

NOTICE OF MEETING

There will be a meeting of the Senate
on, Friday, January 9 , 2015, at 2:30 p.m.
Room 203 in the Anthony P. Toldo Health Education Centre

A G E N D A

- 1 Approval of Agenda** (Unstarring agenda items)
- 2 Minutes of the meetings of December 12, 2014** SM141212
- 3 Business arising from the minutes**
- 4 Outstanding Business/Action Items**
- 5 Reports/New Business**
 - 5.1 Report from the Student Presidents** UWSA-Information
(UWSA, OPUS, GSS) OPUS-Information
GSS-Information
 - 5.2 Report of the President** Alan Wildeman
 - 5.3 Report of the Academic Colleague** Philip Dutton
To be distributed
 - 5.4 Senate Student Caucus** Ziad Kobti
 - 5.5 Program Development Committee**
 - *5.5.1 Diaspora Studies Programs – Suspension of Admissions** Lionel Walsh-Information
Sa150109-5.5.1
 - *5.5.2 Program Course Changes** Lionel Walsh-Approval
 - *a) General Science – Minor Program Changes** Sa150109-5.5.2a-b
 - *b) Political Science (Graduate) – Minor Program Changes**
 - 5.6 Academic Policy Committee**
 - *5.6.1 Leddy Library Annual Report** Rick Caron-Information
Sa150109-5.6.1
 - 5.6.2 Course Equivalency Policy - Revisions** Rick Caron-Approval
Sa150109-5.6.2
 - 5.6.3 Additional Undergraduate Degrees Policy – Revisions** Rick Caron-Approval
Sa150109-5.6.3
 - 5.7 Senate Governance Committee**
 - 5.7.1 Bylaw 10 - Deans of Faculties** Katherine Quinsey-Approval
Sa150109-5.7.1

5.7.2 Research Ethics Board – Report to Senate

Alan Scoboria-Information
Sa150109-5.7.2

5.8 Report of the Provost

Bob Orr

5.9 Report of Vice-President, Research and Innovation

K W Michael Siu

6 Question Period/Other Business

7 Adjournment

Please carefully review the 'starred' (*) agenda items. As per the June 3, 2004 Senate meeting, 'starred' item will not be discussed during a scheduled meeting unless a member specifically requests that a 'starred' agenda item be 'unstarred', and therefore open for discussion/debate. This can be done any time before (by forwarding the request to the secretary) or during the meeting. By the end of the meeting, agenda items which remain 'starred' (*) will be deemed approved or received.

University of Windsor Senate

5.3: Report of the Academic Colleague

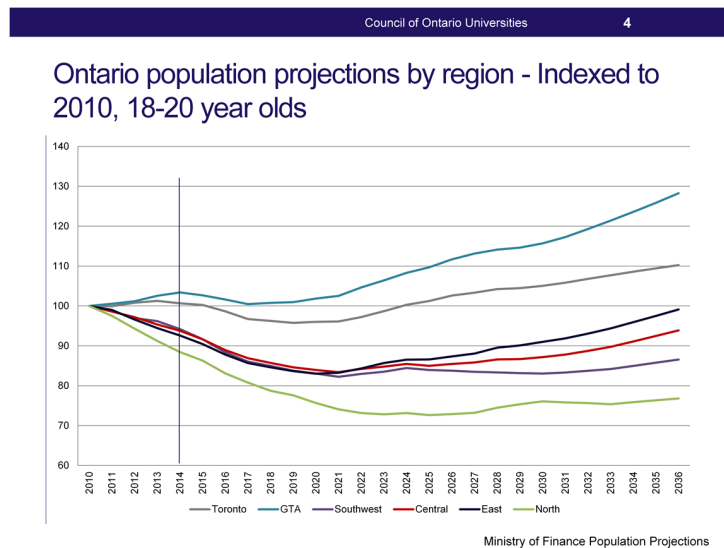
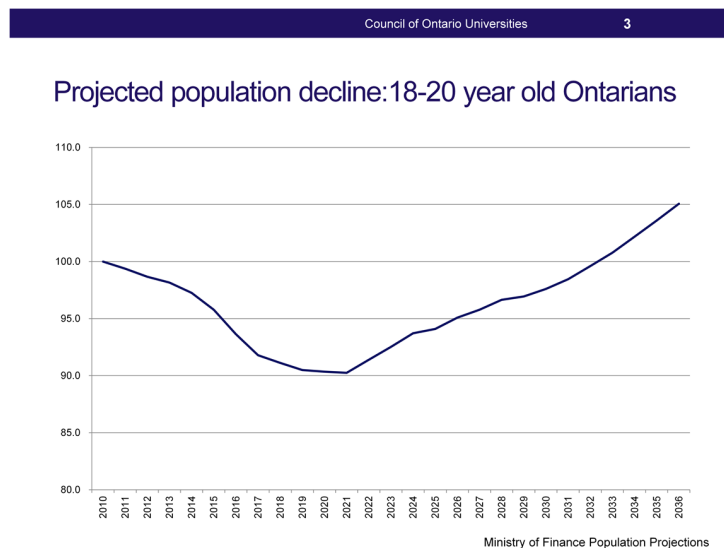
The Academic Colleagues met in Toronto December 11 and 12, 2014.

Working Dinner Discussion, December 11, 2014:

Two topics were highlighted during the working dinner. The first topic was related to Population Projections and University Enrolment in Ontario. The second topic, which, four days following the meeting hit the news again, was regarding Sexual Assault Policies and campus responses in light of the Toronto Star investigation of campus responses to sexual assault.

Population Projections:

Demographic changes predict population declines of 18-20 year olds in Ontario until 2021 with slow recovery over the subsequent 10 years in Ontario. Southwest Ontario is projected to be less than 90% of current population past 2035. Data was presented by Cecilia Brain, COU Senior Policy Analyst. Ministry of Finance population projections are shown below.



Increasing participation rates, improving transition rates, improving retention rates, increasing international enrolment were all suggested strategies. Effective recruitment in the GTA must also be on the list.

Sexual Assault Policies and Support:

Toronto Star: Canadian post-secondary schools failing sex assault victims, Emily Mathieu Investigative News reporter, Jayme Poisson News reporter, Published on Thu Nov 20 2014 and subsequent reports.

The COU has established a Reference Group on Sexual Violence and the Academic colleagues discussed a number of questions for their consideration.

- What are the benefits of a stand-alone policy?
- In what circumstances might a campus official (faculty, advisor) be required to report an assault, even if the student does not want it reported (for example, must a faculty member report an assault if the student is under 18 years old)?
- Sexual assault/sexual violence is an issue for all members of a campus community (not just students). How are universities working to ensure safety and support for all community members?
- How are students (especially survivors) being engaged in the Reference Group's discussions? How might their voices be helpful in encouraging victims to come forward?
- What responsibility do faculty have in helping create safe spaces for students? How are faculty best prepared for these responsibilities?
- What support or education programs are already in place at university campuses? How are these programs communicated to faculty, students, and administrators?
- How might issues and concerns differ according to campus type (especially commuter schools versus residential schools)?
- How do campuses use third party investigators? Is this an effective approach to addressing the issue?
- In addition to providing supports for victims, campuses may need to provide supports for accused perpetrators; this may be very difficult to address.
- What are some of the effective strategies currently in place at universities (for example, embedded counselors, peer mentors/advisors, utilizing women police officers)?
- How do campus efforts to address sexual violence overlap with initiatives in the area of mental health? These efforts should not be approached in isolation. Resources from the mental health area should be leveraged to improve supports for sexual assault victims.
- Given constraints on budgets, what resources are available across the sector, and how can they be shared?

What does Windsor have in place? A quick look identifies:

Student Counselling Centre: <http://www1.uwindsor.ca/scc/sexual-harassment-and-assault>
Anne Forrest and Charlene Senn, Bystander Initiative: <http://www1.uwindsor.ca/bystander/>
Bylaw 31 Section 3.7 and Appendix A: 19.

COU Update provided to Academic Colleagues, December 12, 2014:

Program Approvals

COU has responded to MTCU program approval guidelines with recommendations: a) MTCU should understand and rely on the internal program approval processes, b) expansion of the scope of reviews (for example; certificates or changes in modes of delivery) needs consultation with COU and c) the expedited process should be effective for SMA-aligned programs. There is a Program Approvals Working Group of COU working on these matters. OCAV (Academic Vice-presidents) has met with the Assistant Deputy Minister and has brought forward issues of concern (duplication, demand and resources; consultation requirements; OSAP eligibility).

Sexual Violence

Premier Wynne announced a province-wide action plan against sexual violence. Reference Group on Sexual Violence has been formed and will look at best practices, provide advice to universities, and assess opportunities for collaborative approaches or development of resources. Universities will review their own policies with respect to the Ontario Women's Directorate guidelines. Support will be provided for the Ontario Committee on Student Affairs meeting scheduled for February 20, 2015.

On Line

340 proposals for online courses and modules have been submitted (1/3 were modules). Based on available funding the expectation is one in five will be supported.

Ontario Online Learning Consortium was incorporated in October and has had a preliminary meeting. The Board membership is developing and a CEO search will begin in early 2015.

Guest presentation: Cynthia Wesley-Esquimaux, Ph.D., Vice Provost (Aboriginal Initiatives), Lakehead University.

Providing support for Aboriginal students is an important means of acknowledging student identities and the existence of Indigenous knowledge. Universities are working on these issues, but Aboriginal students are still isolated within the campus community. Many universities have houses or centres for Aboriginal students/studies, and these are a blessing and a curse: they provide support, but in isolation, separated from other campus supports. This kind of support needs to be institutionalized so that it is part of the work of a campus, not a separated effort. Until equity is achieved, these kinds of separated supports may be necessary.

