

NOTICE OF MEETING
There will be a meeting of the
ACADEMIC POLICY COMMITTEE
Tuesday, September 13, 2016 at 9:00am-11:00am
In Room 209 Assumption Hall
AGENDA

Formal Business

- 1 Approval of Agenda**
- 2 Minutes of meeting of May 12, 2016**
- 3 Business arising from the minutes**
- 4 Outstanding business**
 - 4.1 Student Discipline Annual Report**

Ms. D. Arbex
APC160913-4.1

Items for Information

- 5 Reports/New Business**
 - 5.1 Academic Policy Committee Mandate**
 - 5.1.1 Establishing Lead Readers for Annual Reports**
 - 5.2 Student Awards and Financial Aid Report**

Dr. P. Dutton
APC160913-5.1
APC160913-5.1.1

Ms. M. Doll
APC160913-5.2

Item for Approval

- 5.3 Student Academic Amnesty Day for November 2, 2016 – National Day of Action**

R. J D’Aguilar
APC160913-5.3

Item for Discussion

- 5.4 Policy on Posting Course Offerings Online (Reliable Scheduling)**

Dr. P. Dutton
APC160913-5.4

Item for Approval

- 5.5 Policy on Conduct of Exams and Tests – Revisions to Appendix B.**

Dr. P. Dutton
APC160913-5.5

Additional Business

- 6 Question period/Other business/Open Discussion**
- 7 Adjournment**

Please carefully review the ‘starred’ (*) agenda items. As per the June 3, 2004 Senate meeting, ‘starred’ items will not be discussed during a scheduled meeting unless a member specifically requests that a ‘starred’ agenda item be ‘unstarred’, and therefore open for discussion/debate. This can be done any time before (by forwarding the request to the secretary) or during the meeting. By the end of the meeting, agenda items which remain ‘starred’ (*) will be deemed approved or received.

**University of Windsor
Academic Policy Committee**

4.1: Student Discipline Report

Item for: **Information**

1. Executive Summary

INTRODUCTION

This is the eleventh annual Student Discipline Report, prepared by the Academic Integrity Officer (“AIO”) according to cases that fall within the office’s mandate. The report is to inform the University community about Bylaw 31 **student discipline** cases in the 2014/15 academic year, to compare the results with the data from the previous two years and to help identify trends or new developments.

This report is part of University of Windsor’s efforts to reinforce its commitment to learning and discovery and a place that encourages, values and expects from its member’s high ethical standards and academic integrity.

The AIO report provides information on discipline only. Following are details of the AIO’s current awareness campaign, ongoing projects and educational initiatives:

Awareness campaign: Posters, brochures, bookmarks, pens, distribution of print and online resources

Educational initiatives: Providing academic integrity presentations in many program orientations, including: The Centre for Executive and Professional Education, International Students’ Centre, Graduate Studies and large introductory classes

B. Goals and Objectives of Reporting Year

In line with the University of Windsor’s Strategic Plan we list below the goals and objectives of the Academic Integrity Office for the reporting year.

1. *Provide an exceptional undergraduate experience:*

- Implement strategies to educate our students, faculty members and staff member about academic integrity (AI) issues and possible violations. The constant and transparent concern of the University regarding academic integrity in all of its dimension certainly resonates with students and their families, making their experience in Windsor unique and rewarding.
- Foster engagement of the University of Windsor Community in activities that promote academic integrity.
- Facilitate and/or support community efforts in order to uphold academic integrity values/ principles.
- Establish a systematic approach to support prevention of any activity or conduct that falls below the level of integrity expected by all students.
 - Orientation sessions were conducted in several first year courses to increase AI awareness.
- Encourage and increase the participation of our students in activities or programs related to AI.
 - *Ambassadors of Academic Integrity:* undergraduate and graduate students volunteer to help promote integrity at orientations and student events

2. *Pursue strengths in research and graduate education:*

- Development of initiatives targeted at graduate students and graduate faculty to prevent AI violations; such as orientation sessions in several graduate programs focused on research ethics, plagiarism and falsified data.

3. *Recruit and retain the best faculty and staff:*

- Reinforce the importance of AI to new and current faculty and staff through constant dialog, in class educational activities and development of information materials.

4. *Engage and build the Windsor and Essex County community through partnerships:*

- Posters and website.

5. *Promote international engagement:*

- Educate international students about AI values and potential key differences between Canada and their home country.
- To encourage their academic engagement and facilitate their transition to the University of Windsor.

C. Successes

- **Ambassadors of Academic Integrity** – the volunteers promote academic integrity values of: honesty, trust, respect, responsibility, and fairness; they participate in round table discussions by providing ideas, suggestions, feedback; and they also participate in AIO educational and social initiatives in promoting academic integrity to students, faculty and staff, examples: Adrenalin Rush Event, International Student Orientation. In addition, the Ambassadors for Academic Integrity deliver presentation on Academic Integrity for several classes.
- Participation at the University's Open House, and Welcome Week have increased the AIO visibility and commitment to AI as part of students' academic experience.
- Increasing a direct communication between our office and faculty members and developing a consistent relationship with some faculty members
- Facebook account, including messages on Academic Integrity, pictures of our events, and important dates for our students

D. Challenges

- It is a transitional year for the Academic Integrity system, involving substantial changes approved by Senate on March 13, 2015:
 - Separation of the system dealing with academic integrity from the system that deals with non-academic misconduct
 - The Associate Deans is the adjudicator and responsible for the investigation of the academic integrity cases, requesting the assistance of the Academic integrity officer only when needed.
 - The Associate Dean will be required to make a decision even without the students' inputs.
 - The Associate Deans will impose the sanctions according to Sanctioning Guidelines, Appendix A, Senate Bylaw 31: Academic Integrity
 - The Judicial Panel was dissolved

- Students have an automatic right of appeal to the Discipline Appeal Committee
- The Academic Integrity Office is challenged by lack of resources which makes it difficult to increase the visibility of the office, or to keep offering the promotional items.

