



ACADEMIC POLICY COMMITTEE (APC)
Minutes of Meeting

Date: Tuesday, February 14, 2017

Time: 9:00am-10:30am

Room: 209 Assumption Hall

Committee Members: Prof. Jeff Berryman, Ms. Joan Dalton, Dr. Lorna deWitt, Dr. Philip Dutton (Chair), Mr. Dariush Karimi, Dr. Erika Kustra, Dr. Scott Martyn, Dr. Scott Martyn, Dr. Karen Roland, Dr. Alan Scoboria.

Absent: Ms. Ghadeer Alghosein, Dr. Fazle Baki (regrets), Dr. Shervin Erfani, Mr. Ahmed Khalifa, Dr. Katherine Quinsey (regrets), Dr. Antonio Rossini (regrets), Prof. John Weir (regrets).

In Attendance: Mr. Nick Baker, Dr. Mohsan Beg, Dr. Anne Forrest, Mr. Ryan Flannagan, Ms. Renée Wintermute and Alison Zilli (University Secretariat).

1 Approval of Agenda

MOTION: That the agenda be approved.

Dr. S. Martyn/Dr. K. Roland
CARRIED

2 Approval of Minutes

(See document APC170117M)

MOTION: That the minutes of the Academic Policy Committee meeting of January 17, 2017 be approved.

Dr. L. deWitt/Dr. A. Scoboria
CARRIED

3 Business arising from the minutes

Nothing to report.

4 Outstanding business

Nothing to report.

Items for Approval

5 Reports/New Business

5.1 Reading Week Policy - Exemption

(See document APC170214-5.1 for more details.)

MOTION: That the Master of Engineering Management (MEM) and the Master of Management (MoM)¹, which are weekend-only programs, be exempted from the Reading Week policy.

Dr. L. deWitt/Dr. E. Kustra

¹ NOTE: The Business program referenced should be MBA for Managers and Professionals. This was caught just before Senate and the document revised for Senate.

NOTED:

- Given that the Master of Engineering Management and the Master of Management² programs are weekend-only programs, with classes offered on Fridays/Saturdays every second weekend they should be exempt from the Reading Week Policy.
- Since both programs are geared towards people who are already in the work force, the students already schedule their work and other commitments to be able to attend classes on the weekends.

CARRIED

5.2 Special Student Status Policy

(See document APC170214-5.2 for more details.)

MOTION: That persons interested in taking courses for general interest be allowed to register without having to gain admission to the University, subject to the Registration Conditions for Students with Special Status.

Dr. L. deWitt/Dr. E. Kustra

NOTED:

- Special Student status will provide a pathway for persons to test university courses and attempt to qualify for admission to a degree program.
- Registration is open to selected individuals not currently admitted to the University and these students can complete a maximum of four courses prior to obtaining admission to the University.
- Students with Special Student Status are not claimable in terms of grant money so the University just receives tuition.
- While the Walls to Bridges program was the impetus for development of such a policy, the policy itself is broader and will facilitate the recruitment of non-traditional students.
- A minor correction was noted.

CARRIED

Items for Information

5.3 Open Learning Annual Report

(See document APC170214-5.3 and APC170214-5.3.1 for more details.)

NOTED:

- A comprehensive presentation was provided to members on the various activities and initiatives of the Office of Open Learning.
- The Office of Open Learning was established in 2012 with the assistance of Strategic Priority Funding (SPF) with the mandate to establish, promote and develop an online, hybrid, distance and consulting education at the University of Windsor.
- The Office is a relatively small unit that works collaborative with faculty to develop and deliver media rich environments for online courses and programs.
- Some successes include: securing SPF funding for two multi-user projects supporting expansion of line teaching and learning including online advising; expanding the ePortfolio use from a pilot into many department and faculties; developing a new on-demand hybrid delivery mode for offering courses; and partnering with faculty to receive finding for projects from the Ontario Shared Online Course Fund.
- Some challenges include: ongoing lack of space and staffing (lack of key skill in graphic design and web development); lack of clear definition of different teaching modes; no technical support available for faculty teaching live online and hybrid class outside of the traditional working daytime working hours, etc.
- The key definitions are: 1) Online (more than 80% of learning interaction occurs online); 2) Hybrid: 50-80% of learning interaction occurs online; 3) Flipped classroom: most of the learning is intentionally outside the classroom, reserving class time for problem-solving, deep interactions; 4) Technology

² Should read: MBA for Managers and Professionals. The document for Senate was revised accordingly.

enhanced: significant incorporation of technology enhancing the learning environment; and, 5) Open course: open enrolment, usually free, usually CC licenced, not for credit, usually online.

