



ACADEMIC POLICY COMMITTEE
Minutes of Meeting

Date: Wednesday, February 11, 2026
Time: 9:00am-10:30am
Location: Room 209 Assumption Hall and via MS Teams

PRESENT: Nadia Azar, Hisham Barkarat, Isabelle Barrette-Ng (Chair), Juliet Bushi, Ehab Elsaid, Milad Moradi Haydarloo, Nivithan Karalasingam, Muharem Kianieff, Erika Kustra, Adam Mulcaster, Kristina Nikolova, Gina Pittman, Jessica Raffoul, Chitra Rangan, Jacqueline Stagner.

ABSENT: Geoff Callaghan (regrets), Saveena Chawla, Hisham Barkarat.

IN ATTENDANCE: Chris Busch, Ahmed Sakr, Shetina Smith-Jones, Ray Darling (Registrar) Alison Zilli (Associate University Secretary), Renée Wintermute (University Secretary).

1 Approval of Agenda

MOTION: That the agenda be approved.

Jessica Raffoul/Erika Kustra
CARRIED

2 Minutes of meeting of January 15, 2026

MOTION: That the minutes of the meeting of January 15, 2026, be approved.

Kristina Nikolova/Jacqueline Stagner

An editorial correction was made to the minutes.

CARRIED

3 Business arising from the minutes

Nothing to report.

4 Outstanding business

Nothing to report.

5 Reports/New Business

5.1 Strategic Enrolment Management (SEM) Annual Report (2024-2025)

(See document APC260211-5.1 for more details.)

NOTED:

- Enrolment management is an institution-wide responsibility that directly affects academic quality, student success, and resource planning.
- This year's progress concentrated on enhancing the University's institutional data infrastructure by sharing use of enrolment and student success data across recruitment, admission, and enrolment services.
- Challenges include the pressure to achieve enrolment growth targets of 5,000 additional students over five years and the rapid changes in visa and immigration policies for the international sector.
- In response to question raised about capacity for domestic growth, it was noted that opportunities exist for growth locally, provincially, and in new markets.

- Enrolment growth is complex and involves new program innovation, investment, and engaging underutilized programs. There may be growth potential for subject areas such as cybersecurity, computer science, and health.
- In response to a question raised about revising the scholarship framework, it was noted that it will be reviewed to ensure that distribution of scholarships serve as effective enrolment drivers to entice students to come to Windsor in a more competitive, price-sensitive market.
- More work needs to be done to expand recruitment efforts beyond traditional high school students to non-traditional learners (i.e., adult learners, military, transfer students). Once admitted, supports are needed for non-traditional students to guide them through the enrolment processes.
- Systems and apps that students use need to be more attractive and technically easy to use.
- Over the next year, the University will undertake a Strategic Enrolment Management (SEM) refresh that will look at plans for enrolment growth mix.
- In response to a question raised, it was noted numbers in the report may conflict with numbers elsewhere because of how students are classified (intake vs returning, etc). The reporting rules are different for different systems and purposes.
- To mitigate duplication of efforts, the Office should collaborate with the Centre for Teaching and Learning when pursuing any early alert initiatives as a retention tool.

5.2 Exam Administration and Academic Integrity Controls

(See document APC260211-5.2 for more details.)

NOTED:

- Concern was raised about standards for exam invigilation, especially when administered in large classrooms, which can create challenges in maintaining academic integrity.
- Strategies for safeguarding academic integrity must be applied consistently and equitably to all students to prevent actual or perceived bias. (eg, any post-exam testing must be applied to all students.)
- Concerns were raised regarding lack of proctor to student ratio standards and insufficient staffing to monitor washroom breaks effectively. This is largely due to limited funding.
- With regard to examinations in the Student Accessibility Services office, it was noted that under AODA there is no specific accommodation standards for proctoring ratios, and they typically do not proctor large exams.
- Accessibility provisions may include students using assistive technologies, additional washroom breaks due to medical considerations, extra time to write examinations to reduce stress and anxiety. Students sign-in and sign-out when needing to use the washroom.
- Instructors are also encouraged to upload examinations digitally to reduce paper handling and safeguard exams.
- GAs are not always formally trained in effective invigilation practices or in identifying potential academic misconduct. Specific training to instructors and GAs on how to properly and respectfully address suspected cheating (including, students who are talking during an exam) is needed.
- In response to a question raised, it was noted that it is not currently feasible to disable internet access during online assessments.
- In response to a question raised as to whether the multipurpose St. Denis Centre could be used to administer examinations, it was noted that this may no longer be possible due to the cost.