Dr. Esquimaux discussed the elements universities can agree on, including that supports are needed, and that efforts at inclusion help graduation rates. A truly holistic education should include the incorporation of Indigenous knowledge.

Faculty promotion and tenure is problematic for some Aboriginal faculty. The tenure and promotion process needs additional flexibility to account for Indigenous practices such as community service. Tenure processes can evolve; they have changed over time, and can be further adapted. Such an effort is not about lowering scholarly standards, but about recognizing diverse ways of knowing and diverse approaches to scholarship and service.

Respectfully Submitted

P.J. Dutton, Academic Colleague.

**University of Windsor
Senate**

***5.5.1: Diaspora Studies Programs – Suspension of Admissions**

Item for: Information

Forwarded by: Program Development Committee

Admissions have been suspended to the Combined Diaspora Studies Program and the BSW in Social Work and Diaspora Studies.

Rationale:

The Diaspora Studies Program has attracted very low enrolment numbers since it was developed. Because those faculty with the greatest expertise in researching the experience and history of diaspora have left the University of Windsor, course offerings have become sporadic making it difficult for students to complete a coherent program of study or to sustain appropriate course offerings.

The African Diaspora Conference organized annually by the Dean's Office of the Faculty of Arts, Humanities and Social Sciences is a recruitment initiative directed to Windsor-Essex and GTA high school students who are part of the African diasporas. This conference is not related to the Diaspora Studies program and very few students recruited from the African Diaspora Conference have enrolled in the Diaspora Studies program.

Nancy E. Wright, PhD
Dean,
Faculty of Arts, Humanities and Social Sciences,
University of Windsor

**University of Windsor
Senate**

***5.5.2a: General Science – Minor Program Changes**

Item for: Approval

Forwarded by: Program Development Committee

MOTION: That the degree requirements for the BSc in General Science be changed according to the program/course change forms.*

**Subject to the approval of expenditures required.*

Rationale/Approvals:

- The proposal has been approved by the Faculty of Science Coordinating Council and the Program Development Committee.
- Supporting documentation on the proposed changed can be accessed by contacting the University Secretariat at ext. 3317, or through the December 18, 2014 Combined Program Development Committee PDF file posted on the PDC website. To access this particular item go to 4.1 .

**University of Windsor
Senate**

***5.5.2b: Political Science (Graduate) - Minor Program Changes**

Item for: Approval

Forwarded by: Program Development Committee

MOTION: That the degree regulations for the MA in Political Science be changed according to the program/course change forms.*

**Subject to the approval of expenditures required.*

Rationale/Approvals:

- The proposal has been approved by the Faculty of Arts, Humanities and Social Sciences, the Faculty of Graduate Studies Council and the Program Development Committee
- Supporting documentation on the proposed changed can be accessed by contacting the University Secretariat at ext. 3317, or through the December 18, 2014 Combined Program Development Committee PDF file posted on the PDC website. To access this particular item go to 4.2.

**University of Windsor
Senate**

***5.6.1 Leddy Library Annual Report**

Item for: **Information**

Forwarded by: **Academic Policy Committee**

APC Comments on the Leddy Library Annual Report (2013-2014):

The Leddy Library Annual Report contains an overview of activities undertaken in the past year and highlights important on-going and future activities that will impact the academic business of the University. Discussion at APC focused on the Ontario Digital Library Research Cloud (ODLRC) , Scholarship at UWindsor and the Blackboard Learning Management System. We see the ODLRC as an excellent, important initiative that will provide a mechanism to store large research data sets. The Scholarship at UWindsor initiative is important not only because of the Tri-Council move to have funded research openly available but also as a mechanism to make our research more easily accessible and visible. The Library's work with the CTL on Blackboard will help professors bring research and other materials into the classroom.

Attached please find the Leddy Library' Annual Report Executive Summary.

Go to the Academic Policy Combined PDF containing to view the [complete Leddy Library Annual Report](#).

Leddy Library

Annual Report 2013.2014



Executive Summary



The 2013/2014 reporting year saw continued efforts to implement the Library five-year strategic plan (2012-2017). Based on the core values and five strategic priorities in the University strategic plan, the Library continued to implement goals in support of learning and teaching while maintaining the technology, learning spaces and core collections key to the advancement of research, teaching and learning activities across the campus.

A key strategic direction of the Library's plan continued to be a focus this year as staff and librarians assisted our faculty researchers across campus in depositing their published research and presentations into the university's digital repository - *Scholarship at UWindso*r. The open access digital institutional repository (IR) allows the publications and cultural accomplishments of our researchers, faculty and students to be collected, preserved and exposed for broad online discovery.

Leddy Library made a bold move to adopt a next-generation cloud computing system designed to enhance the online discovery of its rich digital and print collections while providing improved functionality for the processing and delivery of materials to the campus.

As the budget allowed, the Library undertook to renovate space to better serve library users. The 2013/14 reporting year saw a complete overhaul of the main service desk at the entrance of the library with the installation of a sleek new desk and an inviting space for staff to offer assistance with using the collection, the building or the online systems. The main library building also saw the installation of two new public washrooms and the renovation of two existing washrooms for increased accessibility, safety and modernization.

Gwendolyn Ebbett
Dean of the Library



INTRODUCTION

The Leddy Library plays a fundamental role in supporting the delivery of academic programs and research activities at the University of Windsor. The Library provides timely and ready access to the world's knowledge and information through the development and preservation of both print and digital collections and the provision of a learning environment which enables the unfettered pursuit and creation of knowledge. Increasingly, the role of the Library is growing to include activities associated with the scholarly publishing and communication environment, where librarian expertise in digital technologies, metadata schemas and alternative digital communication models.

GOALS & OBJECTIVES, EVENTS AND MILESTONES

Goals & Objectives, Events and Milestones	undergraduate experience	research and graduate	best faculty and staff	community partnerships	international engagement
Implementation of new library system	x	x	x		
Scholarship at UWindsor: Faculty Focus		x	x		x
Open Access Initiatives		x	x		x
Library Events & Campus Engagement	x	x		x	x
Library Renovations & New Service Models	x	x	x		x
Data Initiatives		x	x	x	

2013.2014 - SUCCESSES

Strategic Plan

Library activities continue to be guided by the Goals and Objectives identified in the Library strategic plan as we roll toward full implementation by 2017.

Scholarship at UWindsor Institutional Repository

The number of faculty publications deposited into the university's IR have increased significantly with the dedicated assistance of library staff and librarians.

Open Access Initiatives

An increasing number of new OA publications are being developed by our students and faculty researchers with the help of Leddy Library staff and librarians.



Consortial Partnerships

Leddy entered into a consortial partnership with nine other Ontario university library's to secure funding from MTCU-PIF for the establishment of key infrastructure – the Ontario Digital Library Research Cloud (ODLRC) – in a joint effort to house and preserve large data sets generated by faculty researchers across Ontario universities.

Unique Collections

Through negotiations undertaken as a result of the Assumption University Building being purchased by the University of Windsor, the full archival records of Assumption University were received by the University of Windsor Archives in early 2014.

2013.2014 - CHALLENGES

Budget realignment

In the 7th year of realignment Leddy Library again had to make careful decisions regarding resource allocations and acquisitions budgets. Each year is a challenge to continue offering the expected level of service and access to our campus users in the face of a dwindling staff complement and resources.

Implementation of next-generation cloud computing library system

The new library system Alma/Primo from Ex Libris offers the potential for great efficiencies to be realized in materials processing, but the learning curve has been steep and technical challenges many. As the academic year progresses, Leddy staff in the library departments of Systems, Access Services, and Acquisitions/Bibliographic Services continue to learn about the complex new system and its ability to offer deeper access to Leddy collections for our users.

Renovations

The Library buildings benefited from two large renovation projects in busy public areas during 2013/2014. However the renovations necessitated closing off a good deal of public space and the temporary relocation of core library services. Also, due to the large number of campus renovation projects underway simultaneously the projects had an extended timeline. Staff and students were patient and understanding, but it was a challenge to maintain services over a number of months while the work was completed.



University of Windsor
Senate

5.6.2: Course Equivalency Policy - Revisions

Item for: Approval

Forwarded by: Academic Policy Committee

MOTION: That the revisions to the Course Equivalency Policy be approved.

[single-underlined changes reflect new wording; double underlined changes reflect paragraphs that have been moved]

COURSE EQUIVALENCY POLICY

(Approved by Senate: May 11, 2010)

The University of Windsor acknowledges its responsibility to balance flexibility in accommodating students' degree pathways with the need to ensure that students graduating from the University have acquired the essential graduate attributes of their programs. On the recommendation of the chair / department head / director of the program and approval of the dean or associate dean¹, and in exceptional circumstances (e.g., the unavailability of the course either now or in subsequent terms would prevent the student's normal progress to graduation), a student may replace one course for a substitute course. The substitute course must be evaluated in a thorough and comprehensive manner to ensure that the following criteria for equivalency are met.

