

**SENATE  
Minutes of Meeting**

**Date:** Friday, April 12, 2013

**Time:** 2:30pm - 5:30pm

**Room:** 203 Anthony P. Toldo

**PRESENT:** Mr. Hussein Ahmed, Dr. Abdul-Fattah Asfour, Dr. Pierre Boulos, Mr. Tim Brunet, Dr. Kimberly Calderwood, Dr. Camille Cameron, Dr. Rick Caron, Dr. Beth Daly, Dr. Carol Davison, Dr. Gordon Drake, Mr. Mustapha El-Ayoubi, Dr. Anne Forrest, Dr. Chris Fredette, Dr. Phil Graniero, Dr. Jill Grant, Dr. Christopher Greig, Dr. Leo Groarke, Mr. Hussein Hammoud, Dr. Maureen Irish, Mr. Raed Kadri, Mr. Werner Keller, Dr. Michael Khan, Dr. Ed King, Dr. Marlys Koschinsky, Dr. Kathryn Lafreniere, Dr. Dietmar Lage, Dr. Anna Lanoszka, Dr. Martha Lee, Ms. Elizabeth Long, Dr. Charles Macdonald, Prof. Cyndra MacDowall, Dr. Elena Maeve, Mr. Anthony Meloche, Dr. Mitra Mirhassani, Dr. Maureen Muldoon, Ms. Sharon Munro, Dr. Derek Northwood, Dr. Leo Oriet, Ms. Kimberley Orr, Dr. Robert Orr, Dr. Linda Patrick, Dr. Jagdish Pathak, Mr. Stephan Pigeon, Dr. Dale Rajacich, Dr. Chitra Rangan, Mr. Rajan Ray, Dr. Karen Roland, Dr. Antonio Rossini, Dr. Mehrdad Saif, Dr. Alan Scoboria, Dr. Jang Singh, Dr. K. W. Michael Siu, Dr. Clayton Smith, Ms. Jennifer Soutter, Dr. Marijke Taks, Mr. Kannappan Thiagarajan, Ms. Nadia Timperio, Dr. Shelagh Towson, Dr. Bruce Tucker, Prof. Lionel Walsh, Dr. Robert Weaver, Dr. Patricia Weir, Dr. Alan Wildeman, Dr. Jeremy Worth, Ms. Charlene Yates, Dr. Nader Zamani, Mr. Hussein Zarif, Mr. Omar Zghal, Dr. Shuzhen Zhao.

**REGRETS:** Ms. Gwen Ebbett, Ms. Marilyn Farrough, Dr. Richard Frost, Dr. Lydia Miljan, Dr. Kevin Milne, Dr. Chike Okecheku, Dr. Stephen Pender, Rev. Thomas Rosica, Prof. Larry Wilson.

**ABSENT:** Dr. Allan Conway, Ms. Hagar Elsayed, Mr. Tory James, Dr. Norman King, Dr. Trevor Pitcher, Dr. Christian Trudeau.

**IN ATTENDANCE:** Mr. Mark Charlton, Dr. Larry Kulisek, Dr. Erika Kustra, Mr. Chris Lanoue, Ms. Renée Wintermute and Ms. Alison Zilli (University Secretariat).

**1 Approval of Agenda (Unstarring agenda items)**  
Unstar item 5.4.4f

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

Dr. P. Boulos/Mr. W. Keller  
**CARRIED, as amended.**

**2 Minutes of the meetings of March 8, 2013**

**MOTION:** That the minutes of March 8, 2013, be approved.

Dr. P. Graniero/Mr. W. Keller  
**CARRIED**

**3 Business arising from the minutes**

The following clarification was made with regard to the minutes of the meeting of February 8, 2013 which refers to a previous amendment to the minutes of January 11, 2013 regarding agenda item 5.4.1: Master of Actuarial Science: *"The cost-recovery graduate programs being undertaken by the Faculty of Science need not be taught exclusively outside of regular teaching loads. Any statements to that effect in PDC Forms had been included in order to conform to Letter VII of the collective agreement with WUFA when the programs were to be run by the Centre for Executive and Professional Education. Any cost-recovery graduate programs that are to be offered with some assistance from CEPE, will be run by the relevant Faculty consistent with other regular program offerings."*

**4 Outstanding Business/Action Items**  
Nothing to report.

## **5 Reports/New Business**

### **5.1 Report from Student Caucus**

#### University of Windsor Students Alliance (UWSA)

Members were informed that the election period for the UWSA Elections is complete and the University of Windsor Students' Alliance has been working on transitioning their incoming executive into their new roles, which commence May 1, 2013. Members were also informed that the annual awards banquet for the University of Windsor Students' Alliance was a very successful event with many people being recognized for their valuable contributions.

