



**ACADEMIC POLICY COMMITTEE (APC)**  
**Minutes of Meeting**

**Date:** Wednesday September 20, 2017

**Time:** 9:00am-11:00am

**Room:** 209 Assumption Hall

**Committee Members:** Dr. Fazle Baki, Prof. Jeff Berryman, Mr. Scott Cowan, Dr. Sue Fox, Dr. James Gauld, Dr. Erika Kustra, Dr. Dan Mennill, Dr. Karen Roland, Dr. Antonio Rossini (Chair), Mr. Dilpreet Singh, Dr. Jill Urbanic.

**Absent:** Mr. Aftab Anwer, Prof. Jeff Berryman, Dr. Scott Martyn.

**In Attendance** Ms. Alice Miller, Ms. Marion Doll; Ms. Renée Wintermute (University Secretary), Ms 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 APC170411M)*

**MOTION:** That the minutes of the Academic Policy Committee meeting of May 11, 2017 be approved.

Dr. E. Kustra/Dr. K. Roland  
**CARRIED**

**3 Business arising from the minutes**

Nothing to report.

**4 Outstanding business**

Nothing to report.

**Items for Information**

**5 Reports/New Business**

**5.1 Mandate of Academic Policy Committee**

*(See document APC170920-5.1 for more details.)*

NOTED:

- An overview was provided on the mandate of Academic Policy Committee.
- Academic Policy Committee (APC) is charged with receiving and reviewing annual status reports from a number of academic areas and academic service areas on campus, and reviewing and recommending policy changes, as appropriate.
- The document was received for information.

## 5.2 Establishing Lead Readers for Annual Reports

(See document APC170920-5.2 for more details.)

### NOTED:

- Each year, one Committee member will be identified as the lead reader for each of the annual reports that are presented to APC.
- 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.
- Lead readers were identified for the various annual reports for 2017-2018.

## 5.3 Policy on Repetition of Courses and Calculation of Averages - Revisions

(See document APC170920-5.3 for more details.)

**MOTION 1:** That the proposed revisions to the Policy on Repetition of Courses be approved.

Dr. J. Gauld/Dr. J. Urbanic

### NOTED:

- The proposed revision will align us with what current practices are at most universities in the province of Ontario as well as simplifies the policy terminology so that it is easier to interpret and apply.
- Students in first entry undergraduate programs will be able to repeat a course a maximum of two times which is three in total without needing special permission.
- The current policy allows for a third attempt with permission by the Dean or designate but application of this has not been equivalent across all faculties.
- Concern was raised regarding the issue that students in Engineering who repeat courses from previous years often have major scheduling conflicts especially when they have lab components. In response it was noted that infosilem© which is a schedule software program may help resolve this issue in the future by optimizing classes.

### AGREED

- Provisions should be incorporated into the proposed policy to allow Deans to grant permission for students to take a course a fourth time.

**FRIENDLY AMENDMENT:** The following section be added: *"In exceptional circumstances, permission to a course for a fourth time may be granted by the Dean (or designate) of the Faculty in which the student is registered, after consultation with the Dean (or designate) of the Faculty in which the course is offered (if different), following a detailed review of the student's academic record and documented extenuating circumstances that may have affected the student's success in the course. The decision of the Dean (or designate) of the Faculty in which the student is registered shall be final and shall be filed together with the rationale with the Office of the Registrar."*

**CARRIED, as amended**

**MOTION 2:** That the proposed revisions to the Policy on Grading and Calculation of Averages be approved.

Dr. D. Menhill/Dr. J. Urbanic

### NOTED:

- The proposed revision will be beneficial to students as it allows the highest mark received to be used in calculating the cumulative and major average.
- The current policy uses the last attempt in the average calculation which does not take into account the many reasons why a student might obtain a lower grade.

AGREED:

- Nursing clinical courses should be excluded from the policy so that the final attempt will supersede prior attempts.

**FRIENDLY AMENDMENT:** However, only the highest mark received will be used in calculating the cumulative and major averages, ***with the exception of Nursing clinical courses where the mark received in the final attempt will supersede prior attempts.***

**CARRIED, as amended**

#### **5.4 Student Awards and Financial Aid (2016-2017)**

*(See document APC170920-5.4 for more details.)*

NOTED:

- An overview was provided on the student awards that were established during the last academic year.
- The Student Awards and Financial Aid Office is charged with administering the Ontario Student Assistance Program (OSAP) as well as scholarships, bursaries and awards for undergraduate students which are based on both academic merit and financial need.
- The University of Windsor's student financial aid program participation rate is approximately 70%.
- The distribution of student financial aid supported about 8351 awards totaling \$12.2 million in funding.
- Given that the University of Windsor's OSAP default rate is 6.6% it is believed that improving programming, assisting in job searches and educating borrowers of loan repayment guidelines may help reduce this percentage.
- The University of Windsor's Work Study Program is now called *Ignite* which has been facilitated as an experiential learning opportunity for student participants.
- To be eligible for the Ignite program, domestic students must first apply for government student assistance and international students must demonstrate financial need through a written statement and by providing a budget on their application.
- There are a number of domestic students who are currently ineligible for the Ignite program as they are not eligible for OSAP but still need financial assistance.
- Highlights include the launching of the new Net Tuition Summary within the student portal to assist students with understanding how OSAP is used in the payment of fees and their net tuition calculation.
- Consideration is being given to providing monetary awards and/or scholarships with Governor General and Board of Governor medals.

The floor was open for comments/feedback:

- Report from Lead Reader: *The 2016-2017 Student Awards and Financial Aid (SAFA) Annual Report Executive Summary provides a comprehensive account of the programs that the SAFA Office administers to support both the recruitment and retention of students at the University of Windsor through the administration of merit and need-based federal and provincial student aid programs, including: scholarships, bursaries and on-campus employment (work study). The executive summary describes SAFA's growth and development in the office's ability to respond to student needs such as, the continual improvement and design of web-based delivery of services, and in particular, meeting the needs of international students on campus. The executive report accurately and succinctly summarizes information under each of the required criteria – specifically, the linkages between the SAFA Office and the University's strategic plan priorities are clearly defined and reported.*
- In response to a question raised as to whether the number of students receiving financial assistance has increased (to 68%), it was noted that last year 50% of the student population needed financial assistance. The increase is due to the new grant structure with increased income limits.
- In response to a question raised it was noted that there has been a substantial increase in private donors but the criteria and parameters for the bursaries/scholarships are set by the donors which

often makes it challenging for students to be eligible.

- Concern was raised regarding the issue that many graduate students are not eligible for renewable scholarships which causes a great deal of stress for students and instructors who are often being asked to raise grades so student can meet scholarship criteria.
- The area was commended for their impressive campus partnerships of working with alumni and donor communication as well as with career services on a regular basis.
- The document was received for information.

AGREED:

- A minor revision was made to clarify that students will be permitted to *receive* entrance scholarship as well as donor entrance awards.

### **Additional Business**

#### **6 Question Period/Other Business/Open Discussion**

Nothing to report.

#### **7 Adjournment**

**MOTION: That the meeting be adjourned.**

Dr. F. Baki/Dr. E. Kustra  
**CARRIED**