Criteria for Equivalency

1. Equivalent learning outcomes. The substitute course must deliver the equivalent program learning outcomes in terms of breadth, depth, and the balance and nature of the skills, attitudes, and content delivered by the course being replaced. For example, a course from one area of business administration may be considered a substitute for another course in another branch of business administration because it requires a comparable balance of skills, attitude and content.
2. Breadth/depth. Survey and introductory courses generally provide breadth while more advanced courses tend to provide depth. In considering equivalency, this dimension should be taken into account. For example, an introductory course in one field might be considered a substitute for an introductory course in another.
3. Level of course. A course must be offered at an equivalent level to be eligible for substitution. Level is evaluated by considering the degree of sophistication of the course requirements. For example, a 200-level course may at times be substituted for a 300-level course. A lower level course cannot normally be substituted for a 400-level course.
4. Similarity of origin or source. Substitution of courses from cognate disciplines is generally more readily established than substitution of courses from unrelated disciplines. In some cases, substitution of courses identified as anti-requisites might be acceptable (e.g., statistics courses) as they are likely to deliver the equivalent program learning outcomes. For example, an entry-level history course might substitute for an entry-

RJC 2015-1-12 10:39 AM

Deleted: Course

2015-1-12 10:55 AM

Deleted: Comparable

RJC 2015-1-12 10:38 AM

Deleted: same

RJC 2015-1-12 10:41 AM

Deleted: the equivalent of

RJC 2015-1-12 10:40 AM

Deleted: course equivalencies

RJC 2015-1-12 10:42 AM

Deleted: equivalent to

RJC 2015-1-12 10:43 AM

Deleted: Equivalency

RJC 2015-1-12 10:43 AM

Deleted: equivalency

RJC 2015-1-12 10:44 AM

Deleted: equivalency

RJC 2015-1-12 10:44 AM

Deleted: between

RJC 2015-1-12 10:44 AM

Deleted: also

level political science course, but an entry-level literature course might not substitute for an entry-level chemistry course.

5. Course delivery format. Alternate formats of course delivery are acceptable when they provide an equivalent learning experience. For example, a theatre history course delivered in an online format might be considered a [substitute for a](#) face-to-face lecture-based course, but a nursing course requiring experiential learning might not be a [substitute](#) to an online nursing course with no practical component.

Regulations Governing Equivalency Approvals

1. The allowable number of course substitutions by a student in one degree should be determined at the Faculty level as long as this determination is not in contravention of university-wide academic requirements.
2. Approval of a course substitution is not a general statement of equivalency between two courses; it is a singular identification of equivalency based on the student's unique case and program.
3. The process of establishing equivalency usually requires consultation with the department housing the proposed substitute.
4. A recurring course equivalent substitution approved in a given program should be formalized through a general policy that would allow for standardizing substitutions in like cases.
5. Course [substitution](#) approvals must be tracked at the departmental level in order to identify and ensure efficient programmatic response to calendaring and scheduling problems, rather than temporary, piecemeal solutions. These data should be submitted to the dean for annual review.
6. Course [substitutions](#) are approved by the dean or associate dean following the recommendation of the program director or department chair.
7. The course [substitution](#) satisfies the [equivalent program learning outcomes and the](#) original requirement [set out in the program requirements](#).

¹ For Inter-Faculty Programs, "dean" means the Assistant Provost.

Rationale:

- The proposed changes make it clear that [the](#) end goal is to ensure the student graduates have [achieved](#) the learning outcomes for the program, notwithstanding any course [substitutions](#) granted for the completion of the degree.
- Similar wording to the policy on the Repetition of Courses was included in the first paragraph to make it clear that when the original course requirement, as approved by Senate, is available, course equivalencies are not to be granted.
- The program chair or department head or director in the program area has the responsibility to ensure that course equivalencies are [approved only](#) if they meet the criteria outlined.
- The revisions clarify that, ultimately, the final decision to grant a course [substitution](#) rests with the Dean or Associate Dean.
- The process for the review and awarding of course [substitutions](#) should be applied to transfer credits for courses taken at another post-secondary institution.

RJC 2015-1-12 10:46 AM

Deleted: equivalent

2015-1-12 10:57 AM

Deleted: to the

RJC 2015-1-12 10:46 AM

Deleted: equivalent

RJC 2015-1-12 10:46 AM

Deleted: Course

RJC 2015-1-12 10:47 AM

Deleted: equivalency

RJC 2015-1-12 10:47 AM

Deleted: equivalencies

RJC 2015-1-12 10:48 AM

Deleted: equivalent

RJC 2015-1-12 10:48 AM

Deleted: original requirement

2015-1-12 12:11 PM

Deleted:

RJC 2015-1-12 10:49 AM

Deleted: ing

RJC 2015-1-12 10:49 AM

Deleted: equivalencies

RJC 2015-1-12 10:37 AM

Deleted: only

RJC 2015-1-12 10:49 AM

Deleted: equivalency

RJC 2015-1-12 10:50 AM

Deleted: equivalencies

**University of Windsor
Senate**

5.6.2: Course Equivalency Policy - Revisions

Item for: **Approval**

Forwarded by: **Academic Policy Committee**

MOTION: That the revisions to the Course Equivalency Policy be approved.

[single-underlined changes reflect new wording; double underlined changes reflect paragraphs that have been moved]

COURSE EQUIVALENCY POLICY

(Approved by Senate: May 11, 2010)

The University of Windsor acknowledges its responsibility to balance flexibility in accommodating students' degree pathways with the need to ensure that students graduating from the University have acquired the essential graduate attributes of their programs. On the recommendation of the chair / department head / director of the program and approval of the dean or associate dean; and in exceptional circumstances (e.g., the unavailability of the course either now or in subsequent terms would prevent the student's normal progress to graduation), a student may replace one course for a substitute course. The substitute course must be evaluated in a thorough and comprehensive manner to ensure that the following criteria for equivalency are met.

Criteria for Course Equivalency

1. Comparable learning outcomes. The substitute course must deliver the same program learning outcomes in terms of breadth, depth, and the balance and nature of the skills, attitudes, and content delivered by the course being replaced. For example, a course from one area of business administration may be considered the equivalent of another course in another branch of business administration because it requires a comparable balance of skills, attitude and content.
2. Breadth/depth. Survey and introductory courses generally provide breadth while more advanced courses tend to provide depth. In considering course equivalencies, this dimension should be taken into account. For example, an introductory course in one field might be considered equivalent to an introductory course in another.
3. Level of course. A course must be offered at an equivalent level to be eligible for substitution. Level is evaluated by considering the degree of sophistication of the course requirements. For example, a 200-level course may at times be substituted for a 300-level course. A lower level course cannot normally be substituted for a 400-level course.
4. Similarity of origin or source. Equivalency of courses from cognate disciplines is generally more readily established than equivalency of courses from unrelated disciplines. In some cases, equivalency between courses identified as anti-requisites might also be acceptable (e.g., statistics courses). For example, an entry-level history

RJC 2014-12-11 9:53 AM

Deleted: With

RJC 2014-12-11 9:52 AM

Deleted: permission

RJC 2014-12-11 9:46 AM

Deleted: program

RJC 2014-12-11 9:46 AM

Deleted: in the major area

RJC 2014-12-11 9:53 AM

Deleted: ,

RJC 2014-12-11 9:53 AM

Deleted: subject to the

RJC 2014-12-11 9:50 AM

Deleted: substitute

RJC 2014-12-11 9:51 AM

Deleted: another of equivalent learning outcomes and content.

RJC 2014-12-11 9:54 AM

Deleted: is

RJC 2014-12-11 9:53 AM

Deleted: equivalent

RJC 2014-12-11 9:54 AM

Deleted: satisfies the original requirement. Equivalency between the course required by a given program and a proposed substitute course

RJC 2014-12-11 9:59 AM

Deleted: . The

RJC 2014-12-11 9:59 AM

Deleted: that must be met by the proposed substitute course include the following:

Renee Wintermute 2014-12-11 11:25 AM

Moved down [1]: Comparable learning outcomes.

Renee Wintermute 2014-12-11 11:25 AM

Moved (insertion) [1]

RJC 2014-12-11 10:04 AM

Deleted: in question

RJC 2014-12-11 10:06 AM

Deleted: involve similar learning outcomes

RJC 2014-12-11 10:06 AM

Deleted: /

RJC 2014-12-11 10:06 AM

Deleted: and in terms of

RJC 2014-12-11 10:56 AM

Deleted: outcomes

RJC 2014-12-11 10:56 AM

Deleted: specified for the course

Renee Wintermute 2014-12-11 11:36 AM

Moved down [2]: Breadth/depth.

Renee Wintermute 2014-12-11 11:36 AM

Moved (insertion) [2]

course might substitute for an entry-level political science course, but an entry-level literature course might not substitute for an entry-level chemistry course.

5. Course delivery format. Alternate formats of course delivery are acceptable when they provide an equivalent learning experience. For example, a theatre history course delivered in an online format might be considered equivalent to the face-to-face lecture-based course, but a nursing course requiring experiential learning might not be equivalent to an online nursing course with no practical component.

Regulations Governing Course [Equivalency Approvals](#)

1. The allowable number of course substitutions by a student in one degree should be determined at the Faculty level as long as this determination is not in contravention of university-wide academic requirements.
2. Approval of a course substitution is not a general statement of equivalency between two courses; it is a singular identification of equivalency based on the student's unique case [and program](#).
3. The process of establishing equivalency usually requires consultation with the department housing the proposed substitute.
4. A recurring course equivalent substitution approved in a given program should be formalized through a general policy that would allow for standardizing substitutions in like cases.
5. Course equivalency approvals must be tracked at the departmental level in order to identify and ensure efficient programmatic response to calendaring and scheduling problems, rather than temporary, piecemeal solutions. These data should be submitted to the dean for annual review.
6. Course equivalencies are approved by the dean or associate dean following the recommendation of the program director or department chair.
7. The course equivalent substitution satisfies the original requirement.

