsis of Board of Governors' Meeting of November 26, 2015

The Chair referred to the synopsis and invited questions from Council. There were none.

7. Provost's Remarks

The Provost thanked everyone for submitting their grades within 5 days of the final exam. This timeline reflects the students' desire to receive their grades before Christmas and the faculty ensured this happened.

As the term progresses, she reminded everyone that mindful meditation sessions are available daily at 3:00 p.m. in the RBC lounge. She also informed Council that there will be a Visiting Elders Series at the Indigenous Centre from February 1-5. The Elders will also be available for appointments to attend your class by contacting UBIS. She remarked that this is a wonderful opportunity for the university community.

8. Committee Reports

8.1 Executive Committee

8.1.1 Governance

a) Board By-Law Review Project Update

C. Foy provided a By-Law Review Project update. The initial meetings were focused on identifying the issues to be addressed. This will be an intensive project and will also be important to focus on a “parking lot” of issues created during the process that are beyond the scope of the project. M. Eklund added that some of the issues in the parking lot pertain to Academic Council and may come forward at a later date. C. Foy clarified that the By-Law Review Project is constrained by the Act and some issues raised fall outside of the Act.

C. Foy responded to several questions regarding the project.

8.1.2 FEAS Faculty Council Membership Update

B. Dinwoodie reviewed the FEAS Faculty Council membership update.

(C. Collins left at 2:54 p.m.)

8.2 Curriculum and Program Review Committee

R. Bailey reviewed the items coming forward for approval.

8.2.1 Faculty of Science

a) Bachelor of Science in Physical Science – Program Name Change

R. Bailey reviewed the reason for the name change. There were no questions.

MOTION CARRIED *On a motion, that Academic Council approve the major program modification of the name change from the Bachelor of Science in Physical Science to the Bachelor of Science in Science – Complementary Studies.*

b) Bachelor of Science in Science – Addition of a Simple Pathway with Durham College

MOTION CARRIED *On a motion, that Academic Council approve the proposed simple pathway with Durham College for the Bachelor of Science in Science – Complementary Studies program.*

c) Bachelor of Science in Computing Science – Program Name Change

MOTION CARRIED *On a motion, that Academic Council approve the major program modification of the name change from the Bachelor of Science in Computing Science to the Bachelor of Science in Computer Science.*

8.2.2 For Information:

R. Bailey directed Council to the items for information and invited questions. There were none.

- a) **Faculty of Business and Information Technology – Entrepreneurship Major and Minor – Minor Program Adjustment**
- b) **Faculty of Business and Information Technology – Bachelor of Information Technology, Networking and IT – Minor Program Adjustment**
- c) **Faculty of Health Sciences – Bachelor of Health Science and Bachelor of Science, Nursing – Minor Program Adjustment**
- d) **Faculty of Health Sciences – Bachelor of Health Science, Kinesiology – Minor Program Adjustment**
- e) **Faculty of Social Science and Humanities – Bachelor of Arts, Communication and Digital Media Studies – Minor Program Adjustment**
- f) **Faculty of Social Science and Humanities – Bachelor of Arts, Communication and Digital Media Studies (Minor) – Minor Program Adjustment**
- g) **Faculty of Social Science and Humanities - Bachelor of Arts, Communication and Digital Media Studies (Bridge) – Minor Program Adjustment**
- h) **Faculty of Social Science and Humanities – Bachelor of Arts, Criminology and Justice – Minor Program Adjustment**
- i) **Faculty of Engineering and Applied Science – Bachelor of Engineering, Mechanical Engineering – Minor Program Adjustment**
- j) **Faculty of Engineering and Applied Science – Bachelor of Engineering, Software Engineering – Minor Program Adjustment**

8.3 Graduate Studies Committee and Curriculum and Program Review Committee**a) Program Review – Final Assessment Report 2013-2014**

R. Bailey reviewed the Final Assessment Report for the 2013-2014 Program Reviews. He answered several questions from Council members regarding the report. He clarified that the report deals only with programs that completed a review or are having an 18 month assessment.

On a motion, that Academic Council approve the Program Review – Final Assessment Report for 2013-2014.

b) Continuing Education Program Policy (formerly known as the Non-Degree Programs, Diplomas and Certificates Policy)

L. Roy reviewed the Continuing Education Programs Policy. All courses that are non-degree/non-credit fall under the purview of this policy. Originally, graduate diplomas were included and should not have been as they are part of the remit of Graduate Studies.

R. Bailey responded to a question regarding the tracked changes and clarified that those changes reflect the feedback from the consultation that has taken place. R. Bailey confirmed that the proposed committee can approve the programs because they are not academic and do not fall within the jurisdiction of AC.

MOTION
CARRIED

There was also a question regarding the issuing and cost of certificates granted by these programs. R. Bailey confirmed the host of the program would produce the certificates, as well as cover the costs. He also informed Council that approximately 10 of these programs take place per year.