2. Report

A. Area's Goals and Objectives and the University's Strategic Plan

The University of Windsor must have an environment in which Academic Integrity and honesty is upheld in order to achieve the highest possible standards in teaching, learning and research; without it, the value of our degree is diminished and impacts all those who have earned their degree – past, present and future. Our objective is to maintain the value of the University's degree by encouraging our faculty, staff and students to uphold academic integrity and apply honesty in all their endeavours.

B. Future Actions/Initiatives

- Launch of a new campaign for Academic Integrity – including new posters involving the Ambassadors for Academic Integrity
- Strengthen our relationship Writing Support Desk to deliver presentations across campus - Academic Integrity and Citations Workshops;
- Develop a partnership with other offices on campus such as, AIO and Student Counselling Centre – work together to support our students with behavioural issues

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Respectfully submitted,

Dr. Danieli S.C. Arbex, LLB, LLM, JSD
Acting Academic Integrity Officer
Student and International Affairs

EXECUTIVE SUMMARY

As expected, the University experienced both increases and decreases in reported integrity violations as compared to the last academic year in some (but not all) areas, as follows:

Violations filed with the University Secretariat for onward forwarding to Associate Deans (or the Vice-Provost in the case of non-academic violations):

2014/15: 162 integrity violations

2013/14: 231 integrity violations

↑↓ -29.87%

Complaints dismissed by **Associate Deans**:¹

2014/15: 22 complaints filed that were dismissed

2013/14: 34 complaints filed that were dismissed

↑↓ -35.2%

Complaints forwarded to the **AIO** by either Associate Deans (academic violations) or others (non-academic violations) for further investigation. Complaints resolved by the Associate Deans after March 13, 2015:

2014/15: 140 (86.4% of all filed complaints)

2013/14: 197 (85% of all filed complaints)

↑↓ 1.4%

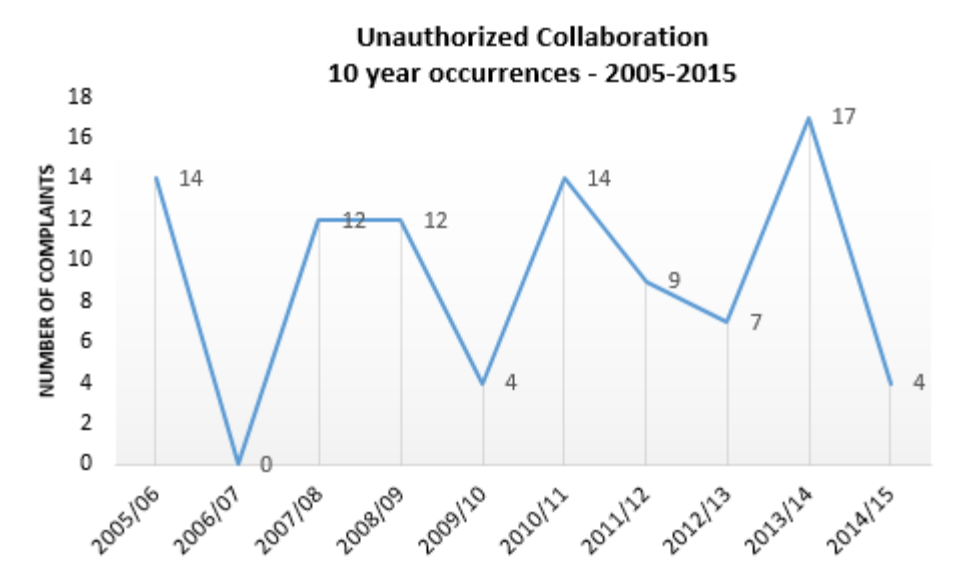
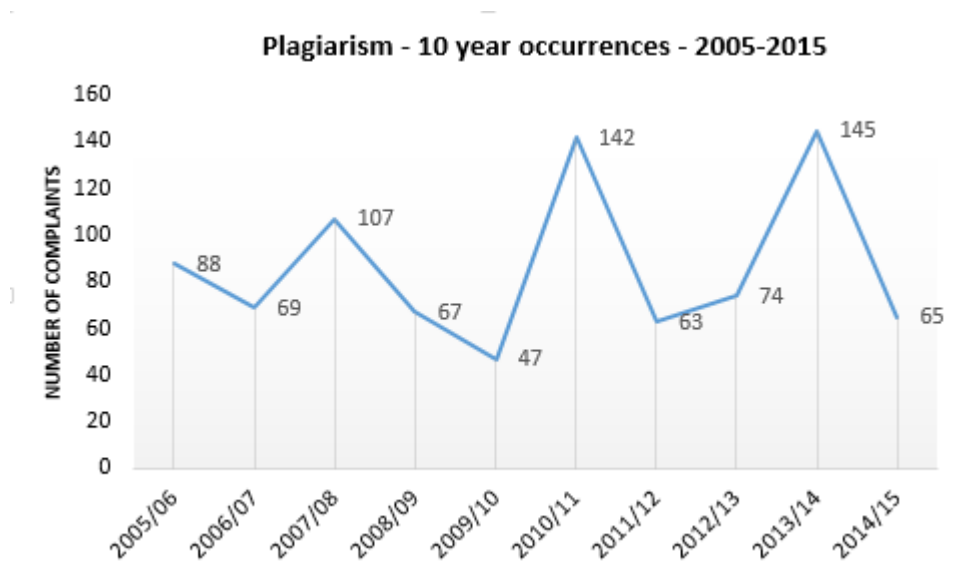
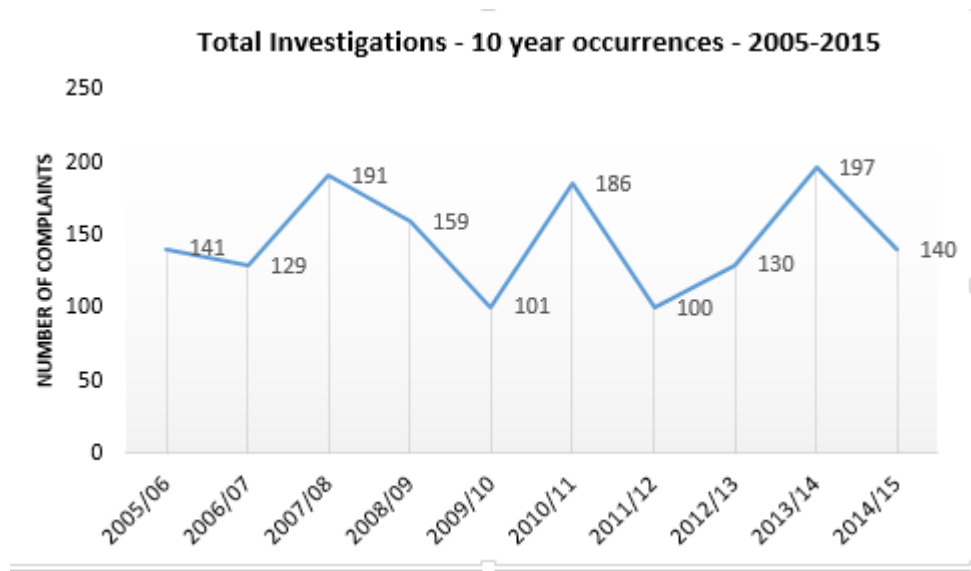
With respect to the complaints processed by the Academic Integrity Office and Associate Deans after March 13, 2015:²