ⁱ [For Inter-Faculty Programs, "dean" means the Assistant Provost.](#)

Rationale:

- The proposed changes make it clear that end goal is to ensure the student graduates having achieved the learning outcomes for the program, notwithstanding any course equivalencies granted for the completion of the degree.
- Similar wording to the policy on the Repetition of Courses was included in the first paragraph to make it clear that when the original course requirement, as approved by Senate, is available, course equivalencies are not to be granted.
- The program chair or department head or director in the program area has the responsibility to ensure that course equivalencies are only approved if they meet the criteria outlined.
- The revisions clarify that, ultimately, the final decision for to grant a course equivalency rests with the Dean or Associate Dean.
- The process for the review and awarding of course equivalencies should be applied to transfer credits for courses taken at another post-secondary institution.

Renee Wintermute 2014-12-11 11:08 AM

Deleted: Substitution

**University of Windsor
Senate**

5.6.3: Additional Undergraduate Degrees Policy - Revisions

Item for: **Approval**

Forwarded by: **Academic Policy Committee**

MOTION: That the revisions to the Additional Undergraduate Degrees Policy be approved.

POLICY ON ADDITIONAL DEGREES

This policy governs applicants to University of Windsor degree programs that possess either a degree from an accredited post-secondary institution or are currently enrolled in a University of Windsor degree program. Specifically, it governs upgrades, subsequent degrees, and coincident degrees. This policy allows individuals to obtain additional degrees in different areas of study, or in the same area of study provided that the additional degrees are at a higher level. This is to:

- Ensure fairness of opportunity, e.g., in competitions for scholarships, to all students by allowing only one opportunity to achieve a particular degree.
- Hold our degrees and those of our sister institutions in high regard by recognizing that an earned degree is a mark of achievement and that a repetition of that degree does not enhance its value.
- Recognize that while the content of a degree program may change over time, the intrinsic value of the body of knowledge as recognized by the degree does not.

Degree programs will normally be considered to be in the same area of study where 2/3 of the major course requirements overlap with the major course requirements of the prior degree(s). The final determination of whether the additional degree is in the same area of study and/or at a higher level than the applicant's existing degree lies with the appropriate AAU Head.

GRADUATE DEGREES

The Dean of Graduate Studies in consultation with the appropriate AAU Head will determine if an applicant to a master's or doctoral program has an equivalent or superior degree in the same area of study.

UNDERGRADUATE DEGREES

The University uses "general degree" to mean a 30 course program of study and uses "honours degree", "major degree" and professional honours degree to mean a program requiring at least 40 courses. A major degree is given to students in a BA, BComm, BFS or BSc honours program that do not meet the honours major average requirement at the time of graduation. By professional honours degree we mean the undergraduate degree programs: BASc, BComm, BHK, BSW, BScN, or JD.

In all cases, all regulations must be fulfilled before an upgrade, subsequent or coincident degree is granted. This includes residency requirements, if any. Further, Faculty of Education (05-) courses cannot be used towards any other degree.

Upgrades

Graduates with a general degree may apply to an honours degree in the same program. If an honours or a major degree is awarded, it will supersede the general degree. The applicant may count a maximum of thirty courses towards the honours or major degree. Graduates with a major degree who have improved their major average may apply for the honours degree, and consequently, rescind their major degree.

Students applying for admission to Bachelor of Commerce (Honours Business Administration) program after completing the Bachelor of Business Studies (BBS) degree will be evaluated under the admission requirements of the BComm at the time of the student's application. It is possible that some BBS courses will not be credited towards the BComm degree. Students may retain only one of these degrees; rescinding the other.

Subsequent Degrees

Applicants with one or more undergraduate degrees may apply to a different program leading to a subsequent general, honours, or professional honours undergraduate degree. The applicant may count a maximum of twenty courses towards a subsequent general or professional honours degree; and thirty courses towards a subsequent honours degree. The applicant may rescind one degree to reduce the number of courses required for the subsequent degree. If the student has a minor in the area of a subsequent degree, the minor will be rescinded.

Applicants with one honours or professional honours degree may not receive another honours or professional honours degree combining the area of study in their first honours or professional honours degree with another. Likewise, applicants with a double major honours or double major professional honours degree may not receive a subsequent general, honours or professional degree in either area of study of the double major.

Students with a University of Windsor BEngTech degree may apply to the BASc program. All BEngTech engineering courses successfully completed with a grade of 60% or better may be counted towards the BASc program, provided the course(s) fit(s) within the program requirements of the BASc program in which the student has been admitted. Once the BASc requirements are met, both degrees will appear on their transcript. Students who received a four year degree in a technical subject in Science, if admitted into the BEngTech program, may be asked to take additional courses in Engineering beyond the minimum requirements and up to four of the courses in their original degree can be counted towards the BEngTech program, if appropriate. Students with a BASc degree will not be admitted to a BEngTech degree.

Coincident Degrees

Applicants registered in one degree program may apply to complete a second degree in a different program coincidentally, *i.e.*, at the same time. In such cases, the applicant may count a maximum of twenty courses towards a general or professional honours degree; and thirty courses towards a honours degree.

Rationale:

- The revisions provide clearer, more streamlined wording. The revisions make it clear that students cannot obtain additional degrees in the same areas of study that are at equivalent or at lower levels. For international degrees, the Head may need to look beyond degree designation and nomenclature and review the requirements of the first degree against the University's degree to determine whether the additional degree is at a higher level.
- The current policy requires that the student complete a minimum of 10 additional courses to obtain a second undergraduate degree. This policy deals with the possibility of multiple undergraduate degrees and applies the same principle that many of the foundation courses would have been acquired in the first degree and that any subsequent degree should not require students to complete additional courses for which they have already acquired the equivalent learning outcomes.

CURRENT POLICY

ADDITIONAL UNDERGRADUATE DEGREES

An individual who wishes to pursue a second undergraduate degree must take the following steps:

1. (a) If one degree has already been conferred, a student must make application for admission and be admitted to the second degree program. This application is made for approval to pursue the second degree and will inform the student of the total number of courses required for it. This may be done by completing an *Application for Returning Students* form on SIS or by completing the form in the Office of the Registrar (Students wishing to rescind their first degree to lessen the number of courses required for the second degree, may do so at this time); OR

(b) If both degrees are being pursued at the same time, a student must complete a "Declaration of Second Degree" form in the Office of the Registrar to determine eligibility for the intended second degree and to be informed of the total number of courses required for it. This form should be completed as soon as the student has the intent to pursue more than one degree; AND

2. Fulfill all the specific requirements of each degree program including residency requirements as described see "Residency Requirements" as well as any program specific requirements (where appropriate); AND

3. Take the appropriate number of courses over and above the first degree by meeting the following additional degree requirements:

(a) Students with one general degree (B.A., B.Sc., B.C.S., B.Math., B.M.A.):

- may count a maximum of twenty courses toward a second general degree in a different area of study*.
- may count a maximum of twenty courses toward a professional degree.**
- may count a maximum of thirty courses toward an Honours degree in the same or different major.***

(b) Students with one Honours degree in a single major (B.A., B.A.S., B.Sc., B.C.S., B.Math., B.F.A., B.O.R., B.F.S., B.E.S.)

- may count a maximum of twenty courses toward a general degree in a different area of study*.
- may count a maximum of twenty courses toward a professional degree.**
- may count a maximum of thirty courses toward a second Honours degree in a different area of study*
- may not receive another Honours degree combining the area of study in their first Honours degree with another.

(c) Students with a previous degree in Music will be permitted to pursue a second degree in Music Therapy on the condition that they complete a minimum of 15 additional courses at least 10 of which must be taken at the University of Windsor at the 200-level or above.

(d) Students with one Honours degree with a double major (B.A., B.Sc., B.Math)

- may not receive a general degree with a major in either area of study from their first Honours degree.
- may count a maximum of thirty courses toward a second Honours degree in one of the same majors as the first degree provided that a minimum of eight courses in that major field are taken over and above the major courses used in the first degree.

(e) Students with one Professional degree (B.A.Sc., B. Comm., B.H.K., B.S.W., B.Sc.N., LL.B.)

- may count a maximum of twenty courses toward a general degree.**
- may count a maximum of twenty courses toward a second professional degree in a different area of study.*
- may count a maximum of thirty courses toward an Honours degree.

(f) Students with one Four Year Major degree (B.A., B.Sc.):

- may not receive an Honours degree in the same area of study. Students who improve their major average to

qualify for the Honours designation may apply for the Honours degree provided they rescind their Major degree.

(g) Students who have completed a degree in Education through the consecutive pre-service program, or who have completed Education courses in a Concurrent program, may not count any of the Education courses toward another degree.

(h) Students applying for admission to Bachelor of Commerce (Honours Business Administration) program after completing the BBS degree will be evaluated under the admission requirements of the B.Comm at the time of the student's application, and it is possible that some BBS courses may not be given credit towards the B.Comm degree. Students may retain only one of these degrees.

(i) Students who have already been granted a second undergraduate degree as listed above, may only count a maximum of ten courses toward a third degree. These courses may not include the ones already counted for the second degree.

(j) Students may not use any courses used toward a minor in a first degree toward the major of a second degree unless the minor is rescinded from the first degree. Please see "*Minor*" for additional regulations concerning minors.

(k) Students with a graduate degree in one area of study may not receive a general or honours degree (single or combined) in the same area of study as the graduate degree.