The President of UWSA extended gratitude to Senators for contributing to the positive experience that she had during her tenure as a student and as a Senator.

#### Organization of Part-Time University Students (OPUS)

Members were informed that the 2013 OPUS Elections have closed and the new members commence their positions on May 1, 2013. Members were also informed that the 21<sup>st</sup> OPUS Awards Banquet, which was held on March 21, 2013, was very successful. It was noted that awards were presented to faculty, staff and students to recognize their contributions and achievements.

#### Graduate Students Society (GSS)

Senators were informed that the GSS scholarship fund, which provides graduate students who are in financial need and in good academic standing with financial aid, has been extremely helpful to students. It was noted that in light of generous donations, GSS was able to award 44 scholarships to students. Senators were also informed that the incoming GSS executives will be commencing their terms in May.

### **5.2 Report of the President**

Members were reminded that the Ministry of Training, Colleges and Universities (MTCU) launched a process requiring each of Ontario's colleges and universities to establish Strategic Mandate Agreements requesting that the institutions include specific information in their agreement such as their mandate, three priority objectives, their vision, how the objectives will affect enrolments and any distinctive characteristic or strength of the institution that makes the achievement desirable, as well as the timeframe for achieving the objectives. The Higher Education Quality Council of Ontario (HEQCO) Peer Review Panel has now reviewed the agreements, which were submitted in October 2012, and recommendations have been released.<sup>1</sup> It was noted that overall the panel has recommended that the Government should take a more directive role to create change in the post-secondary educational sector. It was also noted that the province continues to advocate for a system that is transformative and that embraces online learning, credit transfers, bilateral agreements and collaboration, in order to maximize student mobility.

Senators were informed that according to a position paper that was written by the Council of Ontario Universities (COU) which was based on data submissions gathered from Ontario universities, tuition that student's pay is approximately 70% of the total cost, due to scholarships, bursaries and the tuition reimbursement that many students are eligible to receive. In response to a question raised, it was noted that this report was generated to better communicate the net tuition of universities.

In response to a question raised regarding what the update is on one of the key priorities identified in the University's Strategic Mandate Agreement pertaining to the "transformation of the large classroom experience through targeting our 25 largest undergraduate courses", it was noted that this initiative is being discussed.

In response to a question raised, it was noted that the agreements with Southwest University in China include the following: Memorandum of Agreement; Memorandum of Understanding; Agreement on International Co-Operation; Agreement on Student Exchange Program, and a research collaboration between GLIER and the Southwest University School of Resources and Environment related to the Three Gorges Research Project. It was also noted that there are currently 863 students from China at the University of Windsor.

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<sup>1</sup> (<http://www.heqco.ca/en-CA/About%20Us/policyadvice/Pages/smas.aspx>)

### 5.3 Report of the Academic Colleague

Nothing to report.

### 5.4 Program Development Committee

#### 5.4.1 Faculty of Arts and Social Sciences Name Change

*(See document Sa130412-5.4.1 for more details.)*

**MOTION: That the name of the Faculty of Arts and Social Sciences be changed to Faculty of Arts, Humanities, and Social Sciences, effective July 1, 2013.**

Prof. L Walsh/Mr. S. Pigeon

The Faculty of Arts and Social Sciences is proposing a name change in order to be more inclusive of all of the various disciplines that fall under its umbrella. The proposal to include "humanities" is a more accurate descriptor for the Faculty as it reflects that there are program offerings in the arts, social sciences and the *humanities*.

**CARRIED**

#### 5.4.2 Certificate in Applied Information Technology – New Certificate Program

*(See document Sa130412-5.4.2 for more details.)*

**MOTION: That the Certificate in Applied Information Technology (C.A.I.T.) be approved in accordance with the submitted PDC program/course change forms.\***

*\*Subject to approval of the expenditures required.*

Prof. L Walsh/Dr. C. MacDonald

**CARRIED**

#### 5.4.3 Master of Education – New Concentration in Language Acquisition, Culture and Society *(See document Sa130412-5.4.3 for more details.)*

**MOTION: That the Master of Education new concentration in Language Acquisition, Culture, and Society be approved in accordance with the submitted PDC program/course change forms.\***

*\*Subject to approval of the expenditures required.*

Prof. L Walsh/Dr. Ed. King

**CARRIED**

#### \*5.4.4 Program Course Changes

##### \*a) Business – Minor Program Changes

*(See document Sa130412-5.4.4a for more details.)*

**MOTION: That the *Business – Minor Program Changes* be approved. \***

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

##### \*b) Business - New Course Proposals

*(See document Sa130412-5.4.4b for more details.)*

**MOTION: That the *Business – New Course Proposals* be approved.\***

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

- \*c) FASS - Languages, Literatures and Culture Minor Program Changes**  
(See document Sa130412-5.4.4c for more details.)