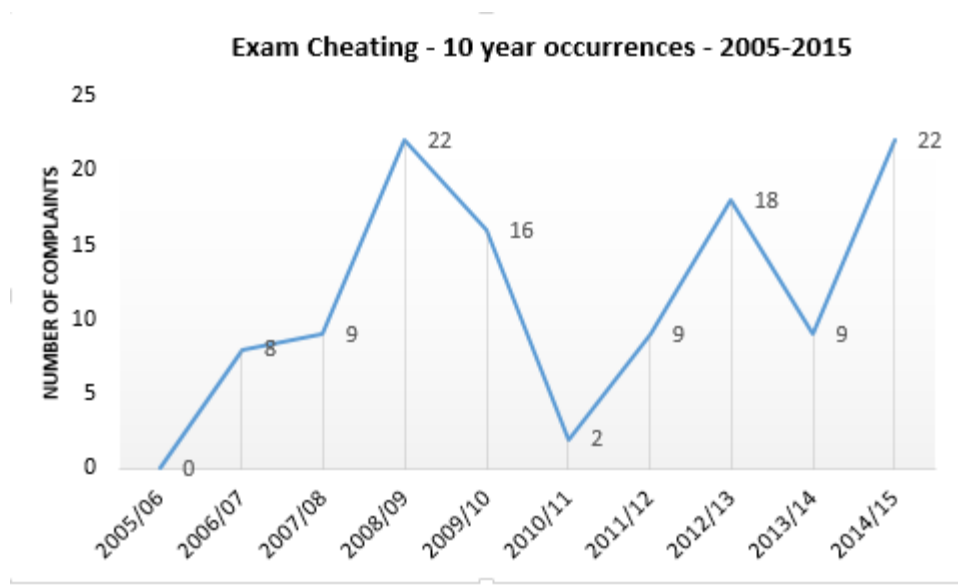
- 135 (or 96%) involved academic misconduct
- 5 (or 4%) involved non-academic misconduct
- 97% (136 cases) found responsible for the misconduct
- 3% (4 cases) found not responsible (on the basis of insufficient evidence - on a balance of probabilities)
- 46% (65 cases) Plagiarism (in assignments) of all referred complaints Continues to be the most prevalent integrity violation
- 16% (22 cases) Exam cheating was the second highest violation
- 44% Mark reduction represented almost half of all sanctions frequently imposed for integrity violations, followed by admonition (26.4%) and censure (19.3%). Most often admonitions and censures are coupled with a mark reduction.
- 3% (4 cases) were repeat offenders; a decrease of 4 cases compared to the previous year. Plagiarism accounted for 2 out of the 4 repeat offender cases.
- The offence most frequently engaged in by international students is cheating on some form of assessment (eg. exams or clicker exercises): 35 of the 55 complaints filed.

- 53% of integrity violations involved males
- 46% of integrity violations involved females
 - Females engaged in plagiarism in assignments more often than males
 - Females engaged in plagiarism in a take-home exam more often than males
 - Males engaged in unauthorized collaboration and exam cheating more often than females.
- 5 non-academic violations were processed. The number of complaints increased from 3 in the previous year.
- Overall, Judicial Panels processed fewer cases than the previous year.
- Of the 3 cases adjudicated by Judicial Panels, 2 required hearings and 1 was resolved without a hearing (i.e., requiring only Judicial Panel approval of a settlement agreement).
- There were no requests for mediation.
- There were no appeals same with the previous year. Judicial Panel and Discipline Appeal Committee precedents are published on the AIO website.

A. Report of the Academic Integrity Office

By Dr. Danieli S. C. Arbex, Academic Integrity Officer





Definitions

1. Academic Misconduct means any action taken by a student that gives the student an unearned advantage in matters affecting his/her academic standing. For professional programs, all actions that result in a breach of the rules of conduct as set out by the professional bodies and adopted in whole or in substance by the relevant professional program as part of its code of conduct shall also be considered acts of academic misconduct.
2. Non-Academic Misconduct: All other actions that demonstrate a lack of integrity as defined as a lack of adherence to this University's bylaws and policies and that do not fit under the definition of academic misconduct. These typically include, but are not limited to, Bylaw 31 complaints by Campus Community Police and Residence Life. They may also include complaints of problematic behaviour filed by faculty members, other students, or University groups, clubs, or associations.
3. Multiple: The AIO defines this as two or more complaints of academic or non-academic misconduct, as the case may be, against one student. Where multiple complaints against a student comprise both types of misconduct, the case is categorized as either academic or non-academic misconduct according to the number and gravity of the complaints under all the circumstances.

