

ACADEMIC COUNCIL

MINUTES of MEETING of TUESDAY, SEPTEMBER 24, 2019

DTB 524, 2:30 p.m. – 4:30 p.m.

Present:

Steven Murphy (Chair)
Bliemel, Michael
Crawford, Greg
Davidson, Catherine
Gaber, Hossam
Habibi, Sarah
Heydari, Shahram
Hogue, Jessica
Hossein Nejad, Mehdi
Jacobs, Les
Jones, Ferdinand
Kay, Robin
Kishawy, Hossam
Lesage, Ann
Liscano, Ramiro
Livingston, Lori
Lloyd, Meghann
Mahmoud, Qusay
Marques, Olga
McCabe, Janet

Mostaghim, Amir
Murphy, Bernadette
Naumkin, Fedor
(videoconference)
Nugent, Kimberly
(videoconference)
Partosoedarso, Elita
(videoconference)
Petrie, Olivia
Pierce, Tess
Rahnamayan, Shahryar
Rinaldi, Jen
Roy, Langis
Scott, Hannah
Shon, Phillip
Sidhu, Tarlochan
(videoconference)
Stoett, Peter
Stokes, Joe
Tokuhiko, Akira
Williams, Alyssa
(videoconference)
Woolridge, Lyndsay
Wu, Terry

Guests:

Ali, Reem
Babb, Shay
Dinwoodie, Becky
Foy, Cheryl
Hester, Krista
Maclsaac, Brad
McCartney, Kimberley
Molinaro, Nichole
Pitcher, Cathy
Saeedi, Sehrish
Sunstrom, Andrew

Regrets:

Desaulniers, Jean-Paul
Khalid, Osama
Mohany, Atef
Taylor, Noreen

1. Call to Order

The Chair called the meeting to order at 2:32 p.m.

2. Agenda

Upon a motion duly made by H. Kishawy and seconded by G. Crawford, the Agenda was approved as presented.

3. Chair's Remarks

The Chair welcomed everyone to the first Council meeting of the year. The year has started with a great level of energy on campus and the new branding is looking good. He thanked everyone in the room for their efforts to help the year get off to a great start. He welcomed the new members to their first meeting and invited everyone to introduce themselves.

He reported on several of the start up events and congratulated FESNS on winning the Wild Goose Chase event for the first time. The university also hosted its second annual Pow Wow. The university's varsity teams are off to a good start. Overall, it is shaping up to be a good year.

The Chair reminded everyone that there is an orientation session immediately following the meeting. While it is targeted to new members, it would also be a helpful refresher for returning members.

4. Minutes of the Meeting of June 24, 2019

H. Scott requested that an additional category of "Leave" be included for the attendance section of the minutes to include those members of Council who are on research leave. A question was also asked about the level of detail of the Payment Card Industry Compliance Policies section of the minutes. B. Dinwoodie clarified that there was no substantive discussion related to that agenda item.

Upon a motion duly made by L. Roy and seconded by J. McCabe., the Minutes were approved, as amended.

5. Business Arising from the Minutes

(a) Policy on Senior Academic Administrative Appointments and Related Procedures

C. Foy provided the background of the discussion at the last Council meeting that prompted the inclusion of the January 2016 minutes as part of the business arising. A comment was made that by standardizing the search committee selection process, it does not respect the culture of each Faculty. L. Livingston confirmed that the relevant procedures are being following in establishing the decanal search committees.

H. Scott commented that she had difficulty locating the Academic Council minutes and it was previously accessible from the university's main page. C. Foy explained that since the Office of the University Secretary and General Counsel (USGC) supports the Board and Academic Council, the meeting materials are located on the USBC webpage. She advised that she would follow-up on the inquiry about accessing Academic Council's webpage from the university's main page.

6. Inquiries and Communications

There were none.

7. Provost's Remarks

(a) Senior Academic Administrator Search Updates

The Provost provided a status update on the three ongoing decanal searches. The Dean of the Faculty of Health Sciences search is underway and the search committee met with the recruiter last week. The candidate profile will likely be posted by the end of the month. The calls for expressions of interest for members of the Dean of Education and Dean of FEAS search committees have gone out. The university is in the process of selecting recruitment firms for those searches. The Provost reported that FEAS requested having an additional faculty member on the search committee and the request was accommodated. They will also be establishing a renewal committee for the position of Dean of the School of Graduate and Postdoctoral Studies.

