

NOTICE OF MEETING
There will be a meeting of the
SENATE STUDENT CAUCUS
Friday, September 9, 2016 at 9:30am-11:00am
in Room 209 Assumption Hall
AGENDA

Formal Business

- 1 Approval of Agenda**
- 2 Minutes of Meeting of March 11, 2016
Notes of April 8, 2016**
- 3 Business arising from the minutes**
- 4 Outstanding business**

Items for Information/Discussion

- 5 Reports/New Business**
 - 5.1 Senate Student Caucus Mandate**

Dr. Ziad Kobti
SC160909-5.1
 - 5.2 Report of the Student Liaison Subcommittee and Co-Chair**

Mr. R J D'Aguilar
SC160909-5.2.1

 - 5.2.1 Student Academic Amnesty Day for November 2nd 2016 – National Day of Action**
 - 5.3 Student Caucus IT Advisory**

Ms. Anna Kirby
 - 5.4 Report on Student Affairs and Life on Campus**

Mr. Ryan Flannagan
Mr. Dave McEwan

Additional Business

- 6 Question period/Other business/Open Discussion**
 - 6.1 Update from Working Groups**
 - 6.1.1 Safety Working Group**

Dr. Ziad Kobti
SC160909-6.1.1
 - 6.1.2 Working Group on Textbook Costs**

Dr. Ziad Kobti
SC160909-6.1.2
- 7 Adjournment**

Please carefully review the 'starred' (*) agenda items. As per the June 3, 2004 Senate meeting, 'starred' items 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.



SENATE STUDENT CAUCUS
Minutes of Meeting

Date: Friday, March 11, 2016

Time: 9:30am - 10:30am

Room: 209 Assumption Hall

Committee Members: Ms. Ghadeer Alghosein, Dr. Tirupati Bolsetti, Mr. Ronald D'Aguilar, Ms. Bernarda Doctor, Mr. Emmanuel Igodan, Dr. Ziad Kobti, Ms. Vicki Jay Leung, Mr. Morteza Lalmazloum, Dr. Gurupesh Pandher, Dr. Kathy Pfaff, Dr. Tina Pugliese, Dr. Geri Salinitri, Dr. Clayton Smith.

Absent: Ms. Larissa Howlett, Ms. Priyanka Jaggi, Dr. Ryan Snelgrove, Mr. John O'Reilly, Mr. Amin Safaei, Prof. Gemma Smyth.

In Attendance: Mr. Marcin Pulcer; Ms. Renée Wintermute and Ms. Alison Zilli (University Secretariat).

Formal Business

1 Approval of Agenda

MOTION: That the agenda be approved.

Dr. T. Bolsetti/Ms. Ghadeer Alghosein
CARRIED

2 Notes of meeting February 12, 2016

The notes were received for information.

3 Business arising from the minutes

Nothing to report.

4 Outstanding business

Nothing to report.

Items for Information/Discussion

5 Reports/New Business

5.1 Report from the Student Co-Chair

NOTED:

- At the last Student Caucus meeting in February, a variety of issues were raised and responses will be brought forward to the next Student Liaison Subcommittee for clarification and follow-up. (*i.e.*, meal plan, textbooks, maintenance, readability of the student degree audit, *etc.*)

5.2 Report of the Student Liaison Subcommittee

NOTED:

- The Student Liaison Subcommittee had a very productive inaugural meeting in January with ten students in attendance at the meeting and there was good representation from students-at-large, as well as from the different faculties.
- The second meeting of the Student Liaison Subcommittee will be scheduled in the next month.