Notes

1. The AIO report includes all Faculties except the Faculty of Law. Cases in the Faculty of Law are dealt with internally within that Faculty.
2. All references to the Vice-Provost are to the Vice-Provost, Student Affairs (Dean of Students).
3. For comparison purposes, in each of the tables in the Summary of Data section that follows (with the exception of the table immediately below), totals for at least the previous two academic years are provided for comparison purposes. The balance of the tables in the other sections that provide more detailed data include only a comparison for the previous academic year
4. Finally, in March 13, 2015, By-law 31 was substantially changed giving the Associate Deans the authority to adjudicate a case and investigate the complaint, with the assistance of the Academic Integrity Office, as needed.

SUMMARY OF DATA

1. Total Investigations

2014/15	2013/14	2012/13	2011/12	2010/11
140	197	130	110	186

2. Results of all Investigations

	2014/15 (140 cases)	2013/14 (197 cases)	2012/13 (130 cases)
Student responsible	97% (136 cases)	95% (187 cases)	89% (116 cases)
Insufficient evidence	3% (4 cases)	4.5% (9 cases)	7% (9 cases)
Withdrawn or dismissed	-	0.5% (1 cases)	2% (3 cases)
Stayed	-	-	2% (2 cases)*

* Cases were stayed with a five year expiration date

3. Results: academic vs non-academic complaints

a. Academic (135 cases)

	2014/15 (135 cases)	2013/14 (194 cases)	2012/13 (119 cases)
Student responsible	99% (133 cases)	96% (186 cases)	92% (110 cases)
Insufficient evidence	1% (2 cases)	3.5% (7 cases)	7% (8 cases)
Withdrawn or dismissed	-	0.5% (1 case)	-
Stayed	-	-	1% (1 case)

b. Non-academic (5 cases)

	2014/15 (5 cases)	2013/14 (3 cases)	2012/13 (11 cases)
Student responsible	60% (3 cases)	33% (1 case)	55% (6 cases)
Insufficient evidence	40% (2 cases)	67% (2 cases)	9% (1 case)
Withdrawn or dismissed	-	-	27% (3 cases)
Stayed	-	-	9% (1 case)

4. Type or Offence

Alleged plagiarism comprised the majority of complaints referred to the AIO: 46% (65 of 140 complaints). This is a decrease from last year in which plagiarism comprised 74% of referred complaints (145 of 197 complaints).

In 2014/15, plagiarism was followed by:

- Exam cheating 16% (22 cases)
- Cheating in a clicker exercise mostly through solicitation, impersonation 11% (16 cases)
- Possession of an unauthorized aid 7% (10 cases)
- Academic forgery or fraud 4% (6 cases)

The remaining complaints (16% or 21 cases) covered a range of other offences as detailed later in the report.

5. Informal vs. Formal Resolution

	2014/15	2013/14	2012/13
Informal Resolution	98% (137 cases)	93.9% (185 cases)	83% (108 cases)
Formal Resolution	2% (3 cases)	6.1% (12 cases)	17% (22 cases)*
Percentage of Judicial Panel cases settling before a hearing, including mediated settlements	33% (1 case)	75% (9 cases)	55% (12 cases)
Percentage of Judicial Panel cases requiring a hearing	67% (2 cases)	25% (3 cases)	45% (10 case)*

* Two cases were stayed with a an expiration time of five years

6. Sanctions

	2014/15	2013/14	2012/13
Mark Reduction	44%(62 cases)	61.9%(122 cases)	37%(48 cases)
Admonition	26.4%(37 cases)	15.7%(31 cases)	21.5%(28 cases)
Censure	19.3%(27 cases)	14.2%(28 cases)	21.5%(28 cases)
No sanction due to sufficient evidence or a stay of the complaint	3%(4 cases)	4.6%(9 cases)	8.5%(11 cases)
Other	5.8%(8 cases)	2.5%(5 cases)	9.2%(12 cases)
Suspension	1.5%(2 cases)	0.5%(1 case)	1.5%(2 cases)
Dismissed	-	0.5%(1 case)	0.8%(1 case)

7. Gender

	2014/15*	2013/14	2012/13
Males	53% (74 cases) - 94.6% academic (70 cases) - 5.4% non-academic (4 cases)	67.5% (133 cases) - 99.2% academic (132 cases) - 0.8% non-academic (1 case)	72.3% (94 cases) - 91.5% academic (86 cases) - 8.5% non-academic (8 case)
Females	46% (64 cases) - 99.3% academic (63 cases) - 0.7% non-academic (1 case)	32.5% (64 cases) - 96.9% academic (62 cases) - 3.1% non-academic (2 cases)	27.7% (36 cases) - 91.7% academic (33 cases) - 8.3% non-academic (3 case)

* The gender of the accused in two cases was not recorded

	Plagiarism*	Unauthorized Collaboration
Males	34.4%	80%
Females	64.6%	20%

* The gender of the accused in two cases was not recorded

8. Repeat Offender

Of the 140 investigations conducted, 3% were repeat offences (4 of 140 cases); a 50% decrease from the previous year.

9. Domestic/International

Note: For comparison, 2013/14 data is in parentheses. Data is presented by semester due to variations in enrollment.

