University of Windsor

APC150507M

ACADEMIC POLICY COMMITTEE (APC)
Minutes of Meeting

Date: Thursday, May 7, 2015
Time: 10:00am-12:00pm
Room: 209 Assumption Hall

Committee Members: Ms. Shaista Akbar, Dr. Rick Caron (chair), Dr. Lorna deWitt, Dr. Erika Kustra, Dr. Anna Lanoszka, Dr. Scott Martyn, Dr. Katherine Quinsey, Ms. Shuzhen Zhao.

Absent: Dr. Mitra Mirhassani, Dr. Iain Samson, Dr. Mitch Fields, Dr. Bruce Tucker.

In Attendance: Ms. Sandra Aversa; Ms. Renée Wintermute and Ms. Alison Zilli (University Secretariat).

Formal Business

1 Approval of Agenda

MOTION: That the agenda be approved.

Dr. K. Quinsey/Dr. S. Martyn
CARRIED

2 Approval of Minutes

MOTION: That the minutes of the meeting of April 9, 2015 be approved.

Dr. L. deWitt/Dr. S. Zhao
CARRIED

3 Business arising from the minutes
Nothing to report.

4 Outstanding business

4.1 Granting a Certificate or Diploma to a Posthumously or to a Terminally Ill Student
(See document for APC150507-4.1 for more details.)

MOTION: That the proposed revisions to the Policy on Granting a Degree Posthumously or to a Terminally Ill Student be approved.

Dr. E. Kustra/Dr. L. deWitt

NOTED:

- The Policy on granting a degree posthumously or to a terminally Ill student has been augmented to include provisions for students who are in certificate or diploma programs.

CARRIED

Items for Information

5 Reports/New Business

5.1 2015-2016 Operating Budget

(See document for APC150507-5.1 for more details.)

NOTED:

- The role of Academic Policy Committee is similar to that of the Senate in that it receives the Operating Budget report, seeks clarification on issues identified by committee members, and offers feedback for consideration.
- The largest expenditure in the University operating budget is salaries, benefits and pension costs representing approximately 76% of the Operating Budget.
- The 2015/16 Operating Budget is the first step in the implementation of UWindsor 2.0, which is the vision for the next phase of the University's growth.
- The foundation for UWindsor 2.0 incorporates the following 5 key components: 1) Strategic Enrolment Plan; 2) Activity Based Funding; 3) Investment in new Faculty; 4) Campus Transformation Plan; and, 5) Enterprise Resource Planning (ERP) System Transformation.
- The University's commitment to maintaining it fiscal position and avoiding any cumulative deficit has served the institution well.
- The budget includes a realignment of 1% for the campus providing for a balanced budget for 2015/16. APC recognizes that the impact of provincial funding changes from last year is still being played out, and notes that the government grant portion has fallen again, to no more than 38% of the budget.

APC Comments/Feedback

- As the University moves towards full implementation of Activity-Based Budgeting (ABB) (2017/2018) (which will enable the University to move base budget dollars to Faculties that support the University's strategic directions and the Strategic Mandate Agreement), careful consideration should be given to creating a model that accounts for the difference between SEUs generated by service courses that are selected by students for interest, or to fulfil a minor requirement, and those that are selected by students in other programs because they are specifically required for degree completion.
- The Endowment Scholarship Funds, approximately $3.5 million, are not included in the Operating Budget as they are funded by donors. Given that these funds are not always used due to specific criteria established by the donors, the University is working with donors to encourage more flexibility and broader terms to benefit students in need.
- Given that there is growing need to increase mental health services for students, APC suggests that consideration be given to providing some funding support that would help with therapy and crisis intervention services for students.
- The Operating Budget is positioning the University to achieve its strategic priorities, the Strategic Mandate Agreement, and the vision set out in UWindsor 2.0.
- APC appreciates the fact that eight years of realignment and hard work on the part of all Faculties and departments have helped prevent a spiraling deficit and has placed the University in the enviable position of being able to hire 50 new faculty members.
- Overall, APC endorses the proposed 2015/16 Operating Budget, as presented to it.

5.2 Comprehensive Student Discipline Report

(See document for APC150507-5.2 for more details.)

The document was received for information.

5.3 Revisions to Bylaw 23 and Deletion of Policy on Faculty Duties and Responsibilities
(See document for APC150507-5.3 for more details.)

MOTION: That the revisions to Bylaw 23 be approved and that the Policy on Faculty Duties and Responsibilities be deleted.

Dr. L. deWitt/ Dr. A. Lanoszka
CARRIED

5.4 APC Subcommittee on Final Exams and Term Tests – Establishing Subcommittees
(See document for APC150507-5.4 for more details.)

MOTION: That the APC Subcommittee membership on Final Exams and Mid Term Tests be approved.

Membership:
Dr. Rick Caron
Dr. Lorna deWitt
Dr. Erika Kustra
Ms. Shaista Akbar

Dr. E. Kustra/Dr. A. Lanoszka
CARRIED

NOTED:
- Dr. Scott Martyn will provide resources/research compiled on some best practices in mid-term final exam scheduling, including the Final Report of the Joint Task Force on Exams from Berkeley.

5.5 APC Subcommittee on Student Evaluations of Teaching (SET) Gender Identification - Establishing Subcommittee *(See document for APC150507-5.5 for more details.)*

MOTION: That the APC Subcommittee membership on Student Evaluations of Teaching (SET) – Gender Identification be approved.

Membership:
Dr. Rick Caron
Dr. Erika Kustra
Mr. Amilcar Nogueira

Dr. K. Quinsey/Dr. L. deWitt
CARRIED

Additional Business

6 Question period/Other Business
Members were thanked for their contributions to APC over the academic year. The Chair was thanked for his outstanding leadership over the past few years.

7 Adjournment

MOTION: That the meeting be adjourned.

Dr. K. Quinsey/Dr. S. Martyn
CARRIED