



ACADEMIC POLICY COMMITTEE (APC)
Minutes of Meeting

Date: Thursday April 12, 2018

Time: 1:00pm-3:00pm

Room: 209 Assumption Hall

Committee Members: Dr. Fazle Baki, Prof. Jeff Berryman, Mr. Jeremiah Bowers, Dr. Cheryl Collier, Mr. Scott Cowan, Dr. Sue Fox, Dr. James Gauld, Dr. Dan Mennill, Dr. Karen Roland, Dr. Antonio Rossini (Chair), Mr. Dilpreet Singh.

Absent: Mr. Aftab Anwer, Dr. Erika Kustra (regrets), Dr. Scott Martyn (regrets), Ms. Z. Merheb (regrets), Dr. Jill Urbanic (regrets).

In Attendance Mr. Dave Butcher, Mr. Chris Busch, Mr. Ryan Flannagan, Ms. Renée Wintermute (University Secretary), Ms Alison Zilli (University Secretariat).

1 Approval of Agenda

MOTION: That the agenda be approved.

Dr. J. Gauld/Dr. D. Mennill

CARRIED

2 Approval of Minutes

MOTION: That the minutes of the Academic Policy Committee meeting of March 21, 2018 be approved.

Dr. C. Collier/Mr. S. Cowan

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 BEngTech Admission Requirement Changes**

(See document APC180412-5.1 for more details.)

MOTION: That the proposed revisions to the admission requirements for the Bachelor of Engineering Technology be approved.

***CARRIED**

***5.2 Policy on Residency Requirements**

(See document APC180412-5.2 for more details.)

MOTION: That the revisions to the Policy on Residency Requirements be approved.

***CARRIED**

Items for Information

5.3 Compulsory Ancillary Fees 2018/2019

(See document APC180412-5.3 for more details.)

NOTED:

- Tuition fees for 2018/19 were approved at the April 25, 2017 meeting of the Board of Governors as part of a two-year tuition proposal that was recommended by the Province.
- Many of these compulsory ancillary fees change each year based on the CPI Index, student referendums, health insurance premiums, and any other student organization requirements.
- The document was received for information.

5.4 Internationalization Report

(See document APC180412-5.4 for more details.)

NOTED:

- The Internationalization Report provides an overview of the various challenges, goals and successes of the area during 2016-2017.
- There has been a significant amount to Deans who may be interested in creating new pathways to their programs.
- The most effective marketing strategy is still event-based marketing, involving direct interaction between university representatives and potential students.
- The main challenge is that the office continues to operate with a limited budget and small staff complement, thus reducing the number of initiatives underway at any given time.
- In response to a question raised about whether international tuition fees are a barrier, it was noted that this is difficult to determine given that there continues to be significant demand and enrolment of international students in programs at Windsor.
- In response to a question raised about the Neighbour Fee, it was noted that this only applies to undergraduate students from the US. Further, recruitment for Canada, US, and Mexico falls under the umbrella of the Office of Student Recruitment.

AGREED:

- That the following strategic priorities be addressed: 1) Pursue strengths in research and graduate education; and, 2) Recruit and retain the best faculty and staff.
- An update be provided under the future initiatives section regarding collaboration with the Faculty of Graduate Studies to implement a strategy to raise awareness around financial supports available to aid in the recruitment and retention of high quality international students into research-based programs. Currently many international students are in course-based programs.

5.5 Student Affairs Report

(See document APC180412-5.5 for more details.)

NOTED:

- The Office of Student Experience umbrella is very broad and includes the Student Success and Leadership Centre, Student Accessibility Services, Academic Advising, International Student Centre, Student Counselling Centre, Student Health Services, Campus Community Police, Residence Services, the Outstanding Scholars Program, Turtle Island (Aboriginal Education Centre), the Academic Integrity and Student Support Office, and the Writing Support Desk.
- 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.
- 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.

- There are ongoing challenges pertaining to resource constraints that have an effect on areas such as academic advising, Student Success and Leadership and the Writing Support Centre.
- Space is also a major challenge for the area with Turtle Island (Aboriginal Education Centre), remaining located in the CAW Student Centre and the space itself is not meeting the needs of staff and students. However, work is underway to rectify this.
- Residence is also an area that needs to be revitalized and “right-sized” as there has been a significant decline in students staying in residences.
- Adding charts to the reports to illustrate trends could be provide greater impact.
- In response to the comment the decreasing number of formally reported academic misconduct cases, it was noted that plagiarism is an on-going issue and common across universities. In discussions with colleagues, many are taking the opportunity for a “teachable moment” where the cases are minor. It was further noted that the Academic Integrity Officer provides ongoing support and resources to educate students and instructors on plagiarism and how to deal with plagiarism.
- In response to a question raised regarding whether there are plans to promote international exchanges, who will be involved in informing students of these opportunities, and who will deal with issues of transfer credits and marking schemes, it was noted that this is done in collaboration with the various departments involved and transfer credit is already regulated by policies when students are on exchanges.
- In response to a question raised about the recommendation for Senate to give consideration to limiting the number of courses a student can take if they are already carrying over unfinished assignments, test or exams from the previous term, it was noted that one of the issues is that the students who are granted an extension can still register into courses without completing earlier courses. The new system may provide a tracking mechanism to identify and advise these students.
- In response to a concern raised about the increasing number of students who need support to manage day-to-day stresses, it was noted that a comprehensive Mental Health Strategy is currently being developed with a completion date of June 2018.
- Areas should be making every effort to coordinate when they hold their exams to relieve the stress that students may have when too many assignments and exams are scheduled closely together.

6 Question Period/Other Business/Open Discussion

Nothing to report.

7 Adjournment

MOTION: That the meeting be adjourned.

Dr J. Gauld/Mr. S. Cowan

CARRIED