5.3 Student Caucus IT Advisory

NOTED:

- Last year, the Student Caucus assumed the role of Student IT Advisory Board and the item was placed on the Student Caucus agenda as a standing item to generate valuable feedback from students for the IT Steering Committee.
- Given that the University of Windsor is engaging in an initiative to update its software infrastructure as the University of Windsor's software no longer meets the needs of students today, an ERP Steering Committee (as well as a core Working Group which will be dedicated to the project on a full-time basis) has been established to provide oversight on this project.
- The initial focus of the ERP project will be the Student Information System, a new Financial Information System, and a Customer Relationship Management System.
- The idea of having an online suggestion portal to obtain feedback from students in a more readily accessible format (rather than a physical suggestion box) will be revisited as it may be possible to have students respond to questions from direct messaging or push announcements in an online application or directly from their smartphone at some point in the future.
- In response to a question raised about what happened to the billboards that were placed in various areas across campus, it was noted that they were not maintained and eventually became outdated in a manner that rendered them to be outdoor pollution.
- A survey was conducted on the effectiveness of the billboards and as a result they were removed from campus. The survey revealed that students prefer receiving official university information via email and that they would like to find out about important events by social media. (*i.e.*, Facebook, Twitter, *etc.*).
- IT services has been working on an online student parking application so that students will be able to easily sign up for parking passes online.
- The issue with centralizing information for students is that there are over 800 websites that are hosted by the University providing diverse information to various student groups. Generating a central portal to synthesize this information is extremely challenging.
- In response to concern raised about Blackboard course sites, it was noted that there are many different ways to set up the sites in terms of access so it is important to ensure that users are provided with proper training when they are setting them up for their students as well as for their GA/TA groups. They can be set up for group or individual access.
- Any faculty or staff that are having computer-related issues can log a service call using Team Dynamics. In response, it was noted that the new helpdesk system is not very user-friendly.

6 Report on Student Affairs and Life on Campus

Campus Safety

NOTED

- Concern was raised regarding the issue that there is a need to review campus safety while still allowing for students to have access to buildings after hours for research and study.
- In order to continue to maintain the University's reputation as a safe campus, it was suggested that a small group should look into identifying top student concerns and bring recommendations forward to the appropriate persons or bodies.
- Some of the safety concerns that were raised included: parking garage lights, cross walks, traffic patterns, accessibility, surveillance cameras, *etc.*
- Advocacy will be needed to ensure that students are aware of basic safety tactics that they should be cognizant of while on campus (*i.e.*, walk-safe programs, buddying-up, campus police number, *etc.*)
- The safety of people with disabilities needs to be something that should also be included when talking about general safety on campus, especially in light of the recent annual Accessibility Awareness Day, which focuses on educating the University about accessibility and inclusion.
- A Safety Working Group comprised of Dr. Ziad Kobti, Dr. Tina Pugliese, Mr. Chris Baillargeon and Dr. Kathy Pfaff was established to identify safety issues on campus. Dr. Clayton Smith will serve as consultant, as needed, for this Working Group.

Syrian Refugee Crisis

NOTED

- In response to a question raised regarding what the University community is doing in response to the Syrian crisis, it was noted that students have started an organization called Project Syria to work with community organizations to connect Syrian refugees to the broader community. The Faculty of Law is also involved in gathering donations and proceeds to sponsor a family.
- The University is also looking to expand its sponsorship of students through World University Service of Canada (WUSC). WUSC's student refugee program helps refugees with an opportunity to pursue their education at a Canadian University.
- Beyond funding sponsorship, it was stressed that refugees will need to be supported on a personal level during their transition to Canada (*i.e.*, shopping for groceries, social events, community events, *etc.*)

Life on Campus

NOTED

- The Sexual Misconduct Policy, which will provide guidance for members of the University community when dealing with sexual misconduct or harassment issues on and off campus, is in the final stages of approval.
- The results of a recent mental health survey conducted across the campus in late 2015 indicated that more needs to be done in terms of developing an overall University Mental Health Framework.
- The UWSA is putting forward a universal bus referendum where students will be voting as to whether they are in favour of paying a fee for unlimited access to bus services from Transit Windsor. This will then be followed by a bus referendum for GSS.
- Spring Open House for prospective students was a huge success with over 2000 people in attendance.