No. of complaints received
against students that were
resolved in this semester

Fall 2014			Winter 2015			I/S 2015		
Domestic	Int'l	Total	Domestic	Int'l	Total	Domestic	Int'l	Total
17 (23)	9 (23)	26 (46)	55 (51)	32 (47)	87 (98)	12 (31)	14 (22)	26 (53)

10. Mediation

There were no requests for mediation.

DETAILED REPORT

PART 1 – Academic

1. Summary by Offence and Sanction Imposed – Academic

Sanctions were expanded in the new Bylaw. Thus, in the cases reported in the next table more than one sanction was sometimes applied. Under the previous Bylaw 31 professors evaluated the work (often by assigning a zero to the compromised evaluation), whereas under the new bylaw they are to assign an “Incomplete” and in appropriate cases the grade is later adjusted as a disciplinary sanction once the complaint is processed. Thus, for academic offences where a student is found responsible for the misconduct, a grade penalty is often imposed with respect to the academic evaluation in question, in addition to an admonition, censure, suspension, as the case may be. Less often, an admonition, censure, or suspension might also be supplemented with a letter of apology, other educational sanctions, or even less frequently, the opportunity to repeat the work for assessment. The possible varieties of outcomes makes presenting this data in an easy-to-digest table format somewhat challenging. Therefore, readers are asked to refer to the footnotes for more details.

Type of Offence	Admonition	Mark Reduction	Repeat Work for Assessment	Censures	Zero in Course	Suspension	Letter of Apology	Insufficient Evidence	Stayed	Dismissed	Totals (2014/15)	Totals (2013/14)
Plagiarism [‡]	24	32	3	2			3				64	145
Plagiarism in a take-home final exam		1									1	3
Unauthorized Collaboration	1	3					1				5	17
Academic forgery or fraud	4			1							5	4
Cheating in a clicker exercise		1									1	8
Exam cheating	2	8		8		1	2	1			22	9
Possession of an unauthorized aid during exam	3			7							10	5
Exam/test tampering and resubmitting	1										1	1
Violating exam/test rules		1									1	0
Impersonation	2			1				1			4	1
Selling/tests exams, lab reports											0	1
Multiple Offences		15*		5 [‡]							20	0
Breach of contract				1 [‡]							1	0
Totals (2014/15)	37	61	3	25	0	1	6	2	0	0	135	
Totals (2013/14)	31	120	3	29	0	1	2	8	0	0		194

[‡] Of these 64 cases

^{*} Also included course failure

^{*} All cases were of individuals soliciting an imposter to submit answers for a clicker quiz or an exam

[‡] All cases included the use of an unauthorized aid or falsifying documentation

2. Summary by Nature of Disposition - Academic

Type of Offence	Informal Disposition	Formal Disposition: Hearing Before Judicial Panel	Formal Disposition Settlement Approved by Judicial Panel	Mediated Settlement	Totals (2014/15)	Totals (2013/14)
Plagiarism	64				64	145
Plagiarism in a take-home final exam	1				1	3
Unauthorized Collaboration	5				5	17
Academic forgery or fraud	5				5	4
Cheating in a clicker exercise	1				1	8
Exam cheating	21		1		22	9
Possession of an unauthorized aid during an exam	10				10	5
Exam/test tampering and resubmitting	1				1	1
Violating exam/test rules	1				1	0
Impersonation	4				4	1
Selling/tests exams, lab reports	0				0	1
Breach of contract	1				1	0
Multiple Offences	20				20	0
Totals (2014/15)	134	0	1	0	135	
Totals (2013/14)	182	6	10	0		194

3. Summary by Gender and Repeat Offender - Academic

Type of Offence	Male	Female	First Offender	Repeat Offender	Totals (2014/15)	Totals (2013/14)
Plagiarism	23	41	62	2	64	145
Plagiarism in a take-home final exam	0	1	1	0	1	3
Unauthorized Collaboration	4	1	5	0	5	17
Academic forgery or fraud	1	4	5	0	5	4
Cheating in a clicker exercise	1	0	1	0	1	8
Exam cheating [‡]	13	5	21	1	22	9
Possession of an unauthorized aid during exam*	6	4	10	0	10	5
Exam/test tampering and resubmitting	1	0	1	0	1	1
Violating exam/test rules	0	1	1	0	1	0
Impersonation	3	1	4	0	4	1
Selling/tests exams, lab reports	0	0	0	0	0	1
Multiple Offences	17	3	20	0	20	0
Totals (2014/15)	69	61	132	3	135	
Totals (2013/14)	132	62	186	8		194

* No gender was recorded in one case

‡ No gender was recorded in four cases

PART 2 – NON-ACADEMIC

1. Summary by Offence and Sanction Imposed – Non-Academic

For sanction definition, please refer to [CORRESPONDING SECTION] of this report

Type of Offence	Admonition	Mark Reduction	Repeat Work for Assessment	Censures	Zero in Course	Suspension	Letter of Apology	Insufficient Evidence	Stayed	Dismissed	Totals (2014/15)	Totals (2013/14)
Possession and/or use of narcotics											0	0
Furnishing false information				1*				1			2	0
Inappropriate and/or threatening behaviour to person(s) on campus				1		1		1			3	1
Breach of the constitution of the UofW Engineering Student Society											0	2
Totals (2014/15)	0	0	0	2	0	1	0	2	0	0	5	
Totals (2013/14)	1	0	0	0	0	0	0	2	0	0		3

* Letter of apology to the instructors and a letter or reflection was also required

2. Summary by Nature of Disposition – Non-academic

Type of Offence	Informal Disposition	Formal Disposition: Hearing Before Judicial Panel	Formal Disposition Settlement Approved by Judicial Panel	Mediated Settlement	Totals (2014/15)	Totals (2013/14)
Furnishing false information	1	1			2	0
Inappropriate and/or threatening behaviour to person(s) on campus	2	1			3	1
Breach of the constitution of the UofW Engineering Student Society					0	2
Totals (2014/15)	3	2	0	0	5	
Totals (2013/14)	3	0	0	0		3