The Provost reported that following on the Faculty of Education unit review, they will be conducting a unit review of the Provost's Office in the fall. The timing is appropriate as there has been a lot of turnover in the office over the past several years. Further, as Ontario Tech matures as an institution, so should the governance of the institution.

The Provost congratulated FESNS on their 3-year accreditation. The Dean of FESNS thanked everyone for their efforts in the accreditation process, particularly Dean Sidhu.

The Provost reminded Council that the Ontario Universities Fair is coming up and thanked everyone who would be participating in advance. The Chair echoed the Provost's sentiments and encouraged members to attend the Fair.

There was a question raised about whether an election would be held for positions on the Dean of FEAS search committee if multiple expressions of interest are received from individuals in the same program. The Provost responded that elections do not guarantee diversity of representation across programs or designated groups. However, the search procedures provide the flexibility to increase the number of faculty serving on a search committee, if appropriate.

8. Integrated Plan Update

L. Livingston discussed the Integrated Plan process for the upcoming year. She advised that she and L. Jacobs will be working together on developing the plan. They will be building on versions 0 and 1 of the Integrated Plan. She has attended several Faculty Council meetings, so far. She and L. Jacobs have also met with the heads of several of the university's functional units. The unit leads have been asked to identify their top 3-5 priorities, which should align with the university's 5 key strategic priorities (sticky campus, tech with a conscience, learning reimagined, partnerships, and telling our story). They have also been asked to create an 18-month action plan. The development of the Integrated Plan will also include a "distillation phase", which will involve identifying cross-over ideas between units.

The goal is to end up with a brief document with timelines attached. It will also be important to measure what was accomplished a year from now. L. Jacobs added that it is a rolling 5-year plan – a living organism that will continue to evolve year over year.

A member expressed a preference for having a long plan, as it contains a lot of information about every Faculty. The Provost cautioned that the long “chapter” approach used in the past reinforced the Faculties as “silos” and they are trying to move away from that. The commitment is to keep the process the same every year, with opportunities for tweaking. If they find the short plan is not information-rich enough, the process might be revisited next year.

9. Policy Consultation:

(a) Payment Card Industry (PCI) Compliance Policy Instruments

R. Ali reviewed the background of the PCI policy documents. A question was raised about the consultation pathway and what was discussed at the last Council meeting. C. Foy explained that Academic Council was provided with background information as a primer to the policy documents presented for consultation at that meeting. A typo in the first paragraph (“Institute”) was noted. R. Ali clarified that the policy documents apply to credit card payments only.

Committee Reports

10. Undergraduate Studies Committee (USC)

(a) English for Academic Purposes (EAP) - Partnership with St. George International College

(b) English for Academic Purposes (EAP) - Partnership with Royal Canadian Institute of International Studies

G. Crawford referred Council to the items coming forward for information. J. Stokes responded to questions. He clarified that by developing these partnerships, further pathways to the university are created. He also responded to a question about the frequency of verifying the credentials of EAP providers. J. Stokes advised that the USC is provided with an annual report on the success of the university’s students who completed these programs.

11. Research Board

L. Jacobs reviewed the role of the Research Board (RB). The RB should have a more active role and will be providing regular updates to Academic Council. H. Kishawy has been appointed as Vice-Chair of the RB. L. Jacobs has presented to most Faculty Councils on the development of the university’s Strategic Research Plan. The goal is to bring an updated Strategic Research Plan to Academic Council for recommendation next March. It will be broadly aspirational and be both an inward and outward looking document.

The updated Strategic Research Plan will be based on four key areas:

- (a) Principles & Values
- (b) University Research Goals
- (c) Research Areas of Strength
- (d) Strategic research priorities

The RB has formed several working groups, which will do the groundwork for developing the updated Strategic Research Plan. L. Jacobs reviewed the proposed Strategic Research Plan revision timeline. It is intended to be a very transparent process, including the work of the working groups.