* The major of the second degree must be distinct from the major in the first degree. Therefore, in all cases, a student with an Honours degree cannot receive a general degree in the same major (*e.g.* If a student has already received an Honours degree in English, that student cannot request admission nor receive a general degree in English. Likewise, a student with a BA Honours degree in Economics may not receive a BSc Honours degree in Economics; or a student with a BCS General or Honours in Computer Science may not receive a BSc Honours or General degree in Computer Science). However there are instances where the majors are not the same but the requirements for the major include courses from the same subject area. To determine if two degrees can be awarded in these cases, the general rule is: if the first degree requires six or more courses in a subject area, then a general degree in a major that requires courses from that same subject area will not be allowed OR if the first degree requires eleven or more courses in a subject area, then an Honours degree in a major that requires courses from that same subject area will not be allowed.

** Exceptions to this regulation are as follows: a student with any degree majoring in Economics may not receive an Honours B.Comm. in Business Administration and Economics and a student with any degree in Computer Science (including the B.Sc. degrees offered in Computer Science) may not receive an Honours B.Comm in Business Administration and Computer Science. These students may only be considered for the Bachelor of Commerce for University Graduates program which results in a B.Comm. Degree in Business Administration. Likewise, a student with an Honours degree in Business Administration and Economics or Business Administration and Computer Science may not receive a general degree in Economics or Computer Science respectively.

***If an Honours degree is awarded in the same area of study as the General degree, the Honours degree will supersede the General degree for the purposes of this policy and the completion of the General and Honours degrees in the same area of study will be viewed as one degree.

Students who receive the BEngTech degree may apply to the BASc program. All BEngTech engineering courses successfully completed with a grade of 60% or better may be counted towards the BASc program, provided the course(s) fit(s) within the program requirements of the BASc program in which the student has been admitted. Once the B.A.Sc. requirements are met, both degrees will appear on their records (transcript). Students who received a four year degree in a technical subject in Science, if admitted into the BEngTech program, may be asked to take additional courses in Engineering beyond the minimum requirements and up to four of the courses in their original degree can be counting towards the BEngTech program, if appropriate. Students with a BASc degree may not receive a BEngTech degree.

**University of Windsor
Senate**

5.6.3: Additional Undergraduate Degrees Policy - Revisions

Item for: **Approval**

Forwarded by: **Academic Policy Committee**

MOTION: That the revisions to the Additional Undergraduate Degrees Policy be approved.

POLICY ON ADDITIONAL UNDERGRADUATE DEGREES

This policy governs applicants to University of Windsor degree programs that possess either a degree from an accredited post-secondary institution or are currently enrolled in a University of Windsor degree program. Specifically, it governs upgrades, subsequent degrees, and coincident degrees. This policy allows individuals to obtain additional degrees in different areas of study, or in the same area of study provided that the additional degrees are at a higher level. This is to:

- Ensure fairness of opportunity, e.g., in competitions for scholarships, to all students by allowing only one opportunity to achieve a particular degree.
- Hold our degrees and those of our sister institutions in high regard by recognizing that an earned degree is a mark of achievement and that a repetition of that degree does not enhance its value.
- Recognize that while the content of a degree program may change over time, the intrinsic value of the body of knowledge as recognized by the degree does not.

Degree programs will normally be considered to be in the same area of study where 2/3 of the major course requirements overlap with the major course requirements of the prior degree(s). The final determination of whether the additional degree is in the same area of study and/or at a higher level than the applicant's existing degree lies with the appropriate AAU Head.

GRADUATE DEGREES

The Dean of Graduate Studies in consultation with the appropriate AAU Head will determine if an applicant to a master's or doctoral program has an equivalent or superior degree in the same area of study.

UNDERGRADUATE DEGREES

The University uses "general degree" to mean a 30 course program of study and uses "honours degree", "major degree" and professional honours degree to mean a program requiring at least 40 courses. A major degree is given to students in a BA, BComm, BFS or BSc honours program that do not meet the honours major average requirement at the time of graduation. By professional honours degree we mean the undergraduate degree programs: BASc, BComm, BHK, BSW, BScN, or JD.

In all cases, all regulations must be fulfilled before an upgrade, subsequent or coincident degree is granted. This includes residency requirements, if any. Further, Faculty of Education (05-) courses cannot be used towards any other degree.

Upgrades

Graduates with a general degree may apply to an honours degree in the same program. If an honours or a major degree is awarded, it will supersede the general degree. The applicant may count a maximum of thirty courses towards the honours or major degree. Graduates with a major degree who have improved their major average may apply for the honours degree, and consequently, rescind their major degree.

Students applying for admission to Bachelor of Commerce (Honours Business Administration) program after completing the Bachelor of Business Studies (BBS) degree will be evaluated under the admission requirements of the BComm at the time of the student's application. It is possible that some BBS courses will not be credited towards the BComm degree. Students may retain only one of these degrees; rescinding the other.

Subsequent Degrees

Applicants with one or more undergraduate degrees may apply to a different program leading to a subsequent general, honours, or professional honours undergraduate degree. The applicant may count a maximum of twenty courses towards a subsequent general or professional honours degree; and thirty courses towards a subsequent honours degree. The applicant may rescind one degree to reduce the number of courses required for the subsequent degree. If the student has a minor in the area of a subsequent degree, the minor will be rescinded.

Applicants with one honours or professional honours degree may not receive another honours or professional honours degree combining the area of study in their first honours or professional honours degree with another. Likewise, applicants with a double major honours or double major professional honours degree may not receive a subsequent general, honours or professional degree in either area of study of the double major.

Students with a University of Windsor BEngTech degree may apply to the BASc program. All BEngTech engineering courses successfully completed with a grade of 60% or better may be counted towards the BASc program, provided the course(s) fit(s) within the program requirements of the BASc program in which the student has been admitted. Once the BASc requirements are met, both degrees will appear on their transcript. Students who received a four year degree in a technical subject in Science, if admitted into the BEngTech program, may be asked to take additional courses in Engineering beyond the minimum requirements and up to four of the courses in their original degree can be counted towards the BEngTech program, if appropriate. Students with a BASc degree will not be admitted to a BEngTech degree.

Coincident Degrees

Applicants registered in one degree program may apply to complete a second degree in a different program coincidentally, *i.e.*, at the same time. In such cases, the applicant may count a maximum of twenty courses towards a general or professional honours degree; and thirty courses towards a honours degree.

Rationale:

- The revisions provide clearer, more streamlined wording. The revisions make it clear that students cannot obtain additional degrees in the same areas of study that are at equivalent or at lower levels. For international degrees, the Head may need to look beyond degree designation and nomenclature and review the requirements of the first degree against the University's degree to determine whether the additional degree is at a higher level.
- The current policy requires that the student complete a minimum of 10 additional courses to obtain a second undergraduate degree. This policy deals with the possibility of multiple undergraduate degrees and applies the same principle that many of the foundation courses would have been acquired in the first degree and that any subsequent degree should not require students to complete additional courses for which they have already acquired the equivalent learning outcomes.

CURRENT POLICY

ADDITIONAL UNDERGRADUATE DEGREES

An individual who wishes to pursue a second undergraduate degree must take the following steps:

1. (a) If one degree has already been conferred, a student must make application for admission and be admitted to the second degree program. This application is made for approval to pursue the second degree and will inform the student of the total number of courses required for it. This may be done by completing an *Application for Returning Students* form on SIS or by completing the form in the Office of the Registrar (Students wishing to rescind their first degree to lessen the number of courses required for the second degree, may do so at this time); OR

(b) If both degrees are being pursued at the same time, a student must complete a "Declaration of Second Degree" form in the Office of the Registrar to determine eligibility for the intended second degree and to be informed of the total number of courses required for it. This form should be completed as soon as the student has the intent to pursue more than one degree; AND

2. Fulfill all the specific requirements of each degree program including residency requirements as described see "Residency Requirements" as well as any program specific requirements (where appropriate); AND

3. Take the appropriate number of courses over and above the first degree by meeting the following additional degree requirements:

(a) Students with one general degree (B.A., B.Sc., B.C.S., B.Math., B.M.A.):

- may count a maximum of twenty courses toward a second general degree in a different area of study*.
- may count a maximum of twenty courses toward a professional degree.**
- may count a maximum of thirty courses toward an Honours degree in the same or different major.***

(b) Students with one Honours degree in a single major (B.A., B.A.S., B.Sc., B.C.S., B.Math., B.F.A., B.O.R., B.F.S., B.E.S.)

- may count a maximum of twenty courses toward a general degree in a different area of study*.
- may count a maximum of twenty courses toward a professional degree.**
- may count a maximum of thirty courses toward a second Honours degree in a different area of study*
- may not receive another Honours degree combining the area of study in their first Honours degree with another.

(c) Students with a previous degree in Music will be permitted to pursue a second degree in Music Therapy on the condition that they complete a minimum of 15 additional courses at least 10 of which must be taken at the University of Windsor at the 200-level or above.

(d) Students with one Honours degree with a double major (B.A., B.Sc., B.Math)

- may not receive a general degree with a major in either area of study from their first Honours degree.
- may count a maximum of thirty courses toward a second Honours degree in one of the same majors as the first degree provided that a minimum of eight courses in that major field are taken over and above the major courses used in the first degree.

(e) Students with one Professional degree (B.A.Sc., B. Comm., B.H.K., B.S.W., B.Sc.N., LL.B.)

- may count a maximum of twenty courses toward a general degree.**
- may count a maximum of twenty courses toward a second professional degree in a different area of study.*
- may count a maximum of thirty courses toward an Honours degree.