3. Summary by Gender of Offender/Alleged Offender – Non-academic

Type of Offence	Male	Female	First Offender	Repeat Offender	Totals (2014/15)	Totals (2013/14)
Furnishing false information	2		1	1	2	0
Inappropriate and/or threatening behaviour to person(s) on campus	2	1	3		3	1
Breach of the constitution of the UofW Engineering Student Society					0	2
Totals (2014/15)	4	1	4	1	5	
Totals (2013/14)	1	2	3	0		3

**University of Windsor
Academic Policy Committee**

5.1.1 Establishing Lead Readers for Annual Reports

As part of its mandate, APC reviews annual reports from a number of areas to ensure that policies and practices contained in the reports fulfill the University of Windsor's Strategic Plan priorities: 1) Provide an exceptional undergraduate experience 2) Pursue strength in research and graduate education 3) Recruit and retain the best faculty and staff 4) Engage and build the Windsor and Essex County community through partnerships 5) Promote international engagement. Annual reports are submitted using a standardized reporting template developed by APC.

At its first meeting of the academic year, one Committee member will be identified as the lead reader for each of the reports listed in the table. The lead reader will review the report thoroughly in advance of the APC meeting in order to (1) either determine that the report is complete or identify the required additional material, (2) ensure that the report addresses the University's strategic plan priorities, and (3) ensure that the report is in the required format. In addition, after the report is presented at the APC meeting, the lead reader will have the first opportunity to respond to the report authors on behalf of the APC. The annual reports will be circulated to the lead readers one week prior to the APC meeting at which the reports will be discussed, as part of the regular APC meeting package.

Annual Report	Report to APC	APC Lead Reader
Comprehensive Student Discipline Report*	Tues, September 13, 2016 9:00am-11:00am	N/A
Centre for Teaching and Learning Report	Tues, October 25, 2016 1:30pm-3:30pm	Dr. Karen Roland
Internationalization Report *	Tues, October 25, 2016 1:30pm-3:30pm	Dr. Antonio Rossini
Domestic Recruitment Report	Tues, December 13, 2016 2:00pm-4:00pm	Dr. Alan Scoboria
Leddy Library Report	Tues, December 13, 2016 2:00pm-4:00pm	Dr. John Weir & Mr. Dariush Karima
Student Affairs Report	Tues, January 17, 2017 9:00am-11:00am	Dr. Lorna deWitt
Information Technology Services	Tues, February 14, 2017 2:00pm-4:00pm	Dr. Erika Kustra
Comprehensive Student Discipline Report	Tues, March 14, 2017 9:00am-11:00am	Dr. Kathryn Quinsey
Internationalization Report	Tues, March 14, 2017	Ms. Joan Dalton
Tuition Fees	Thurs, April 6, 2017	N/A
University Budget	Thursday, May 11, 2017	N/A

*Outstanding reports from 2015-2016

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Comprehensive Student Discipline Report	Tues, March 14, 2017 9:00am-11:00am	Dr. Kathryn Quinsey
Internationalization Report	Tues, March 14, 2017	Ms. Joan Dalton
Tuition Fees	Thurs, April 6, 2017	N/A
University Budget	Thursday, May 11, 2017	N/A

**Outstanding reports from 2015-2016*

**University of Windsor
Academic Policy Committee**

5.2: Student Awards and Financial Aid (2015-2016)

Item for: **Information**

Forwarded by **Student Awards and Financial Aid**

1. Financing Awards

The undergraduate student awards program at the University of Windsor is administered by the Student Awards and Financial Aid Office. Donor sponsored awards may be financed one of three ways:

- 1) An annual donation of at least \$1,500 (minimum of a three-year commitment) as a rule, these awards become active within the same academic year that the terms of reference are approved;
- 2) Presentation of a capital sum of at least \$25,000 for investment as an endowment funds must be invested for at least one fiscal year to stimulate sufficient interest income to support expenditures. Generally awards will become active within one to two years following receipt of approved terms of reference;
- 3) A series of smaller donations accumulating capital and interest until the minimum \$25,000 endowment level is reached can take two or more years to reach the minimum level. Awards generally become active within three to four years following receipt of approved terms of reference and capital base.

The University of Windsor's Open Entrance Scholarship Program as well as our need-based bursary programs and Work Study is financed by the University of Windsor.

The following list includes all three types of newly established awards administered by the Student Awards and Financial Aid Office. For the purposes of this report, these awards have been classified as either "active" or "in-process".

2015-16 Newly Established Student Awards – ACTIVE

Aird Berlis LLP Award

Value: \$1,500. Awarded to a Law I student who ranks in the top 15% of the class and who has made a significant contribution to student life in their first year of Law School. Assigned.

Campus Dental Centre Education Bursary - (Full Time Students)

Value: \$2500. Awarded annually to a year 3 student who has demonstrated financial need and is in good academic standing. Recipient must be a Canadian Citizen or Permanent Resident (includes those with Protected Persons status), meeting OSAP Ontario residency requirements. Preference will be given to a student who graduated from a Windsor/Essex County high school. If you have applied for a "University of Windsor In-course Bursary" by October 15 through this awards search, you will automatically be considered for this award.

Campus Dental Centre Education Bursary - OPUS

Up to 3 bursaries awarded annually. Eligible applicants must be registered as part-time students, must have completed at least two courses, be in good academic standing and have demonstrated financial need. Recipients must be a Canadian Citizen or Permanent Resident (includes those with Protected Persons status), meeting OSAP Ontario residency requirements. Award is renewable through reapplication in subsequent years provided qualifying conditions are met. Apply on-line. Deadline: January 15

de VRIES LITIGATION Award

The de VRIES LITIGATION Award is presented to an upper year student with the top combined grade in Wills or Estate Law courses combined with their grade in the Civil Procedure course. Preference will be given to students with the highest grade in Wills or Estate Law courses. This award was established in 2014 by Justin W. de Vries '91.