Student Affairs

NOTED

- The role of the Academic Integrity Officer has now been extended to Academic Integrity and Student Conduct Officer, which will also incorporate oversight of the Behaviour Intervention Plan (BIP). The Behavioural Intervention Plan is designed to assist faculty and staff in responding to student behaviours of concern.
- An overall review of the Student Centre structure and facilities is underway.
- Co-op, Career and Employment Services have been relocated. The Career and Employment Services is located in Dillon Hall and the Co-operative programs have been moved to first floor of Lambton.
- Members were reminded that the Going the Extra Mile (GEM) nominations are underway for anyone who would like to nominate a person who embodies the GEM philosophy. (*i.e.*, how has this person impacted the university and made a difference by going above and beyond expectations.)

Additional Business

7 Question period/Other Business/Open Discussion

Nothing to report.

8 Adjournment

MOTION: That the meeting be adjourned.

Dr. C. Smith/Ms. B. Doctor
CARRIED



SENATE STUDENT CAUCUS
Notes of Meeting

Date: Friday, April 8, 2016
Time: 9:45am – 11:00am
Room: 209 Assumption Hall

Committee Members: Mr. Chris Baillargeon, Mr. Ronald D'Aguilar (Co-Chair), Dr. Ziad Kobti (Chair), Ms. Vicki Jay Leung, Dr. Dave McEwan, Dr. Tina Pugliese, Dr. Clayton Smith.

Absent: Ms. Ghadeer Alghosein, Dr. Tirupati Bolsetti, Ms. Bernarda Doctor, Ms. Larissa Howlett, Mr. Emmaual Igodan, Ms. Priyanka Jaggi, Mr. Morteza Lalmazloum, Dr. Gurupdes Pandher, Dr. Kathy Pfaff, Mr. John O'Reilly, Mr. Amin Safaei, Dr. Geri Salinitri (regrets), Prof Gemma Smyth, Dr. Ryan Snelgrove, Ms. Dhouha Triki

In Attendance: Ms. Renée Wintermute (University Secretary).

Formal Business

As quorum was not reached, the following is an unofficial summary of the non-quorate meeting.

1 Approval of Agenda

The agenda was not approved at this time.

2 Minutes of March 11, 2016

The minutes were not approved at this time.

3 Business arising from the minutes

Nothing to report.

4 Outstanding business

Nothing to report.

Items for Information

5 Reports/New Business

5.1 Report of the Student Co-Chair and Student Liaison Subcommittee

NOTED:

- The student co-chair provided members of the Student Liaison Subcommittee with responses and updates to the issues raised. It was noted that they were happy to be able to report back to their constituencies the feedback obtained.

5.2 Safety Working Group - Update

NOTED:

- The Safety Working Group met once and identified a number of safety concerns and questions relating to policies and procedures including: ensuring that students are informed of the mechanism for reporting safety issues (with clear responses on expected timelines for addressing the concerns); encouraging student groups to have a safety representative on their boards; clarifying the policy on monitoring equipment including camera installation; establishing a budget line item from central to cover safety/security related items and costs; clarifying policies and procedures in cases of power failures and

ensuring backup lights (floor lighting) in classrooms; having student representation on the central health/safety committee, if this is not already the case; clarifying and ensuring consistent application of the policy on keys and building access; ensuring all members of the university community are provided with timely information and proper contact/responders names in cases of emergency evacuations; working with the City to street crossing safety concerns; addressing issues of deferred maintenance asap particularly when associated health and safety concerns; and requiring that authorized contractors on campus wear identifiable visible badges.

- There should not be different levels of safety and security across campus.
- Safety and security concerns impact the student experience and can impact enrolment.
- Rather than identifying specific safety issues that have arisen in the past, the Working Group was advised to focus its draft report under three themes: health and safety, security/access, and deferred maintenance (understanding that there is overlap between these three). The report should then address how the three themes connect to the student experience. If a strategic priority is to enhance the student experience, issues of health and safety, security and access, and deferred maintenance are making it so that the University is unable to meet this priority.

5.3 Textbook Costs

NOTED:

- Karen Pillon and Scott Cowan in the Leddy Library are actively scouring for open source materials with a view to building a webpage that will link to the materials.
- Student focus groups on textbook buying patterns conducted by the Bookstore reveal that while first-year students often purchase textbooks, upper-year students generally do not because it is cost prohibitive. This impacts their learning experience.
- A Working Group consisting of Ziad Kobti, RJ D'Aguilar, Renée Wintermute, Karen Pillon and Scott Cowan will work to develop a draft document outlining guiding principles around textbook costs and accessibility in support of enhancing the student experience.