(f) Students with one Four Year Major degree (B.A., B.Sc.):

- may not receive an Honours degree in the same area of study. Students who improve their major average to qualify for the Honours designation may apply for the Honours degree provided they rescind their Major degree.

(g) Students who have completed a degree in Education through the consecutive pre-service program, or who have completed Education courses in a Concurrent program, may not count any of the Education courses toward another degree.

(h) Students applying for admission to Bachelor of Commerce (Honours Business Administration) program after completing the BBS degree will be evaluated under the admission requirements of the B.Comm at the time of the student's application, and it is possible that some BBS courses may not be given credit towards the B.Comm degree. Students may retain only one of these degrees.

(i) Students who have already been granted a second undergraduate degree as listed above, may only count a maximum of ten courses toward a third degree. These courses may not include the ones already counted for the second degree.

(j) Students may not use any courses used toward a minor in a first degree toward the major of a second degree unless the minor is rescinded from the first degree. Please see "*Minor*" for additional regulations concerning minors.

(k) Students with a graduate degree in one area of study may not receive a general or honours degree (single or combined) in the same area of study as the graduate degree.

* The major of the second degree must be distinct from the major in the first degree. Therefore, in all cases, a student with an Honours degree cannot receive a general degree in the same major (*e.g.* If a student has already received an Honours degree in English, that student cannot request admission nor receive a general degree in English. Likewise, a student with a BA Honours degree in Economics may not receive a BSc Honours degree in Economics; or a student with a BCS General or Honours in Computer Science may not receive a BSc Honours or General degree in Computer Science). However there are instances where the majors are not the same but the requirements for the major include courses from the same subject area. To determine if two degrees can be awarded in these cases, the general rule is: if the first degree requires six or more courses in a subject area, then a general degree in a major that requires courses from that same subject area will not be allowed OR if the first degree requires eleven or more courses in a subject area, then an Honours degree in a major that requires courses from that same subject area will not be allowed.

** Exceptions to this regulation are as follows: a student with any degree majoring in Economics may not receive an Honours B.Comm. in Business Administration and Economics and a student with any degree in Computer Science (including the B.Sc. degrees offered in Computer Science) may not receive an Honours B.Comm in Business Administration and Computer Science. These students may only be considered for the Bachelor of Commerce for University Graduates program which results in a B.Comm. Degree in Business Administration. Likewise, a student with an Honours degree in Business Administration and Economics or Business Administration and Computer Science may not receive a general degree in Economics or Computer Science respectively.

***If an Honours degree is awarded in the same area of study as the General degree, the Honours degree will supersede the General degree for the purposes of this policy and the completion of the General and Honours degrees in the same area of study will be viewed as one degree.

Students who receive the BEngTech degree may apply to the BASc program. All BEngTech engineering courses successfully completed with a grade of 60% or better may be counted towards the BASc program, provided the course(s) fit(s) within the program requirements of the BASc program in which the student has been admitted. Once the B.A.Sc. requirements are met, both degrees will appear on their records (transcript). Students who received a four year degree in a technical subject in Science, if admitted into the BEngTech program, may be asked to take additional courses in Engineering beyond the minimum requirements and up to four of the courses in their original degree can be counting towards the BEngTech program, if appropriate. Students with a BASc degree may not receive a BEngTech degree.

University of Windsor
Senate

5.7.1: **Bylaw 10 - Deans of Faculties**

Item for: **Approval**

Forwarded by: **Senate Governance Committee**

MOTION: **That the revisions to Bylaw 10 be approved.**

[changes are underlined.]

Bylaw 10: Deans of Faculties

2.2 Search Committee

2.2.1 In each Faculty, there shall be a Search Committee for the appointment of a Dean.

2.2.1.1 With the exception of the Faculty of Education and Academic Development, and the Faculty of Human Kinetics, the Search Committee shall be composed of the Provost and Vice-President, Academic, chair, three to six regular faculty members (per bylaw 20, 1.1(ii)) representing the areas, interests and disciplines of the Faculty and elected from and by the regular faculty members within the Faculty; an Employment Equity/Procedures Assessor (EE/PA) [non-voting and from a different Faculty]; and student representatives, the number to be determined by dividing the number of faculty members with voting privileges on the committee by three and rounding to the nearest whole number (in accordance with Bylaw 3, 1.1). In the case of the Faculty of Graduate Studies, the faculty members shall be elected by and from the Faculty of Graduate Studies Coordinating Council.

2.2.1.2 In the Faculty of Education and Academic Development, and the Faculty of Human Kinetics, the Search Committee shall be composed of the Provost and Vice-President, Academic, chair, three to four regular faculty members (per bylaw 20, 1.1(ii)) representing the areas, interests and disciplines of the Faculty and elected from and by the regular faculty members within the Faculty; an Employment Equity/Procedures Assessor (EE/PA) [non-voting and from a different Faculty]; and student representatives, the number to be determined by dividing the number of members with voting privileges on the committee by three and rounding to the nearest whole number (in accordance with Bylaw 3, 1.1).

In addition:

- in the Faculty of Education and Academic Development, the Search Committee shall include two members elected by and from the following full-time members of the Centre for Teaching and Learning: Directors and full-time ancillary academic staff as learning specialists.
- in the Faculty of Human Kinetics, the Search Committee shall include two members elected by all full time employees from the Division of Athletics and Recreational

Services. Such member(s) shall be elected from among the following: Athletics Director, Associate Director(s), ancillary academic staff coaching members, and team leaders.

2.2.1.3 The students shall be elected from and by the student members of the Faculty Coordinating Council or, in the case of a Faculty that has no departments, the Faculty Council. In the Faculty of Graduate Studies, the students shall be elected from and by the student members of the Graduate Studies Council.

2.2.1.4 Where appropriate, staff, professional or community participation shall be determined by the Search Committee and shall be limited to a maximum of two members.

2.2.1.5 The regular faculty members on the Faculty Coordinating Council, or in the case of a Faculty that has no departments the Faculty Council, shall determine the number of regular faculty members on the Search Committee (in accordance with 2.2.1.1-2.2.1.2 above). In the Faculty of Graduate Studies, the regular faculty members on the Graduate Studies Council shall determine the number of regular faculty members on the Search Committee (in accordance with 2.2.1.1-2.2.1.2 above).

2.2.1.6 Where the circumstances require it, the Chair of the Search Committee shall request the University Secretariat to conduct the election referred to in 2.2.1.1 or 2.2.1.2 above.

2.3.8 Either on a recommendation for renewal or following a search, the Search Committee shall propose the name of a single candidate in writing with appropriate supporting material to the members of the Faculty Assembly, or in the case of a Faculty that has no departments the Faculty Council. At a meeting called on five calendar days' written notice, the Faculty Assembly, or in the case of a Faculty that has no departments the Faculty Council, shall consider the recommendation of the Committee. Voting shall be by secret ballot, and a simple majority of votes cast is required to endorse the named candidate. If the Faculty Assembly, or in the case of a Faculty that has no departments the Faculty Council, does not have a quorum present at the time of the vote, there shall be a ballot conducted by the office of the Provost and Vice-President, Academic. The office of the Provost and Vice-President, Academic shall conduct the vote by either mail or electronic ballot. In the case of electronic ballots, the process as approved by Senate shall be employed. A simple majority of votes cast is required to endorse the named candidate.

2.3.8.1 In the case of the Faculty of Education and Academic Development, the Directors and the full-time ancillary academic staff as learning specialists in the Centre for Teaching and Learning shall be included as participating and voting members on the Faculty Council during the consideration of the Search Committee's recommendation.

2.3.8.2 In the case of the Faculty of Human Kinetics, the Athletics Director, Associate Director(s), ancillary academic staff coaching members, and team leaders shall be included as participating and voting members on the Faculty Council during the consideration of the Search Committee's recommendation.

Rationale:

- This confirms past practice in the Faculty of Human Kinetics to include the above noted members from the Division of Athletics and Recreational Services as participants in Decanal searches.
- With the new Faculty of Education and Academic Development, this similar practice should be specified in the bylaw.

Renee Wintermute 2014-9-30 4:15 PM

Deleted: 1

Renee Wintermute 2014-9-30 4:15 PM

Deleted: 2

Renee Wintermute 2014-9-30 1:31 PM

Deleted: Office of the

**University of Windsor
Senate**

5.7.1: **Bylaw 10 - Deans of Faculties**

Item for: **Approval**

Forwarded by: **Senate Governance Committee**

MOTION: That the revisions to Bylaw 10 be approved.

[changes are underlined.]

Bylaw 10: Deans of Faculties

2.2 Search Committee

2.2.1 In each Faculty, there shall be a Search Committee for the appointment of a Dean.

2.2.1.1 With the exception of the Faculty of Education and Academic Development, and the Faculty of Human Kinetics, the Search Committee shall be composed of the Provost and Vice-President, Academic, chair, three to six regular faculty members (per bylaw 20, 1.1(ii)) representing the areas, interests and disciplines of the Faculty and elected from and by the regular faculty members within the Faculty; an Employment Equity/Procedures Assessor (EE/PA) [non-voting and from a different Faculty]; and student representatives, the number to be determined by dividing the number of faculty members with voting privileges on the committee by three and rounding to the nearest whole number (in accordance with Bylaw 3, 1.1). In the case of the Faculty of Graduate Studies, the faculty members shall be elected by and from the Faculty of Graduate Studies Coordinating Council.