**MOTION: That the FASS - Languages, Literatures and Culture Minor Program Changes be approved.\***

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

- \*d) FASS School for Arts and Creative Innovation – New Course Proposals**  
(See document Sa130412-5.4.4d for more details.)

**MOTION: That the FASS School for Arts and Creative Innovation – New Course Proposals be approved.\***

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

- \*e) Science – New Course Proposals**  
(See document Sa130412-5.4.4e for more details.)

**MOTION: That the Science – New Course Proposals be approved.\***

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

- f) FASS - Sociology - New Course Proposals and Minor Program Changes**  
(See document Sa130412-5.4.4f for more details.)

**MOTION 1: That the following course additions be made\*:**

**48-110. Foundations of Social Life**

**48-100. Understanding Social Life**

*\*Subject to approval of the expenditures required.*

Prof. L. Walsh/Dr. M. Koschinsky

Concern was raised regarding the issue that the changes to the Sociology, Anthropology and Criminology programs may have an impact on other programs on campus. The changes that are being proposed is to eliminate the current 100-level sociology courses (48-101 and 48-102) and add two new courses 48-110, *Foundations of Social Life* (for majors) and 48-100 *Understanding Social Life* (for non-majors). It was noted that operational streamlining necessitated the implementation of curriculum revisions including the two new courses.

A discussed ensued regarding various scenarios that could be problematic for students in some areas to complete their degree requirements. As a result, it was agreed that these concerns be addressed between the affected AAUs and the Dean of FASS. Once resolved, the revisions and new course proposals can be put into the calendar.

**CARRIED, subject to the above**

**MOTION 2: That the degree requirement changes for the Honours Criminology, Combined Honours Criminology, BAS Major Concentration in Criminology, General Family and Social Relations, Honours Family and Social Relations, Combined Honours Family and Social Relations, General Sociology, Honours Sociology, Combined Honours Sociology, BAS Major and Minor Concentrations in Sociology be**

approved, and that 48-101 and 48-102 be deleted, in accordance with the submitted PDC program/course change forms. \*

*\*Subject to approval of the expenditures required.*

Prof. L. Walsh/Dr. B. Orr  
**CARRIED, subject to the above**

- \*5.4.5 Articulation Agreement Between University of Windsor and Ontario Colleges of Applied Arts and Technology: General Arts and Science: (GAS) Diploma – Revisions**  
(See document Sa130412-5.4.1 for more details.)

**MOTION: That the revisions to the *Articulation Agreement Between University of Windsor and Ontario Colleges of Applied Arts and Technology: General Arts and Science (GAS) Diploma* be approved. \***

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

- \*5.4.6 Honours BA in Disability Studies for College of Applied Arts and Technology Graduates Degree Completion Programs – Revision**  
(See document Sa130412-5.4.1 for more details.)

**MOTION: That the revisions to the *Honours BA in Disability Studies for College of Applied Arts and Technology Graduates Degree Completion Programs* be approved.\***

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

- \*5.4.7 Degree Completion Programs Between University of Windsor and St. Clair College: Child and Youth Worker Diploma –Revisions**  
(See document Sa130412-5.4.1 for more details.)

**MOTION: That the revisions to the *Degree Completion Programs Between University of Windsor and St. Clair College: Child and Youth Worker Diploma* be approved. \***

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

- \*5.4.8 Transfer Credit for Lambton College (Eng 1113 and 2113/FAW 150 and 151)**  
(See document Sa130412-5.4.1 for more details.)

**MOTION: That the *Transfer Credit for Lambton College (Eng 1113 and 2113/FAW 150 and 151)* be approved.**

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

- \*5.4.9 Articulation Agreement Between St. Clair College of Applied Arts and Technology Chemical Laboratory Technology Program and the University of Windsor Bachelor of Science (Honours Chemistry, and Honours Chemistry with Thesis) Programs - Revision**  
(See document Sa130412-5.4.9 for more details.)