MOTION *On a motion, that Academic Council recommends the revised Continuing Education Programs*
CARRIED *Policy, as presented, for approval by the Board of Governors.*

8.4 Graduate Studies Committee

8.4.1 For Information:

L. Roy reviewed the information items with Council.

a) Graduate Diploma in Accounting – Minor Program Adjustment

Q. Mahmoud asked whether this diploma is open to only Ontario students. L. Roy confirmed that it is open to any students. F. Jones clarified that when the initial submission for the program was made, it was limited to our students but the program is open to all university graduates if they meet the requirements.

b) MSc and PhD in Computer Science – Minor Program Adjustment

c) PhD in Computer Science – Minor Program Adjustment

9. COU Academic Colleague & Alternate Appointment Process

D. Saucier reviewed the recommendations for the COU Academic Colleague and Alternate Appointment Process with Council. A question was raised regarding what happens if the Academic Colleague goes on research leave. D. Saucier advised that this has been handled in two different ways previously, with the member either remaining as the Academic Colleague during the leave or replacing the member during the leave.

A member asked what the role entails. M. Green reviewed the responsibilities of the role, as well as the general meeting schedule. He advised that the Academic Colleagues also serve on COU Committees and the time commitment is approximately 2-3 days per month. It was suggested that a job description accompany a call for nominations for the position. Academic Council was reminded that there would be an alternate Academic Colleague elected, as well, which would resolve the research leave issue. D. Saucier confirmed that the same nomination and election process will be used for the election of the Academic Colleague and the alternate.

The job description will make it clear that if the successful candidate is not already a member of AC, attendance at AC meetings would be expected.

Academic Council supported the recommendations and the Secretariat confirmed that the election for the Academic Colleague and alternate would be held prior to April.

10. Records Management Project Update

C. Foy delivered a presentation on the Records Management Project. She confirmed that extensive consultation has taken place with academic and administrative units and that additional comments will be received prior to going to SLT for final approval.

She reviewed the methods of disposition of records and noted the systematic approach to the disposition of records. There are over 250 records series in the Records Classification and Retention Schedule (RCRS). A question was asked about not all faculties being represented in the consultation of the RCRS Sections. Council was advised that a request was sent to all faculties asking whether they would like to participate in the consultations.

N. O'Halloran responded to questions from Council members. He clarified that there is an IP exemption that has not been built into the Records Retention Schedule as the Records Management Policy does not apply when IP rules are operational.

H. Scott raised a question regarding the university keeping syllabi permanently. N. O'Halloran answered that one of the purposes of Records Management is to track the history of the institution. C. Foy invited members to contact N. O'Halloran with any further questions or comments they might have.

In response to a question regarding the definition of personal devices, N. O'Halloran explained that the recommendation would be to not store university records on a personal device. A member provided an example of a local health authority that kept health records on a flash drive and the drive was lost. Text messages are also not recommended as a means of record keeping.

C. Foy highlighted the importance of centralizing record keeping in order to assist with managing records. Homes for records have been identified and it is important to ensure local electronic records are being stored where they need to be.

During the discussions, N. O'Halloran informed Council that if a course evaluation contains personal information, then it is subject to legal retention and destruction obligations. The legislation sets out how the information is protected and destroyed.

The Chair commented that N. O'Halloran has done a good job with the RCRS and that we are doing now what other institutions have already done. There are standard practices that are best practices and we will endeavour to meet those going forward.

A member suggested additional consultation with faculties that have accreditation documents. There was also discussion regarding the intersection of the RCRS and copyright law. The Council was reminded that if there is a contractual or licence obligation relating to a record, those obligations take precedence.

There was also a discussion regarding the use of material being retained. D. Saucier clarified that the scope of the Records Management Program is defined and must be read in conjunction with the IP Policy, which guides the use of material.

C. Foy emphasized that they are open to consultation and invited members to consult.

11. Policy on Senior Academic Administrative Appointments and Related Procedures

D. Saucier reviewed the background to the Policy on Senior Academic Administrative Appointments and Related Procedures. She advised that the senior administrative appointments will be dealt with during the By-Law Review.

She responded to questions from Council members. There was a discussion regarding the composition of the Search Committee. A member asked whether any consideration had been given to having elected members on the committee. D. Saucier advised that they will rely on the culture of each faculty to determine how members will be appointed to the committee. The nomination process set out was chosen in order to ensure there is a balance of representation on the committee. D. Saucier emphasized the importance of having a diversity of members on the hiring committee and ran through several scenarios that would result in an unbalanced committee.

There was also discussion regarding the means of evaluating a candidate and that not having a presentation requirement allows for the consideration of alternate methods.

Council members were invited to e-mail her with their additional feedback.

12. Syrian Refugee Student Support

H. Gaber introduced the agenda item for discussion. He suggested that it is an opportunity to help newcomers to the region and develop an action plan for potential students. He suggested monitoring the communications relating to Syrian Refugees to identify the immediate needs.

It was confirmed that the university is taking action to help the refugees in terms of offering scholarships. Further, students are also volunteering their time as translators. H. Scott suggested looking at the actions taken with the arrival of the “Lost Boys” to Ontario.

13. 2015 Teaching Awards

Deferred due to time constraints.

14. Other Business

a) Establishment of a faculty committee of Academic Council

Deferred due to time constraints.

b) Size and timing of distribution of meeting material

Discussed with the Secretariat following the meeting.

15. Colleagues' Exchange

Deferred due to time constraints.

The meeting was terminated at 4:33 p.m.

Becky Dinwoodie, Secretary

*Documents attached

(A) Approval

(C) Consultation

(D) Discussion

(I) Information

(P) Presentation

(R) Recommend for approval