2.2.1.2 In the Faculty of Education and Academic Development, and the Faculty of Human Kinetics, the Search Committee shall be composed of the Provost and Vice-President, Academic, chair, three to four regular faculty members (per bylaw 20, 1.1(ii)) representing the areas, interests and disciplines of the Faculty and elected from and by the regular faculty members within the Faculty; an Employment Equity/Procedures Assessor (EE/PA) [non-voting and from a different Faculty]; and student representatives, the number to be determined by dividing the number of members with voting privileges on the committee by three and rounding to the nearest whole number (in accordance with Bylaw 3, 1.1).

In addition:

- in the Faculty of Education and Academic Development, the Search Committee shall include up to two members elected by and from the following full-time members of the Centre for Teaching and Learning: Directors and full-time ancillary academic staff as learning specialists.
- in the Faculty of Human Kinetics, the Search Committee shall include up to two members elected by all full time employees from the Division of Athletics and Recreational

Services. Such member(s) shall be elected from among the following: Athletics Director, Associate Director(s), ancillary academic staff coaching members, and team leaders.

2.2.1.3 The students shall be elected from and by the student members of the Faculty Coordinating Council or, in the case of a Faculty that has no departments, the Faculty Council. In the Faculty of Graduate Studies, the students shall be elected from and by the student members of the Graduate Studies Council.

2.2.1.4 Where appropriate, staff, professional or community participation shall be determined by the Search Committee and shall be limited to a maximum of two members.

2.2.1.5 The regular faculty members on the Faculty Coordinating Council, or in the case of a Faculty that has no departments the Faculty Council, shall determine the number of regular faculty members on the Search Committee (in accordance with 2.2.1.1-2.2.1.2 above). In the Faculty of Graduate Studies, the regular faculty members on the Graduate Studies Council shall determine the number of regular faculty members on the Search Committee (in accordance with 2.2.1.1-2.2.1.2 above).

2.2.1.6 Where the circumstances require it, the Chair of the Search Committee shall request the University Secretariat to conduct the election referred to in 2.2.1.1 or 2.2.1.2 above.

2.3.8 Either on a recommendation for renewal or following a search, the Search Committee shall propose the name of a single candidate in writing with appropriate supporting material to the members of the Faculty Assembly, or in the case of a Faculty that has no departments the Faculty Council. At a meeting called on five calendar days' written notice, the Faculty Assembly, or in the case of a Faculty that has no departments the Faculty Council, shall consider the recommendation of the Committee. Voting shall be by secret ballot, and a simple majority of votes cast is required to endorse the named candidate. If the Faculty Assembly, or in the case of a Faculty that has no departments the Faculty Council, does not have a quorum present at the time of the vote, there shall be a ballot conducted by the office of the Provost and Vice-President, Academic. The office of the Provost and Vice-President, Academic shall conduct the vote by either mail or electronic ballot. In the case of electronic ballots, the process as approved by Senate shall be employed. A simple majority of votes cast is required to endorse the named candidate.

2.3.8.1 In the case of the Faculty of Education and Academic Development, the Directors and the full-time ancillary academic staff as learning specialists in the Centre for Teaching and Learning shall be included as participating and voting members on the Faculty Council during the consideration of the Search Committee's recommendation.

2.3.8.2 In the case of the Faculty of Human Kinetics, the Athletics Director, Associate Director(s), ancillary academic staff coaching members, and team leaders shall be included as participating and voting members on the Faculty Council during the consideration of the Search Committee's recommendation.

Rationale:

- This confirms past practice in the Faculty of Human Kinetics to include the above noted members from the Division of Athletics and Recreational Services as participants in Decanal searches.
- With the new Faculty of Education and Academic Development, this similar practice should be specified in the bylaw.

Renee Wintermute 2014-9-30 4:15 PM

Deleted: 1

Renee Wintermute 2014-9-30 4:15 PM

Deleted: 2

Renee Wintermute 2014-9-30 1:31 PM

Deleted: Office of the

**University of Windsor
Senate**

5.7.2: **Research Ethics Board – Report to Senate**

Item for: **Information**

Forwarded by: **Senate Governance Committee**

*see attached.



**UNIVERSITY OF WINDSOR
RESEARCH ETHICS BOARD**

Annual Report July 1, 2013-June 30, 2014

INTRODUCTION

The University of Windsor Research Ethics Board (REB) operates in accordance with the *Tri-Council Policy Statement 2*. The Board reviews research projects involving human participants, educates the community of researchers, consults with individual researchers and develops procedures and policies for research involving human participants. Information regarding the types of review and the history of the University of Windsor REB is included on the attached Senate Information Sheets, Appendix A and Appendix B.

2013-2014 University of Windsor REB Membership

Dr. Pierre Boulos, (Special Advisor Ethics Education and Internationalization, July 2014-present; Chair July 2008-June 2014)

Mr. Thiemann Ackerson, Community Member (2011-present)

Prof Reem Bahdi, Legal Representative (2013-present)

Ms. Selinda Berg, Leddy Library (2011-2014)

Dr. Maria Blass, Medical Consultant (2009-2014)

Dr. Gerald Cradock, Sociology, Anthropology and Criminology (2013-2014)

Ms. Carol Diemer, Community Member (2009-2014)

Dr. Maureen Gowing, Business (2009-present)

Dr. Chris Greig, Education (2013-2014)

Dr. Dusty Johnstone, Student Representative (2013-2014)

Dr. Susan Fox, Nursing (2013-2014)

Dr. Jamey Essex, Political Science (2013-present)

Dr. Scott Martyn, Human Kinetics (2009- present)

Dr. Alan Scoboria, Psychology (2011-present)

Ms. Melissa St. Pierre, Student Member (2011-2012)

Dr. Suzanne McMurphy, Social Work (2009-present)

Delegated Expedited Reviewers

Dr. Pierre Boulos, Chair

Dr. Suzanne McMurphy, Social Work (2010-2014)

Dr. Alan Scoboria, Psychology (2012- 2014)

Ethics Coordinator

Ms. Braganza was on leave between February 2013 and early March 2014, and during April 2014. In that period, the REB office was staffed by three temporary placements. Ms. Braganza returned to the office full time as of May 2014.

Delegated Committee Activity

Business Research Ethics Committee:

Members: Dr. Maureen Gowing, Dr. Bill Wellington & Dr. Gokul Bhandari

1 application reviewed.

Drama Research Ethics Committee:

Members: Prof. Tina Pugliese, Prof. Michael Keating & Prof. Gail Murray

Missing.

History Research Ethics Committee:

Members: Dr. Christina Burr

0 applications were reviewed.

Human Kinetics Research Ethics Committee:

Members: Dr. Nadia Azar, Dr. Nancy McNevin & Dr. Jess Dixon

16 applications reviewed.

Law Research Ethics Committee:

Members: Prof. Reem Bahdi, Prof. F. Herlehy, Prof. M. McCarney, Prof. C. Mumme & Prof. D.Tanovich

9 applications reviewed.

Psychology Research Ethics Committee:

Members: Dr. Carlin Miller, Dr. Steven Hibbard, Dr. Sylvia Voelker & Lauren O'Driscoll

32 applications reviewed.

Social Work Research Ethics Committee:

Members: Dr. Betty Jo Barrett, Prof. Mary Medcalf, Katka Hrcic-Lipovic & Dr. Deborah Hernandez Jozefowicz

0 applications were reviewed.

Sociology, Anthropology and Criminology

Members:

Missing

Visual Arts Research Ethics Committee:

Members: Prof. Michael Keating

Missing

Women's Studies Research Ethics Committee:

Members: Dr. Charlene Senn, Dr. Erica Stevens Abbitt & Pauline Phipps

0 applications reviewed.

REB Activity

NEW APPLICATIONS

From July 1, 2013 to June 30, 2014, the REB reviewed 266 new applications. 252 of these applications had a member of the University of Windsor associated as a member of the Research Team. For a detailed description of review activities please refer to Appendix A.

MONITORING REPORTS AND PROTOCOL REVISIONS

Part of the REB's post-approval monitoring system includes the submission of three general reports. These reports manifest as Progress Reports, Final Reports, and Request to Revise reports. Details about these activities are provided in Appendix B.

TOTAL APPLICATIONS, REVISIONS, AND MONITORING:

725 unique events were recorded.

Workload

Workload at the Board continues to grow. As an important service to researchers, the board strives to communicate its deliberations in a timely manner. Changeover in office staffing presented challenges to the Board during the reporting period, and led to some delays. The board has returned to more normative turnaround with the return of Ms. Braganza in May 2014.

The REB continues to collect data on the application lifecycle. The board plans to continue to develop processes to monitor workflow tracking and data collection about internal processes.

The REB provided numerous workshops to graduate and undergraduate classes throughout the period. The REB Chair made a number of presentations to departmental councils. The board continues to reach out to provide education to the University community and to receive feedback about its processes. The board met monthly to conduct Full Reviews. The Delegated Expedited Reviewers met weekly throughout the year and biweekly in the summer months. The term "Expedited" refers to specific categories of research that may be approved outside a meeting of the Full board, and does not refer to the promptness of the review process.

Research projects meet the criteria for delegated expedited review where the project involves no more than minimal risk and the project does not involve substantial use of deception. Projects that are replications or extensions of previously approved protocols that meet minimal risk criteria may be reviewed by the expedited committee.

In the period, the expedited reviewers examined 146 applications over 44 meetings, resulting in an average of 3 applications per meeting. Duration of expedited review meetings ranged from one hour to six hours in duration.

The Full Review Board is scheduled to meet 11 times throughout the year. The Full Review Board reviewed 6 applications in total.