Dr. Murray O'Neil Scholarship

2 awards valued at \$5,000 available to students entering Year 1 in the Schulich School of Medicine and Dentistry (Windsor Program). Applicants must be permanent residents of Essex or Kent counties. Candidates must be Canadian Citizens or Permanent Residents (includes those with Protected Persons status). Awards can be renewed for up to 2 additional years provided that the student remains in good academic standing in the Schulich School of Medicine and Dentistry (Windsor Program) - documentation required. Applications available through the Schulich School (Windsor Program) Office. Deadline: November 15th.

Ed Lumley Bursary

Several bursaries valued at \$8000 will be awarded annually to students entering Year 1 directly from a Windsor/Essex County high school, to full time studies at the University of Windsor. Eligible applicants must be in good academic standing and have demonstrated financial need. Recipients must commit to working with at least one mentor in an extracurricular activity throughout their undergraduate program. This bursary is not tenable with other major awards. Recipients may be considered for renewal in Year 2, 3 and 4 provided they continue to meet the eligibility requirements and submit a self-assessment letter and recommendation from their mentor each year. Apply on-line. Early Deadline: March 1, Final Deadline: June 1. See Special Rules for additional requirements.

Eleanor Catherine Wallace Memorial Entrance Scholarship

Several scholarships of \$5000 (\$2500 x 2 semesters) will be awarded annually to full time undergraduate students entering directly from a Canadian high school. Based on academic merit (minimum entering average of 80%), leadership potential, commitment to community and participation in school activities. Students must submit a short essay demonstrating their worthiness of the award. Preference will be given to students in the Arts, Humanities and Social Science programs, however students in other programs may be considered. All eligible students are encouraged to apply. Not tenable with other major awards. Apply on line. Deadline: June 1

Lucky Star Award

The Lucky Star Awards valued at \$250-\$500 will be available to domestic and international students, registered in FAHSS, who find themselves in a severe financial crisis. Recommendation will be made by Student Awards staff in consultation with Development Officer.

Marian McLean Campus Spirit Award

Awarded annually to a student in his/her third or fourth year of study, with demonstrated leadership capabilities and active involvement in campus life (ie., student engagement, clubs, student government, athletics etc.) Good academic standing and proven financial need required. Apply on-line. Deadline October 15. This award was established for Susan Lester, Director of Alumni Affairs, upon her retirement, after 35 years of dedicated service, and was named in memory of her mother.

Northern Trust Scholarship

Value: \$400. Offered annually to a student in any year, in any program, who has demonstrated financial need. A minimum cumulative average of 80% is required. This award was established in 2010 by the Northern Trust Company. If you have applied for a "University of Windsor In-course Bursary" by October 15 through the awards search, you will automatically be considered for this award.

Odette Young Leadership Scholarship

Several awards valued at \$1500 are available to first year students entering into the Odette School of Business directly from full time high school studies or as College transfers with an entering average of 80 -89.9%. Recommendations made by the Odette School of Business. No application required.

Part-Time Undergraduate Aboriginal Student Bursary (OPUS)

Value: \$500. One award is offered annually by the Organization of Part-time University Students (OPUS). Eligible applicants must be registered as part-time students, be in good academic standing and have demonstrated financial need. Recipients must be Canadian Citizens or Permanent Residents (includes those with Protected Persons status) meeting OSAP Ontario residency requirements. Award is renewable through reapplication in subsequent years provided qualifying conditions are met. Apply on-line. Deadline: January 15.

Robert J. Van Kessel '87 Memorial Writing Prize

The Robert J. Van Kessel '87 Memorial Writing Prize is presented to a Law student who submits a paper on the topic of Corporate Litigation or Commercial Litigation, and who is selected from a committee of the donor's choosing. (see special rules for further details). This prize was established in 2014 by friends, family and colleagues of the late Robert J. Van Kessel, of the Windsor Law Class of 1987.

The Michael Nudelman Leadership Award

Interest from trust will provide one scholarship annually to a 2nd or 3rd year student registered full time in the BCOMM (Honours Business Administration) program who has taken a leadership interest in sports. A minimum cumulative average of 73% is required. Apply on line. Deadline October 31.

WD Lowe High School and Lancer Football Alumni Scholarship

Value: \$1500. Awarded annually to a full-time (as per OUA/CIS standards) undergraduate third year student who is a member of the Lancer Football Team. A minimum 70% previous year average is required. Assigned. No application required.

2015-16 Newly Established Student Awards - IN PROCESS

Gordon David Baillargeon Memorial Scholarship

Value: \$1500. Awarded annually to a 3rd or 4th year student registered full time in Psychology or Social Work. A minimum cumulative average of 78% and demonstrated financial need is required. The recipient must be a Canadian

Citizen or Permanent Resident (includes those with Protected Persons status), meeting OSAP Ontario residency requirements. Established in memory of Gordon Baillargeon who graduated with a major in Psychology and who later returned as a part time student taking courses in Social Work.

John Christopher Beer Bursaries in English

Up to 3 bursaries awarded annually to full time students registered in the English program who have demonstrated financial need. Recipients must be a Canadian Citizen or Permanent Resident (includes those with Protected Persons status), meeting OSAP Ontario residency requirements and be in good academic standing.

LucasWorks! Entrepreneurship Scholarship

Value: \$1000. Awarded annually to a full time female undergraduate student enrolled in the Odette School of Business who demonstrates an interest in entrepreneurship by participating in start-up programs in the EPI Centre. Applications are accepted from students in Year 2, 3 and 4 who have a minimum cumulative average of 73% and proven financial need. Candidates must also submit a statement (minimum of 500 words) outlining their interest in entrepreneurship.

