



ACADEMIC POLICY COMMITTEE (APC) Minutes of Meeting

Date: Thursday, March 18, 2021
Time: 9:00am-10:35am
Location: MS Teams (Virtual Meeting)

Present: Fazle Baki, Chris Baillargeon, Judy Bornais, Scott Cowan, Erika Kustra, Dragana Martinovic, Rashid Rashidzad, Antonio Rossini (chair), Jill Urbanic.

Absent: Mohammed Abdulaziz, Jeff Berryman (regrets), Maria Cioppa (regrets), Emily Fraser (regrets), Scott Martyn (regrets), Aman Patel, Wansoo Park (regrets), Anneke Smit (regrets).

In Attendance: David Butcher, Pascal Calarco, Gillian Heiz; Andrew Kuntz; Renée Wintermute (University Secretary), Alison Zilli (University Secretariat).

1 Approval of Agenda

MOTION: That the agenda be approved.

E. Kustra/J. Urbanic
CARRIED

2 Approval of Minutes

MOTION: That the minutes of the meeting of February 11, 2021 be approved.

C. Baillargeon/J. Bornais
CARRIED

3 Business arising from the minutes

Nothing to report.

4 Outstanding business

4.1 Leddy Library Annual Report (2019-2020)

(See document APC210318-4.1 for more details.)

NOTED:

- This is a continuation of the discussion at the last APC meeting on the activities and accomplishments of the Leddy Library over the past academic year, as well as current and future initiatives.
On the collections front, Leddy Library enhanced scholarly resources additions and reinvestments into different disciplinary areas as the University's academic and research programs continue to evolve.
During the 2019-2020 reporting year, Leddy Library welcomed over 645,000 people through its doors and loaned more than 47,000 physical items, before having to close the physical library due to the COVID-19 pandemic.
On March 18th, 2020, Leddy Library moved to adapt services to an online environment to ensure that students were able to continue to access critical library services, such as reference and research assistance, through various virtual options. Librarians also transitioned their face-to-face information literacy classes and instruction to the online environment.
Following the University's building closures, Archives Awareness Week moved invited patrons to participate in the Historic Home Cooking Challenge by cooking daily historic recipes that were shared

on the Library's website.

- In Fall, Leddy officially opened the Student Research Collaboratory which is a new space equipped with digital-enabled technology and honours the region's Indigenous heritage.
- Leddy Library was booked to host an exciting exhibit called "Treaty Canoe" which is a performance, sculpture installation. However, due to the pandemic, this installation had to be cancelled.
- A new and improved library may be on the horizon as Leddy Library hired Hariri Pontarini Architects to work with the University to modernize the Library.
- The document was received for information.

5 Reports/New Business

5.1 2021-2022 Operating Budget Proposal:

a. Proposed Tuition and Compulsory Ancillary Fees

(See documents APC210318-5.1a for more details.)

NOTED:

- A presentation on the proposed 2021-2022 tuition and compulsory fees proposal was provided.
- Members were reminded that the Ministry of Training, Colleges and Universities (MTCU) announced a 10% reduction in tuition fees for domestic students in 2019-2020, along with a freeze on domestic tuition fees in 2020-2021.
- There is still no framework available from the Province on the domestic student framework so the current assumption is that domestic tuition framework will remain frozen.
- Although international student fees continue to be deregulated, the University has continued with its past practice of a standard increase for international tuition fees, with slight variations in those programs where marketability and demand demonstrate that a decrease or increase should be pursued.
- This is the first year of the International Tuition Guarantee (ITG) which provides international students (who commence in 2021/2022) at all levels of study (undergraduate and graduate) with a commitment that the tuition rate will remain the same from their first term of study to their final term of study.
- For the international undergraduate and graduate incoming cohorts, the proposed rates were based on student demand for the program, feedback from recruiters, students, Deans, and competitor rates across Canada.
- This year, the US Neighbour Rate has been extended to include research-based graduate students, the Law Dual JD program, and the Consecutive Education program.
- The document was received for information.

b. Proposed Operating Budget

(See documents APC210318-5.1b for more details.)

- The Operating Budget includes a two-year strategy to return to a balanced base budget by 2022-2023. A balanced budget will be achieved for 2021-2022 using one-time, in-year payments.
- The base operating expenditures (including Investment and Reserve Funds) amount to \$312.9M (or \$3.63M over base operating revenues).
- The largest expenditure in the University Operating Budget is still salaries, wages, and benefits representing approximately 77.5% of the Operating Budget.
- Given the uncertainty regarding the future impact of the COVID-19 pandemic on the SMA3 metrics, the Ministry agreed to delay the planned activation of performance-based funding adjustments for the first two years of SMA3.
- The institution will need to remain focused on the development and implementation of alternative revenue strategies to provide stable cash flows to the operating budget.
- The new UWindsor Activity Based Budgeting (ABB) is aligned with the four main aspirations for the institution - the desire to be: 1) comprehensive; 2) innovative; 3) competitive; and, 4) research intensive.

- Under the ABB model, all operating units are responsible for their full cost of operations, including all cost increases resulting from negotiated wage and benefit changes.
- With AAB, all revenues (grant, tuition, fees) flow to Revenue Centres (the Faculties) and the revenues then fund all of the operating costs of the institution.
- Each Faculty will be required to develop a Faculty Financial Sustainability Plan (FFSP) that will include (but not limited to) the following: 1) identification of financial challenges; 2) enrolment planning; 3) other revenue opportunities; 4) planning for faculty and staff positions; 5) strategic initiatives; 6) long-term capital planning; and, 7) additional requests customized for each Faculty
- The FFSP's will be reviewed and approved by the Provost Budget Committee (PBC) and will form the foundation of all decision-making related to budget approvals and allocations.
- Despite the challenges, the 2021/22 Operating Budget includes both investment in new strategic priorities and base investment in reserve funds, including the continuation of the enrolment contingency fund.
- The document was received for information.

The floor was open for comments/questions:

- Administration was commended for presenting a return to a balanced base budget by 2022/2023 as a result of careful planning including an enrolment contingency reserve to address anticipated reduction in international and domestic student enrolment numbers.
- Members noted that the implementation of the SMA3 performance-based funding will have an impact on future budget modelling and appreciated that provisions have already been put into place to address the potential risk of additional budget cuts once reinstated.
- In response to the comment made regarding alternative revenue flow, it was noted that the University has the infrastructure, specialty resources, and test equipment to be a resource for leveraging targeted contract work.
- Members noted their appreciation for the opportunity to review the proposal in advance and provide meaningful and thoughtful feedback early in the process.

***5.2 Film Production Student Code of Conduct**

(See document APC210318-5.2 for more details.)

The item was received for information.*

Items for Approval

***5.3 Social Work – Revisions to Policy on Undergraduate Admissions Requirements**

(See document APC210318-5.3 for more details.)

MOTION: That the proposed revisions to the Policy on Admissions Requirements (Undergraduate) be approved.

***CARRIED**

Additional Business

6 Question period/Other business/Open Discussion

Nothing to report.

7 Adjournment

MOTION: That the meeting be adjourned.

C. Baillargeon /J. Urbanic
CARRIED