5.4 Student Caucus IT Advisory

Nothing to report.

6 Report on Student Affairs and Life on Campus

NOTED:

- Food Services is extending its hours of operation during the examination period and a coffee venue in the CEI building will be open during the summer.
- Student Affairs update: Clark Residence will be demolished over the summer, allowing the University to invest in existing Residence Halls; the re-visioning of the Student Centre continues; the bus referendum was passed by both UWSA and GSS; the new student ombudsperson is a shared position between the UWSA, GSS and OPUS; student elections were successfully held; the University continues to work to ensure that it is able to fully support the five refugees (three from Syria) that will be coming to the University in Fall 2016 under the WUSC program.
- In response to a question, the Dean of Students noted that the role of the student ombudsperson is to remain neutral and point students to the right offices or procedures. It was noted that the majority of the work is in referrals.

Additional Business

7 Question period/Other Business

Dr. Clayton Smith was sincerely thanked for his years of service and commitment to the student experience.

8 Adjournment

The meeting adjourned at 11am.

**University of Windsor
Senate Student Caucus**

5.1: Senate Student Caucus Mandate

Item for: **Information**

Membership (The total number of members is twenty-two):

- Associate Vice President, Student Experience
- Director, Campus Services
- nine regular faculty members, at least three of whom shall be members of the Senate, with one of the Senate faculty members serving as Committee Chair, and should include the following:
 - one regular faculty member from each of the Faculties of Faculty of Arts, Humanities and Social Sciences, Business Administration, Education, Engineering, Law, Human Kinetics, Nursing and Science.
 - one librarian
- eleven students, one of whom shall be elected by the student members of the caucus to serve as co-chair for a maximum of two consecutive terms. The eleven students shall include the following:
 - two graduate students, two part-time undergraduate students, four full-time undergraduate students, one international student selected by the International Student Society, one residence student selected by the Windsor Inter-Residence Council, and one student at-large selected by the three student body governments. The student groups are encouraged to include representatives from multiple student constituencies, including registered student clubs, to reflect the diverse student populations.
- **Terms of Reference:** The Senate Student Caucus will report to Senate on student life and experience. The Caucus will bring issues of concern to students directly to the Senate, when the items are the purview of Senate. Senate may refer such matters to a Senate Standing Committee or other body for further consideration and/or policy development. For matters not within the purview of Senate, the Associate Vice President, Student Experience will refer the matter to, and liaise with, appropriate University bodies.

Duties of the Student Co-Chair:

- To bring matters of student concern to the regular meeting agenda, as appropriate, in consultation and agreement with the faculty co-chair.
- To review and approve the meeting agenda together with the faculty co-chair.
- To chair the Caucus meeting in the absence of the faculty co-chair.
- To chair a permanent subcommittee, the "Student Liaison Subcommittee", which is mandated to engage and consult regularly with different student constituencies on campus for the purpose of bringing their concerns to the Caucus and to report back to them on the outcomes of decisions or consultations. The student co-chair will select the members of the subcommittee. Members may be from outside Caucus and should, as much as possible, represent diverse student constituencies.

Student Caucus
University of Windsor

5.2.1: **Student Academic Amnesty Day for November 2nd 2016 – National Day of Action**

Item for: **Approval and Referral to APC/Senate**

Forwarded by: **UWSA**

The following motion will also be considered by the Academic Policy Committee for referral to the October Senate meeting.

MOTION: Be it resolved that Senate declare Wednesday, November 2nd 2016 as a day of Academic Amnesty for all students such that no student may be given academic penalty for being absent during this day.

Be it further resolved that the University of Windsor inform professors/course instructors of this academic amnesty and encourage professors to:

- Refrain from setting deadlines or tests on November 2nd 2016
- Inform their classes of their right for academic amnesty for November 2nd 2016 and the need to notify the professor at least 48 hours in advance of November 2nd

Be it further resolved that students must inform their professor at least forty-eight hours in advance of November 2nd 2016 of their participation to receive this amnesty.