**MOTION: That the revisions to the *Articulation Agreement Between St. Clair College of Applied Arts and Technology Chemical Laboratory Technology Program***

**and the University of Windsor Bachelor of Science (Honours Chemistry, and Honours Chemistry with Thesis) Programs be approved.**

**\*CARRIED**

#### **5.4.10 Suspension of New Admissions**

##### **a) Honours Anthropology Program and the Combined Honours Degree Program**

*(See document Sa130412-5.4.10 for more details.)*

It was noted that the Honours Anthropology and Combined Honours Anthropology degree programs have been suspended due to insufficient resources to sustain them.

The document was received for information.

##### **b) Honours Labour Studies Program, Combined Honours, and Honours Degree Completion Program** *(See document Sa130412-5.4.10b for more details.)*

Members were informed that the Honours Labour Studies, Combined Honours Labour Studies, and Honours Labour Studies Degree Completion programs have been suspended due to insufficient faculty members to teach the courses for the program.

The document was received for information.

### **5.5 Academic Policy Committee**

#### **5.5.1 University Budget 2013-2014 – Tuition Fees**

Senators were informed that the Ministry introduced a new tuition fee framework for fiscal year 2013-2014 (which will extend over 4 years) and that it is up to each individual university to decide how to raise its tuition fees within the confines of the Ministry's framework. However, to not apply the allowable increases based on regulations set by the government could result in a gap in fees between our University and others, with variances noted historically, and an inability to catch-up later.

The goal was to devise a tuition fee schedule that would maximize the University's ability to produce a balanced budget for 2013-2014 within the rules, regulations and principles set out by the government and in the Board-approved tuition policy, while ensuring that the University remains competitive.

Some of the principles guiding the tuition fee policy include: undertaking strategic initiatives; funding is a shared responsibility, all of those who benefit must contribute; fees determined in a transparent, reasonable and timely manner; contributing to quality education and experience; encouraging major fundraising efforts; and establishing international fees based on competitive market condition and domestic revenue.

The tuition fee process is as follows: 1) Internal review and recommendations prepared (Deans and Executives); 2) President meets with Student Leaders to review tuition fee proposal; 3) Tuition Fee proposal presented to Resource Allocation Committee of Board on April 10, 2013 for approval; 4) Tuition Fee proposal presented to Academic Policy Committee on April 11, 2013 for information; 5) Tuition Fee proposal presented to Senate on April 12, 2013 for information; and, 6) Tuition Fee proposal presented to Board of Governors for final approval on April 30, 2013.

Recommendations for domestic fees: a 5% increase for all year-one domestic professional programs which includes Business, Computer Science, Engineering and Law; a 4% increase for continuing years in professional programs and a 3% increase for all years in all other undergraduate programs. The University is recommending a 5% increase for Year 1 in Business Graduate programs and Social Work Graduate programs, 4% for continuing years in these programs, and 0% for all years in all other graduate programs.

Recommendations for international undergraduate fees: a 5% increase for all first year

programs. The exceptions are Business, which will increase by 4%; Law, which will increase by 4%; and Arts, Social Science, Science, HK and Nursing, which will increase by 5.89% in order to match the tuition rate of 1<sup>st</sup> year Computer Science.

Recommendations for international graduate fees: a 4% increase for all years which was determined after considering the competitiveness of international recruiting and the current fee in the top quartile. The exceptions to this is: 1<sup>st</sup> year MBA where there will be a 5.1% increase for the program; the MEng where there will be a 5.8% increase per course fee which reflects the increased program costs; and, a 9.5% increase in Economics and Computer Science which will better reflect the total of the domestic rate and grant.

Other tuition fee increases proposed for the Centre for Executive and Professional Education include an increase of \$300 per program where English Language Training Program or English Academic Preparation Program is required, an increase of \$800 for all Master of Education Students who are requiring Pre-Graduate Preparation Program, an increase of \$1000 in lab fees for all Master of Medical Biotechnology students, and an increase of 6.7% (\$100) per course for all undergraduate preparatory courses for MEng and MOM.

The following Compulsory Ancillary Fees were approved by the Compulsory Ancillary Fee Board in March 2013: 1) CPI Indexed Fee: 1.5% increase; 2) Recreation Fee: 1.5% increase plus \$2 a year for part time students and \$5 a year for full time students; 3) UWSA 3.8% increase in dental and drug plan, elimination of the OUSA fee; 4) OPUS: 10% increase in benefit plan; 5) GSS: 08% increase in benefit plan; 6) Law Computerize Examination Fee: new \$50 a year to allow students to write their final examinations via their laptops; and, 7) Elimination of the Distance Education fee.

There will be a lower tuition rate for American students so that Windsor can be competitive with American institutions, particular in recruitment in the Michigan/Ohio regions. The University of Windsor used to offer a competitive North American Free Trade Agreement (NAFTA) tuition fee to its US students. However, the discontinuation of the NAFTA fee has resulted in students from the United States having to pay international fees.

