



ACADEMIC POLICY COMMITTEE (APC)
Minutes of Meeting

Date: Thursday, May 10, 2018

Time: 1:00pm-3:00pm

Room: 209 Assumption Hall

Committee Members: Mr. Aftab Anwer, Dr. Fazle Baki, Prof. Jeff Berryman, Mr. Jeremiah Bowers, Dr. Cheryl Collier, Mr. Scott Cowan, Dr. Sue Fox, Dr. James Gauld, Dr. Erika Kustra, Dr. Scott Martyn, Dr. Dan Mennill, Dr. Antonio Rossini (Chair), Dr. Jill Urbanic.

Absent: Ms. Zeina Merheb, Mr. Dilpreet Singh.

In Attendance Ms. Alice Miller, Mr. Andrew Kuntz, Mr. Dave Butcher, Ms. Renée Wintermute (University Secretary), Ms Alison Zilli (University Secretariat).

1 Approval of Agenda

Although items were not discussed in sequential order, the minutes do reflect the agenda order of business.

MOTION: That the agenda be approved.

Dr. C. Collier/Dr. J. Bowers

CARRIED

2 Approval of Minutes

MOTION: That the minutes of the Academic Policy Committee meeting of April 12, 2018 be approved.

Dr. S. Cowan/Prof. J. Berryman

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 2018-2019 Proposed Operating Budget

(See document APC180510-5.1 for more details.)

NOTED:

- The University is presenting a balanced budget for 2018/19. Members were reminded that the 2018/19 operating revenue is budgeted at \$289.5M, which is a significant increase of \$21.5 M (or 8%) over 2017/18 due to higher projected enrolments for Fall 2018 (14,635 full time and 1,865 part-time students).
- The *2018-2019 Meeting the Mandate* Budget anticipates enrolment growth, includes strategic investments, reaffirms Enrolment Centred Management (ECM), and includes a risk mitigation strategy in preparation for SMA3.

- The ECM principles reaffirmed are based on the following 4 pillars: 1) Strategic Mission (support the core academic mission and institutional priorities); 2) Responsibility (alignment of authority for financial management decisions); 3) Sustainability (incentivize behaviour in support of long term financial sustainability); and, 4) Transparency (clarity on revenue and expenses to support decision-making).
- The largest expenditure in the University Operating Budget is still salaries, wages and benefits representing approximately 73% of the Operating Budget.

COMMENTS/FEEDBACK:

- APC agrees that transparency and accountability are important principles on which to base the budget and appreciates the ongoing strategic enrolment management and preparation for SMA3 differentiation funding metrics informing the proposed operating budget.
- With government grants now making up only 34.4% of operating revenue, Windsor (and other universities) are increasingly reliant on tuition fees, particularly international fees, for revenue, as the domestic student population declines. This increasing reliance on professional and course-based Masters' programs is not without risks.
- APC supports the proposals outlined in the budget around strategic enrolment management; noting the need to find the optimal balance, for each Faculty, of domestic to international student enrolment and undergraduate to graduate enrolment.
- With regard to strategic enrolment management, consideration should be given to creating continuing education programs or certificates to attract professionals seeking to enhance their credentials by way of part-time studies.
- Retention was also discussed at length, with APC underscoring the need to focus primarily on initiatives to support students from first to second year.

5.2 Academic Integrity Office Annual Report (2016-2017)

(See document APC180510-5.2 for more details.)

NOTED:

- A comprehensive presentation was provided to members on the various activities and initiatives of the Academic Integrity Office.
- Members were reminded that in 2015, Bylaw 31 was substantially changed to focus on academic misconduct matters, giving Associate Deans the authority to investigate and adjudicate such complaints, with the assistance of the Academic Integrity Office, as needed.
- The ongoing focus on the educational component has generated increased participation of students in volunteer activities as Ambassadors of Academic Integrity.
- In response to a question raised, it was noted that Ambassadors are students who are trained to deliver AIO awareness and participate in Welcome week events to help promote and educate students on academic integrity.
- Ongoing and future initiatives include strengthening relationships with students by developing new programs with a view to creating a community of integrity.
- The main challenge for the Academic Integrity and Student Conduct Officer is that the office is under resourced.

The floor was open for comments/questions:

- In response to a question raised regarding whether the decrease in the number of cases is a result of an educational approach, it was noted that it is difficult to determine as incidents are dealt with at the Faculty level so the AIO has much less contact with students except in more complex cases.
- Concern was raised regarding the issue that the data is not broken down by Faculty, making it impossible to identify where there is an increase or decrease in incidents. Members were informed that Senate requested the breakdown by Faculty be removed since it implied higher instances of academic integrity in some areas rather than others, when the numbers in fact could be a result of under-reporting by certain areas. Further consideration should be given to how the numbers are presented.

Items for Discussion/Approval

5.3 Proposed Revision to Bylaw 51 – Multiple Exams Clause

(See document APC180510-5.3 for more details.)

MOTION: That the proposed revision to Bylaw 51 be forwarded to the Bylaw Review Committee for consideration.

Dr. J. Gauld/Dr. J. Urbanic

NOTED:

- The bylaw provisions which currently pertain to final examinations, midterm examinations, and, term papers should be extended to include take-home exams.
- Concern was raised regarding the issue that it can be challenging for instructors to accommodate students who are taking multiple levels of courses concurrently, such as 2nd, 3rd, and 4th year courses that all require make-up examinations.
- While flexibility is built into the bylaw to provide students with provisions to ensure that they are not burdened with undue stress of writing multiple exams in one day, departments need to also be mindful of the students' course schedule prior to signing them into classes that have exams close together to minimize conflicts.

CARRIED

5.4 Calculation of Cumulative Average – Review

(See document APC180510-5.4 for more details.)

NOTED:

- The proposed change is that: The marks obtained in *all courses taken* at the University of Windsor *for a program in which the student is enrolled* be used to calculate a cumulative average.
- Therefore, only 40 courses would be used to calculate the cumulative average for the awarding of an honours degree, and thirty courses for a general degree.
- If a student transferred from one degree to another, only those courses that counted towards that new program would count in the cumulative average (this would include failed courses, if those courses fit in the DARS for the program).

AGREED:

- Clarification is needed regarding the proposed change, given that during discussion it was mentioned that all courses would count, until the awarding of a degree (so if a student transferred between programs and ended up completing 49 courses before a degree was finally awarded, all 49 courses would be counted in the cumulative average for the awarding of a 40-course degree). However, this is already current practice.
- This item was deferred.

6 Question Period/Other Business/Open Discussion

Nothing to report.

7 Adjournment

MOTION: That the meeting be adjourned.

Dr. J. Gauld/Dr. S. Martyn

CARRIED