Rationale:

- Whereas **all three** student unions (OPUS, UWSA and GSS) and their respective membership are members of the Canadian Federation of Students (CFS)
- Whereas the CFS is holding a National Day of Action on November 2nd 2016 across Canada by members direction at their most recent AGM
- Whereas senate **has supported** a similar action for the February 1st 2012 National Day of Action by providing academic amnesty to students
- Whereas **the university recognizes** the importance of peaceful dissent as exhibited by the No Force Policy
- Whereas **this is not an action against the university** but is actually a space that all those from the administration are invited to attend as special guest caught in this struggle
- Whereas government funding for postsecondary education **continues to decline** and costs are increasingly downloaded onto students through rising tuition fees
- Whereas nationally, average student debt has risen to **\$26,819**
- Whereas, **approximately 70 percent** of new jobs in Canada require some form of postsecondary education
- Whereas Average tuition fees for Canadian students have increased **137%** over the past 25 years.
- Whereas **60%** of today's college and university students come from higher-income families
- Whereas Outstanding federal student loans have reached **\$19 billion**
- Canada is the **only** OECD country without national oversight over postsecondary education - there is no federal minister responsible.

**Student Caucus
University of Windsor**

6.1.1 Report from the Working Group on Safety around campus

Item for: **Information**

Student Caucus fielded a number of concerns from the student community, including campus residents, commuters, and downtown members regarding essential safety concerns. Caucus established a working group to collect and address these concerns, these included meetings with the campus police and emergency response team representatives.

While several points were raised throughout the discussions, the objective of this report is to provide a concise set of recommendations that would be forwarded to the appropriate body(ies) for further discussion and follow-up with the aim to enhance critical areas of safety on campus and the immediate neighboring community frequented by our students. It is inline with our mission to ensure that our students feel safe on campus.

Considerations for Enhancing Safety on Campus:

1. A student should be able to report a safety related concern through a readily accessible mechanism online. The student should then be able to track the response seeing it through to resolution in a reasonable timeframe. A similar example that currently exists on campus is the TeamDynamix solution on the ITS/LMS website allowing students (and staff) to report and track issues.
2. Student groups should have a designated health and safety representative on each of their boards. This person also serves as a liaison member to the central health and safety committee.
3. There should be an accountable and transparent centralized body established to assess, regularly review, and recommend security monitoring policies and monitoring equipment across campus. This includes security cameras, electronic key access, alarm systems, lighting, etc. Furthermore, there should be a clear financial support mechanism and a way for AAUs/Faculties to report and enhance the security installations in areas requiring safety monitoring.
4. A consistent and clear campus policy on key control access that is uniform across campus, particularly for grad labs. Eg. DH not accessible to grad students after hours, while LT/ER/EH/BB/etc. are. Review key control access procedures to consider more advanced technologies in deploying key access across campus. Consider also solutions like lock boxes or other options for students to access spaces more readily.
5. Address the issue of power failures on campus, including adequate backup lighting and safe classroom evacuation procedures.
6. In emergency situations: prompt access to accurate and real-time information to all occupants and the campus community on situation updates and instructions. Establish and maintain a central line for emergencies that is answered 24/7. As well as, maintaining more of a presence established through doing more patrols on campus or vehicle drive-by's to establish a better sense of security.
(Ex: How is campus safety measured? By what metrics, survey, etc.? Is there a established method of gauging campus safety at other campuses elsewhere?)
7. In consultation with the City of Windsor, the university ensures oversight of proper and maintained street lighting and street crossing safety within the immediate vicinity. Overhead visual warnings for drivers are recommended in high traffic areas.
8. Delayed maintenance issues, eg. Water leaks on electrical equipment and hallways.
9. Training and education: in reference to regular students (e.g. Not just TA/GA) eg. Alert sign up, emergency phone, police location, report issues, and others; possibly embedded in the student orientation workshops.
10. External contractors on official business should be identified with a visible identification badge when on campus.
11. A key tag line for safety: **Recognize, Respond and Report.**