There were more than 272 Executive review of applications or revisions of applications during the period. Categories that fall under executive review included administrative research, research conducted by students during course work, decisions about exemptions from review, applications for secondary use of data, and applications reviewed by another ethics board.

Researcher Interaction

The work of the REB would not succeed without the support and cooperation of researchers. The board seeks to collaborate with researchers on the ethical review process. A preponderance of researchers provide carefully articulated ethical plans in their applications, and provide thoughtful responses to comments from the REB. Researchers typically show care and diligence in the protection of research participants. The REB regularly reaches out to the small number researchers who appear to struggle with meeting the requirements of the review process. The board provides frequent workshops, pre- and post-clearance consultation, and invites researchers to engage in dialogue with the board. The board is particularly interested in providing consultation to new members of the University of Windsor community. The board provides education and consultation to graduate students who plan to conduct research with human subjects or human data in a variety of venues.

As of April 2014, the REB requires that resubmissions of reviewed applications include two components: 1) Responses to each comment raised by the board; 2) A version of the application in which changes made to the original application have been tracked. The primary need for this change is that the board must have a single, final application on file at the time that clearance is provided. Another benefit of this change is that the board can more quickly review the responses and exactly where changes have occurred in the application. Furthermore, when applications are subsequently submitted to another REB (in the event the research is multi-site or multi-institution supported) the REB will have on file the final version of a cleared application.

Changes to REB structure and governance

Per the requirements of the TCPS2, the REB operates as an arms-length body. The board provides regular (monthly) reports regarding its operations to the office of the Vice President Innovation and Research. The board reports to Senate on its operations annually. The internal processes of the REB, the materials provided to the board, and board records are confidential and accessible only to members of the board on a need-to-know basis.

In November 2013, Dr. Michael Siu (VPRI), conducted a review of the REB. About this time he expressed an interest in transition in the management of the REB. Following discussions, he asked the board to propose how it would like to move forward. Dr. Siu also expressed an interest that the board consider increasing its engagement in research ethics at an international level (external to the University).

As of July 1, 2014, the structure of the board has changed in the following manners. The Chair for the 2014-15 period will be Dr. Alan Scoboria. The two delegated expedited reviewer positions will be renamed Vice-Chair positions. The Vice-Chairs will contribute to the review of expedited delegated review files. These positions will be filled by Dr. Suzanne McMurphy and Dr. Scott Martyn during 2014-15. A new position has been created, Special Advisor Research Ethics and Internationalization. This position will be filled by Dr. Pierre Boulos. The board is pleased that Dr. Boulos' extensive expertise in research ethics will be retained. The board thanks Dr. Boulos for his years of leadership, and for his willingness to continue to provide leadership in his new role.

The general goal of these changes is to evolve a review structure that can accommodate an increasing breadth and complexity of topics. The REB will expand its membership as needed to provide review for all new forms of research.

The new structure will permit the flexibility that is required as the profile of research that the board reviews continues to grow and expand in complexity. The structure will allow the board to meet its obligations under the TCPS2, including the provision of review that is proportional to the risks associated with the research and the provision of education regarding research ethics and the ethics review process.

The University of Windsor signed a memorandum of agreement with Hôtel Dieu-Grace Health Care in June 2014 to provide ethics review for research conducted at the hospital. This represents a substantial increase in the biomedical and clinical trial research that will be reviewed by the board. The REB will work with Hotel Dieu-Grace Health Care to develop standard procedures for receiving files for ethical review. The board will seek the specific expertise that is required to conduct these reviews.

Looking Forward

The establishment of a full time coordinator position for the REB office in July 2013 has been an important step forward for establishing stability for the board. The workload at the board continues to grow and increase in complexity. The board anticipates that increased administrative support will be required to develop and maintain the expertise required for reviews and to maintain the current level of turnaround on submissions. The board is currently facing some challenges in simultaneously managing the number of day-to-day requests for consultation, applications, and need for the development of materials and policies.

The expansion of the board management requires additional physical space in which to conduct the boards work. The board has submitted a request for additional space to the Central Space Committee, via the VPIR office.

The REB plans to continue to evolve its data management and work flow management processes.

It is the view of the REB, of which the Senate is being reminded here, that any changes in REB policies or procedures will be made in light of the following goals and objectives:

- To ensure and improve the protection of the rights of research participants;
- To maintain the integrity and independence of the process;
- To provide the community with education and resources to facilitate the ethical conduct of research;
- To collaborate with researchers to facilitate a meaningful and efficient ethical review process.

On behalf of the University of Windsor Research Ethics Board, this report is respectfully submitted.

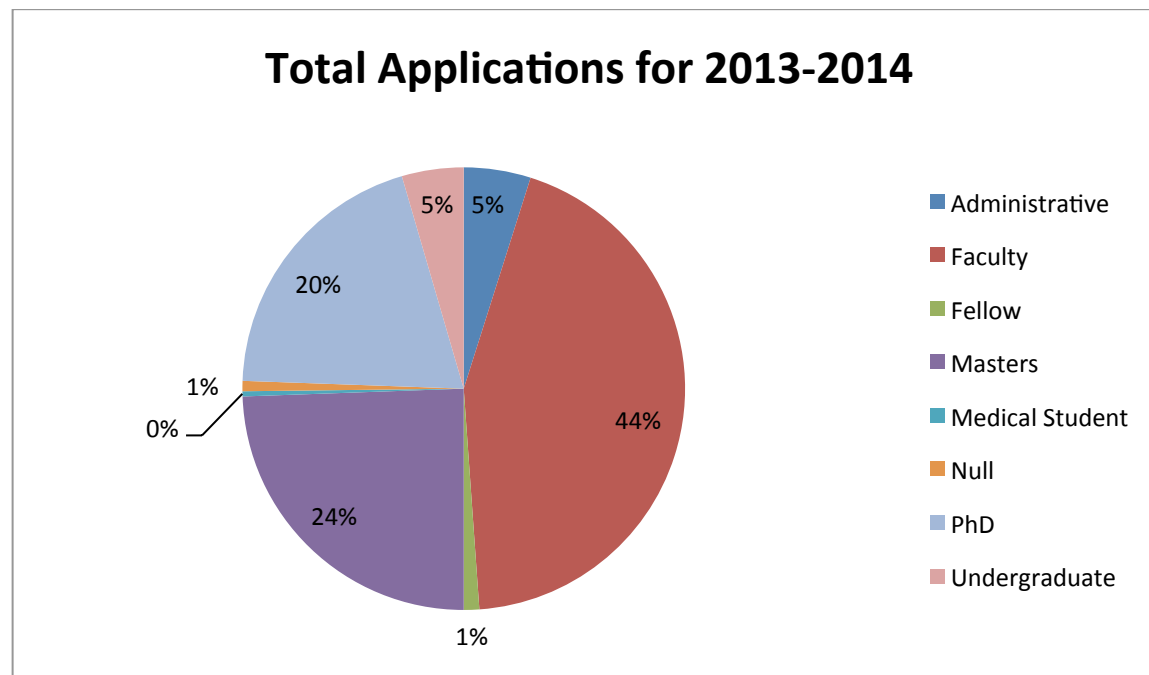
Dr. Alan Scoboria

November 11, 2014

Appendix A

PROJECT LEVEL

July 1, 2013 to June 30, 2014



RESEARCH TYPE

July 1, 2013 to June 30, 2014

LEVEL	TOTAL APPLICATIONS
Basic Science	0
Clinical Trial	0
Course	13
Pilot Study	2
Original	212
Open Source	1
Sealed Source	1
Secondary Use of Data	37
Not Selected	1
TOTAL	266

*Please note that there may be more than one research type associated with an application.

DEPARTMENTAL APPLICATIONS**July 1, 2013 to June 30, 2014**

Department	
NULL	3
CENTRE FOR CAREER EDUCATION	0
CENTRE FOR TEACHING AND LEARNING	4
CHEMISTRY & BIOCHEMISTRY	2
COMMUNICATION, MEDIA & FILM	0
COMPUTER SCIENCE	2
DRAMATIC ART	0
EARTH & ENVIRONMENTAL SCIENCES	1
FACULTY OF ARTS & SOCIAL SCIENCES	1
EDUCATION	8
FACULTY OF LAW	3
FACULTY OF NURSING	10
HISTORY	0
INSTITUTIONAL ANALYSIS	3
INTER-FACULTY PROGRAMS	1
KINESIOLOGY	77
LABOUR STUDIES	0
LANGUAGES, LITERATURES & CULTURES	2
LEDDY LIBRARY	4
MATHEMATICS & STATISTICS	0
MECHANICAL, AUTOMOTIVE & MATERIALS ENGINEERING	1
MUSIC & VISUAL ARTS	3
Non-Windsor Department	14
ODETTE SCHOOL OF BUSINESS	9
OFFICE OF VICE-PROVOST, STUDENTS AND REGISTRAR	0
PHYSICS	2
POLITICAL SCIENCE	3
PSYCHOLOGY	74
SOCIAL WORK	8
SOCIOLOGY, ANTHROPOLOGY & CRIMINOLOGY	22
STUDENT DEVELOPMENT & SUPPORT	4
WOMENS STUDIES	5

Appendix B

Monitoring Reports

Report Type	Quantity #
File closed	90
Final & progress reports reviewed	301
New approval process	266
Request to revise*	60
Adverse / Unanticipated Event	8
Serious Adverse Event	0
TOTAL REVIEWED	725

* Files with revisions; the total number of submissions for revision is higher.