L. Jacobs responded to questions from Council. The distinction was made between an item being presented for consultation and for information. L. Jacobs advised that the level of engagement at each of the Faculties has varied. Since every Faculty is represented on the RB, each RB member has the responsibility for reporting on the work of the RB to the Faculty every month. A suggestion was made to host a Town Hall during the development phase. L. Jacobs confirmed that there would be additional opportunities for providing feedback on the draft research plan, including providing anonymous comments.

L. Jacobs shared that the goal is to develop a plan that everyone can see themselves in, even if not in all of the buckets. The development phase will also present the opportunity to discuss Faculty-based research plans and to find common themes among them. The SMA process is separate from the strategic priorities of the university. L. Livingston discussed the intersection of the Integrated Academic Plan and the Strategic Research Plan. L. Jacobs clarified that the Integrated Academic Plan will be a rolling-plan and the Strategic Research Plan will be a definitive 5-year plan and more aspirational as opposed to actionable.

12. Governance & Nominations Committee (GNC)

(a) By-law No. 2 Implementation Update

L. Livingston discussed the background to the By-law No. 2 Implementation Plan and the progress made against the plan. She discussed the accomplishments of the newly formed GNC during the past year. The new By-laws provide a solid foundation for good governance processes and are working to strengthen bicameral governance. It was suggested to clarify that the target dates set out in the Implementation Plan are the original target dates. C. Foy confirmed that the governance policies/procedures developed by the GNC would be implemented once approved by Academic Council/GNC.

(b) 2019-2020 Academic Council Work Plan

L. Livingston provided an overview of Academic Council's annual work plan. The work plan for 2019-2020 was developed using Academic Council's work plan from the last year as a guide and includes annual standing items. The plan also includes additional projects and priorities identified by the Executive and Governance & Nominations Committees last year. It is a "draft" document to allow it to evolve throughout the year. The timing of items on the plan is subject to revision depending on the Council and its committees' priorities and relevant deadlines.

(c) Recording Votes at Council Meetings

L. Livingston explained that this item was referred to the GNC following a discussion had at the Council meeting in May regarding how split decisions should be recorded in the minutes. The GNC considered the suggestion that in the event of a non-unanimous decision, the names of members who vote in favor and in opposition of a motion be

recorded in the minutes. The committee discussed several options of recording votes, including distributing ballots at meetings. In arriving at their recommendation, the committee members noted that most items are passed unanimously. The committee agreed that names should not be associated with votes. The committee unanimously recommended that when recording the outcome of a vote in the minutes that the number of votes for, against and abstaining be recorded, if applicable, without attributing names to the votes. This practice would apply to only Academic Council for now.

A member asked whether an individual member may request to have their name recorded in the minutes alongside a vote in opposition of a motion. C. Foy advised that once a decision is made by the majority, the decision should be supported by all members of Academic Council. C. Foy advised that a conflict of interest situation is different, so that an individual abstaining due to a conflict of interest would have their name recorded in the minutes.

H. Scott expressed disagreement with the GNC's recommendation that names not be recorded against votes in opposition of a motion in the minutes.

(d) Governance & Nominations Committee Terms of Reference

L. Livingston invited comments on the proposed amendments to the GNC Terms of Reference. There were no comments from Council.

(e) Nominations:

(i) Academic Council

Upon a motion duly made by L. Livingston and seconded by P. Stoett, pursuant to the recommendation of the Governance & Nominations Committee, Academic Council unanimously approved the following appointments to Academic Council:

- *Faculty At-large position – Ahmad Barari, October 1, 2019 – June 30, 2022*
- *Undergraduate Student position – Owen Davis, October 1, 2019 – August 31, 2020*

(ii) Committees

Upon a motion duly made by L. Livingston and seconded by M. Bliemel, pursuant to the recommendations of the Governance & Nominations Committee, Academic Council unanimously approved the appointment of the following faculty members to the specified standing committee for the stated term:

Governance & Nominations Committee

- *Hossam Gaber (FESNS) – October 1, 2019 – June 30, 2021*
- *Ferdinand Jones (FBIT) – October 1, 2019 – June 30, 2021*
- *Hossam Kishawy (FEAS) – October 1, 2019 – June 30, 2022*

Upon a motion duly made by L. Livingston and seconded by F. Jones, pursuant to the recommendations of the Governance & Nominations Committee, Academic Council unanimously approved the appointment of the following faculty members to the specified standing committee for the stated term:

Undergraduate Studies Committee

- *Mehdi Hossein Nejad (FBIT) – October 1, 2019 – June 30, 2022*
- *Phillip Shon (FSSH) – October 1, 2019 – June 30, 2021*

*Upon a motion duly made by L. Livingston and seconded by P. Stoett, pursuant to the recommendation of the Governance and Nominations Committee, Academic Council unanimously approved the appointment of the following faculty members to the **Graduate Studies Committee** for the term of September 24, 2019 until June 30, 2022, or until such time as the Terms of Reference are updated:*

- *Bin Chang, Faculty of Business & Information Technology*
- *Jia Li, Faculty of Education*
- *Hossam Kishawy, Faculty of Engineering & Applied Science*
- *Manon Lemonde, Faculty of Health Sciences*
- *Hossam Gaber, Faculty of Energy Systems & Nuclear Science*
- *Anatoli Chkrebti, Faculty of Science*
- *Chris O'Connor, Faculty of Social Science & Humanities*

*Upon a motion duly made by L. Livingston and seconded by L. Jacobs, pursuant to the recommendation of the Governance and Nominations Committee, Academic Council unanimously approved the appointment of the following faculty members to the **Research Board** for the term of September 24, 2019 until June 30, 2021:*

- *Bin Chang, Faculty of Business & Information Technology, Associate Dean, Research*
- *Jia Li, Faculty of Education, Assistant Dean, Graduate Studies, Research and International*
- *Kirk Atkinson, Faculty of Energy Systems and Nuclear Science, Associate Professor*
- *Hossam Kishawy, Faculty of Engineering & Applied Science, Associate Dean*
- *Manon Lemonde, Faculty of Health Sciences, Associate Dean, Research and Graduate Studies*
- *Sean Forrester, Faculty of Science, Associate Dean*

H. Scott noted that there appears to be a lot of overlap in the nominations for appointment to the standing committees.

(iii) Alternate COU Academic Colleague

Upon a motion duly made by L. Livingston and seconded by P. Stoett, pursuant to the recommendation of the Governance & Nominations Committee, Academic Council unanimously appointed the following faculty member as the Alternate COU Academic

Colleague from October 1, 2019 until June 30, 2022:

- *Alyson King, FSSH*

(iv) Board of Governors Liaison

Upon a motion duly made by L. Livingston and seconded by M. Bliemel, pursuant to the recommendation of the Governance & Nominations Committee, Academic Council unanimously appointed Ferdinand Jones as the Board of Governors Liaison for the term of October 1, 2019 until June 30, 2021.

13. Other Business

(a) Encouraging students to vote in federal election

M. Lloyd introduced the discussion topic. She emphasized the importance of encouraging students to exercise their right to vote. She posed the question of: How can the university assist students in exercising their right to vote? The President will work with the Office of External Relations to develop communications and a social media strategy. There was a discussion about additional ways the university might assist students in navigating the election process, including:

- helping students obtain evidence of their temporary address;
- hosting an event for candidates to speak on campus & opening it up to community members;
- assisting students in understanding the stances of each political party; and
- having polling stations located on campus for future elections;

The President shared that the university's Student Union is bringing Election Canada officials to campus to provide students with information about voting. The Faculty Association is also organizing a voting tool-kit. It was encouraged to have events at the downtown campus, as well.

As another item, H. Gaber asked that more information about research events be disseminated to faculty when organized by the university to ensure that the university's experts in the field have an opportunity to participate in the event and/or have their names included as field experts in the event information. The President asked H. Gaber to follow up with him directly to discuss further.

14. Termination

Upon a motion duly made, the meeting was terminated at 4:07 p.m.

Becky Dinwoodie, Secretary