Dr. Edward King Bursary (OPUS)

Value: \$500 each. One bursary is offered annually by the Organization of Part-time University Students (OPUS). This bursary is dedicated to Dr. Edward King for his years of service on the OPUS Board of Directors and University of Windsor Board of Governors for over 20 years. The number of bursaries varies from year to year, based on demand and financial resources as determined by the OPUS Board of Directors. Eligible applicants must be registered as part-time students, be in good academic standing and have demonstrated financial need. Recipients must be a Canadian Citizen or Permanent Resident (includes those with Protected Persons status), meeting OSAP Ontario residency requirements. Award is renewable through reapplication in subsequent years provided qualifying conditions are met. This award may not be combined with any other OPUS awards. Apply on-line. Deadline: January 15.

Mrs. Renee King (Dufour) Memorial - Education Award

Awarded annually to a full-time first year Education student from the Windsor-Essex County area who is studying to be a Primary Teacher. Candidates must be a Canadian Citizens or Permanent Residents (includes those with Protected Persons status). Financial need may be a consideration. Apply online. Deadline: January 15.

Nodder Hayes Visual Arts Scholarship

Awarded annually to a full-time undergraduate first year student in the Visual or Fine Arts Program. Candidates must be a Canadian Citizens or Permanent Residents (includes those with Protected Persons status). Financial need may be a consideration. To be considered, applicants for this award must submit a short essay explaining why the visual arts are a critical facet of a better society. Submissions will be adjudicated by a committee from the School of Creative Art. Apply online. Deadline: January 15.

UFCW 459 Action Centre Award

One or more awards of up to \$5,000 are available annually for students in any program, faculty or year of study who were employed by, or who are spouses, children or grandchildren of someone who was employed by, Heinz in Leamington at the time of the plant closure. Candidates must be in good academic standing and registered in at least 40% of a full course load for their program of study. Recipients may receive the award once in their academic career. Confirmation of affiliation from the UFCW 459 Action Centre is required. Apply online. Deadline: October 10, 2016.

5 Year Historical in Number of New Awards Added

Academic Year	# of New Awards - Active	# of New Awards – In Progress
2011-2012	50	19
2012-2013	6	10
2013-2014	29	6
2014-2015	13	10
2015-2016	15	7
Total New Awards Added in Past 5 Years	113	

Programs Administered

The following programs are administered by the Student Awards & Financial Aid Office.

- Ontario Student Assistance Program (OSAP)
- Out of Province Student Aid Programs
- US Title IV Federal Direct Student Aid
- Undergraduate scholarships, bursaries and awards
- UWindsor Work Study Program

2015/2016 Highlights

- New scholarship grid (80-84.9%, 85-89.9% (non-renewable)| 90-94.9%, 95-100% (renewable).
- UWindsor Work-Study Program extended to undergraduate international students.

Academic Policy Committee
University of Windsor

5.3: **Student Academic Amnesty Day for November 2nd 2016 – National Day of Action**

Item for: **Approval and Referral to Senate**

Forwarded by: **UWSA**

The following motion will also be considered by the Senate Student Caucus.

MOTION: Be it resolved that Senate declare Wednesday, November 2nd 2016 as a day of Academic Amnesty for all students such that no student may be given academic penalty for being absent during this day.

Be it further resolved that the University of Windsor inform professors/course instructors of this academic amnesty and encourage professors to:

- Refrain from setting deadlines or tests on November 2nd 2016
- Inform their classes of their right for academic amnesty for November 2nd 2016 and the need to notify the professor at least 48 hours in advance of November 2nd

Be it further resolved that students must inform their professor at least forty-eight hours in advance of November 2nd 2016 of their participation to receive this amnesty.

Rationale:

- Whereas **all three** student unions (OPUS, UWSA and GSS) and their respective membership are members of the Canadian Federation of Students (CFS)
- Whereas the CFS is holding a National Day of Action on November 2nd 2016 across Canada by members direction at their most recent AGM
- Whereas senate **has supported** a similar action for the February 1st 2012 National Day of Action by providing academic amnesty to students
- Whereas **the university recognizes** the importance of peaceful dissent as exhibited by the No Force Policy
- Whereas **this is not an action against the university** but is actually a space that all those from the administration are invited to attend as special guest caught in this struggle
- Whereas government funding for postsecondary education **continues to decline** and costs are increasingly downloaded onto students through rising tuition fees
- Whereas nationally, average student debt has risen to **\$26,819**
- Whereas, **approximately 70 percent** of new jobs in Canada require some form of postsecondary education
- Whereas Average tuition fees for Canadian students have increased **137%** over the past 25 years.
- Whereas **60%** of today's college and university students come from higher-income families
- Whereas Outstanding federal student loans have reached **\$19 billion**
- Canada is the **only** OECD country without national oversight over postsecondary education - there is no federal minister responsible.

**University of Windsor
Academic Policy Committee**

5.5: **Policy on Conduct of Exams and Tests – Revisions to Appendix B**

Item for: **Approval**

MOTION: That the proposed addition be made to Appendix B of the Policy on the Conduct of Exams and Tests.

Proposed Addition:

Threatening Behaviour

If behaviour or misconduct occurs that threatens the safety of a University community member, the behaviour must be reported immediately to the Presiding Officer, or if in immediate danger to Campus Community Police at ext 911.

Rationale:

- While reviewing the policy on Conduct of Exams and Tests, the Occupational Health and Safety Manager noticed that Appendix B currently details procedures for medical emergencies and fire alarms; however, it does not detail procedures for misconduct or threatening behaviour. The proposed wording would close this gap.

**University of Windsor
Academic Policy Committee**

5.5: **Policy on Conduct of Exams and Tests – Revisions to Appendix B**

Item for: **Approval**

MOTION: That the proposed addition be made to Appendix B of the Policy on the Conduct of Exams and Tests.

Proposed Addition:

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