



ACADEMIC POLICY COMMITTEE  
Minutes of Meeting

**Date:** Thursday, May 15, 2025  
**Time:** 9:00am-10:20am  
**Location:** Room 209 Assumption Hall and via MS Teams

**Present:** Nadia Azar, Isabelle Barrette-Ng (Chair), Hisham Barakat, Juliet Bushi, Adam Mulcaster, Maureen Muldoon, Kristina Nikolova, Jessica Raffoul, Karen Robson, Chitra Rangan, Anneke Smit, Jacqueline Stagner.

**Absent:** Erika Kustra (regrets).

**In Attendance:** For item 5.2: Shetina Jones; Ray Darling (Registrar), Renée Wintermute (University Secretary), Alison Zilli (Associate University Secretary).

---

**1 Approval of Agenda**

**MOTION: That the agenda be approved.**

Chitra Rangan/Adam Mulcaster  
**CARRIED**

**2 Minutes of the meeting of April 10, 2025**

**MOTION: That the minutes of the meeting of April 10, 2025 be approved.**

Jessica Raffoul/Adam Mulcaster  
**CARRIED**

**3 Business arising from the minutes**

Nothing to report.

**4 Outstanding business**

Nothing to report.

**5 Reports/New Business**

**5.1 Policy on Graduate Faculty Designation – Revisions**  
*(See document APC250515-5.1 for more details.)*

**MOTION: That the proposed revisions Policy on Graduate Faculty Designation be approved.**

Chitra Rangan/Jessica Raffoul

NOTED:

- The proposed revisions clarify that professors emeriti supervising graduate students at the time of their retirement may maintain full status until their current students complete their degree at which time they will be transitioned to Affiliate status.

**CARRIED**

## 5.2 Division of Student Affairs Annual Report

*(See document APC250515-5.2 for more details.)*

### NOTED:

- An overview was provided on the various activities and initiatives of the Office of Student Experience.
- The mission of the Office of Student Experience 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.
- Mental health continues to remain a top priority, with ongoing therapy services addressing a broad range of student concerns and needs.
- This is an exceptionally large portfolio that oversees five units, 81 staff members and ~150 student staff with a large volume of output from the area.
- In response to a question raised, it was noted that quantitative data is collected for evidence-based decision-making to enhance programming and services in various areas.
- One of the structures and processes currently under review is central advising. There are currently three central academic advisors that serve thousands of students but this needs to be better integrated with advising at the Faculty level.
- The Registrar is working diligently on ensuring that all academic advisement reports are completed to ensure that advisors can provide accurate advising to students.
- In response to a question raised, it was noted that there are four student accessibility advisers who review the accommodation process and coordinate with faculty to ensure that students receive necessary accommodations. Each advisor is responsible for approximately 200-300 active students.
- In response to a question raised about the elimination of in-house counselling services at the graduate level, it was noted that this position was eliminated prior to this reporting year. Support has shifted to providing resilience training to help graduate students develop long-term coping skills.
- Future funding and streamlining will be needed to enhance programming and to strengthen partnerships across all units.
- Staff stress management is regularly addressed so that the unit remains strong, healthy, and safe.
- The document was received for information.

### AGREED:

- The area was commended for the exceptional level of support provided on an ongoing basis to students.
- Consideration should be given to including an appendix of professional activities, memberships, publications, etc. of staff in future reports.

## 5.3 Student Academic Misconduct Report (2023-2024)

*(See document APC240515-5.3 for more details.)*

### NOTED:

- The report provides data on the number of reported Bylaw 31 student academic misconduct cases during the 2023/24 academic year.
- The report reflects numbers consistent with those from prior years, except for the pandemic years which were outliers.
- Standard operating procedures are being reviewed to determine where there may be streamlining and efficiencies.
- The document was received for information.

## 6 Question period/Other business/Open Discussion

### 6.1 Course Modalities

#### NOTED:

- The Odette School of Business is requesting that a modality be added allowing for online instruction with in-person in-term and final evaluations.

AGREED:

- The following members agreed to participate and/or continue serving on the APC Subcommittee on Course Modalities: Isabelle Barrette-Ng, Adam Mulcaster, Ray Darling, Jessica Raffoul, and Karen Robson.

## 7 Adjournment

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

Adam Mulcaster/Chitra Rangan

**CARRIED**