AGREED:

- An APC Subcommittee on Academic Integrity, composed of Isabelle Barrette-Ng, Jessica Raffoul, Gina Pittman, Jacqueline Stagner, Erika Kustra, Renée Wintermute, and a student, was struck to review current exam administration practices and academic integrity controls, identify concerns and consider improvements to ensure fair and secure examination processes such as identifying tools or technologies that can improve exam security; implementing staff training on academic integrity for TA/GAs; enforcing a secure online examination distribution system; and focusing on preventative measures and alternative assessment methods.

***5.3 BFA in Film Production – Revision to Policy on Standing Required for Continuation in Programs and For Graduation** (See document APC260211-5.3 for more details.)

MOTION: That the proposed revisions to the Policy on Standing Required for Continuation in Programs and for Graduation (for the BFA in Film Production) be approved.

***CARRIED**

***5.4 Policy on Grading and Calculation of Averages – Graduate Revisions**

(See document APC260211-5.4 for more details.)

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

***CARRIED**

***5.5 Grading and Calculation of Averages for Thesis/Major Paper and Dissertation Courses – Revisions**

(See document APC260211-5.5 for more details.)

MOTION: That the proposed revisions to the Policy on Grading and Calculation of Averages and to the regulations for the Dissertation for the Degree of Doctor and Philosophy and Thesis or Major Paper for the Master's degree be approved.

***CARRIED**

***5.6 Graduate Committee Membership – Revisions**

(See document APC260211-5.6 for more details.)

MOTION: That the proposed revisions to the membership for Doctoral and Masters graduate committees be approved.

***CARRIED**

6 Question period/Other business/Open Discussion

6.1 Bylaw 54 – Attendance Marks in Professional Programs

NOTED:

- A concern of not allowing marks for class attendance in relation to professional programs is being considered by the SGC Bylaw Review Committee.

6.2 Calculation of Student Averages (Undergraduate to Graduate)

NOTED:

- The Registrar noted that Peoplesoft has the functionality to reset students average by academic program, but that it would need to be customized to implement.
- Currently, the system calculates a cumulative average that carries over from one academic program to another in an undergraduate or graduate career, so it continues to accumulate across a student's entire undergraduate academic history, even when they transfer programs.
- This creates challenges for many students, particularly adult learners returning to school and applying to professional programs (i.e., nursing, social work) because their average is affected by grades earned many years or even decades earlier. This impacts the University's ability to broaden and diversify its pool of learners.
- This issue stops many students from continuing or returning to the University of Windsor to attempt a different program as they do not truly get a fresh start. However, if they apply to another university, they will get a fresh start.
- Not resetting the cumulative average for students in graduate programs makes scholarship calculations very difficult because they then have to be calculated manually.
- Only the total courses required for the program, as approved by Senate, should be used in the calculation of averages.

- This is a mental health and retention issue. The mental and emotional weight of being unable to shake off poor grades from their average, regardless of whether they transferred to another program, needs to be considered.

AGREED:

- The following members agreed to participate on the APC Subcommittee on Calculation of Averages: Chitra Rangan, Gina Pittman, Lorraine Chandler, Jessica Raffoul, Erika Kustra, Isabelle Barrette-Ng, Renée Wintermute, Alison Zilli.

7 Adjournment

MOTION: That the meeting be adjourned.

Chitra Rangan/Gina Pittman
CARRIED