- On-Demand Hybrid courses are unique in that they incorporate 3 modes – in-class, fully online and mixed mode which provides students with flexibility to attend class in any manner that they chose.

The floor was open for comments/questions.

- The area was commended for the amount of work undertaken to contribute to supporting the online learning environment at the University of Windsor over the past few years.
- In response to a question raised regarding the direction of the Office, it was noted that it is being driven by a strategic five-year plan (2012-2017) and will likely continue to move forward with a new plan in the upcoming year.
- In response to a question raised about tracking the success of students in online courses vs in-class, it was noted that where the same classes were offered on campus vs. online delivery mode some basic statistics indicate that there is about a 6% drop in grades in online courses. However, more comprehensive data would need to be generated, retained and analyzed for specifics.
- In response to a question raised regarding whether the Office has any recommendations moving forward, it was noted that there is some concern about policies and practices surrounding online course offerings.
- The Office of Online Learning can be accessed online at: <http://www1.uwindsor.ca/openlearning/>.

5.4 Student Affairs Annual Report

(See document APC170214-5.4 for more details.)

NOTED:

- An overview highlighting the work of the Office over the past year was provided. In July 2016, Student Affairs was transformed into the Office of Student Experience.
- The Office of Student Experience umbrella is very broad and includes the Student Success Centre (include Student Disability Services, Advising Services, Student Transition Programs), International Student Centre, Student Counselling Centre, Campus Community Police, Residence Services, the Outstanding Scholars Program, Turtle Island (Aboriginal Education Centre), and, the Academic Integrity and Student Support Office.
- The mission of the Office is to enrich the student experience through the provision of programs and services that advance student success, contribute to campus engagement and promote a safe, caring and inclusive environment.
- Specialized support is provided to students in designated populations inclusive of aboriginal students, first generation students, international students, and students with disabilities, in order to ensure that they are positioned for academic and transitional success at the University.
- There are many successes over the prior year in all of the areas, with continued improvements to the way that programs are delivered and to the actual physical space that houses many of the areas and programs.
- Ongoing challenges pertaining specifically to lack of resources have had an effect on central advising (which is highly subscribed) and implementing programming for Service Learning. In addition, the resources for residence remains an ongoing challenge which has been exacerbated by declining student enrolment.
- Challenges in terms of space include the ground floor of Dillon Hall which is tired and insufficient to meet the need of the programs in the Student Success Centre, and the space for Turtle Island (Aboriginal Education Centre) which has been temporarily moved to the CAW Student Centre.
- An important initiative will be to work with the university's Sexual Misconduct Response and Prevention Officer to ensure that the University remains a recognized leader in the area of sexual violence prevention.
- In term of reviewing programs and services, the Co-Curricular Transcript program is being reviewed as it is under-utilized, and an overall review will be done in order to determine a specific strategic approach to student communication and social media accounts with a view to making them succinct and manageable.

The floor was open for comments/questions.

- The area was commended for doing an excellent job in continuing to improve support for students and improve programming so that it is more appropriate and relevant to incoming students.
- In response to a question raised about providing visa students with immigration advise, it was noted that there is only one accredited Student Immigration Advisor who can provide more targeted advice to students. It was further noted that any legal immigration advice is outside the realm of an advisor.
- In response to a question raised about athletics, it was noted that the goal is to encourage students to become more involved in sporting events by attending football games, basketball game, *etc.*
- Encouraging students to become involved in recreational services and healthy learning initiatives would also be a good objective for the overall student experience.

AGREED:

- That the sections in the report that currently have “not-applicable” be completed with relevant information as there are many examples that just need to be taken from within the report. For example, the area recognizes excellence through the Going the Extra Mile Awards as well as offers unique opportunities for faculty to engage with students through the Outstanding Scholars Program.
- Minor revisions were made to the structure of how the information in the report was conveyed for readability.

6 Question period/Other business/Open discussion

Nothing to report.

7 Adjournment

MOTION: That the meeting be adjourned.

Dr. S. Martyn/Dr. A. Scoboria
CARRIED