#### **5.5.1.1 Academic Policy Committee Comments**

APC understands that educational quality depends on the appropriate level of financial support; and the committee understands that tuition fees are an increasingly important part of that financial support. APC realizes that the university has little choice but to raise domestic tuition fees to the maximum level allowable under the government tuition fee framework. In order to be competitive in the international student market the University needs to set international fees according to the market while also compensating for the lack of government grants. While recognizing that the combination of higher tuition fees together with increased costs of living places a heavy financial burden on many of our student and that this burden has an impact on academic success, APC remains optimistic that the positive impact of a university education on future earnings make this burden a good investment. APC also understands that as students pay a larger portion of the complete costs of their education, they have a reasonable expectation of increased services and support as well as enhanced educational opportunities such as, for example, the Outstanding Scholar Award program.

##### *APC Comments/Feedback:*

- Strong student concern was raised regarding the issue that there does not appear to be a consultative process that involves both domestic and international students when determining tuition fees.
- Concern was raised regarding the issue of increases in student tuition at the graduate level as the average graduate student does not receive grant funding, particularly in the arts and humanities. As a result they need to rely on student loans, teaching assistant positions and part-time jobs to fund their education. This makes it more difficult for these students to complete in-depth research, attend conferences, *etc.*

- More detailed information should be provided on the consultation process for determining international tuition fees (Which key stakeholders are involved in the decision-making process? Do individual Faculties benefit from increases in international tuition fees?)
- There should be stronger outreach to students in order to provide them with comprehensive insight so that they understand the rationale for the various increases in tuition fees, both domestic and international.
- If tuition fees are being raised in order to improve the quality of education for students and the student experience, then this should be clearly outlined and demonstrated in a comprehensive manner so that students can be advocates for recruitment of peers.
- It would be useful to frame the tuition fee package to show the impact on each of the five strategic priorities, listed in the University of Windsor's Strategic Plan.

The floor was open for comment/questions.

In response to a question raised regarding whether there are any international scholarships to off-set tuition increases, it was noted that the University of Windsor provides international student scholarships and awards to entering undergraduates such as the Outstanding Scholars Award. However there are fewer international scholarships and bursaries. In order to study in Canada, international students require a valid study permit that requires proof that they already have sufficient funds for their stay.

In response to a question raised regarding the \$50 computerized examination fee, to allow law students to write final examination via their laptops, it was noted that this was approved through a referendum of all law students, and then approved by the fee board. This is acceptable protocol for setting of the ancillary fee.

In response to a question raised regarding how the University managed to adhere to the new framework which stipulated that overall annual tuition increases were capped at 3%, it was noted that this criteria was met by keeping all domestic graduate fee increases at 0%.

Positive feedback was provided regarding the University of Windsor's decision to have a lower tuition rate for American students, noting that the rate set is still very competitive.

#### **5.5.2 Policy on Acceptance of Medical Notes from Regulated Health Care Professionals** (See document Sa130412-5.5.2 for more details.)

**MOTION: That the University of Windsor accept medical notes or certificates signed by any Regulated Health Care Professional with the authority to diagnose under the Ontario Regulated Health Professions Act (RHPA) or equivalent in other provincial/state jurisdictions.\***

*\*As of 2012-11-04, the approved list includes chiropractors, dentists, naturopaths, nurse practitioners, optometrists, physicians and surgeons, physiotherapists, podiatrists, psychologists, practitioners of traditional Chinese medicine and midwives.<sup>2</sup>*

Dr. R. Caron/Dr. P. Boulos

Concern was raised regarding the issue that the policy only allows provisions for the acceptance of medical notes or certificates signed by any Regulated Health Care Professional with the "authority to diagnose" under the Ontario Regulated Health Professions Act (RHPA) or equivalent in other provincial/state jurisdictions, which is not inclusive of professionals working in the social work sector. Many social workers are primary care providers assisting clients that may be dealing with anxiety, depression, or bereavement, for example, where the need to have the authority to diagnose is not necessary. It was also noted that many health care professionals such as social workers or nurse practitioners would not normally charge a fee for a medical note.

<sup>2</sup> [http://ipc.fhrco.org/files/Controlled\\_Acts\\_Chart\\_2012\\_11\\_04.pdf](http://ipc.fhrco.org/files/Controlled_Acts_Chart_2012_11_04.pdf)



APC was charged with looking into the broader issue of accepting notes from other health professionals that could or should be authorized to sign medical notes. The intent of the proposal was not to preclude health professionals who are not either physicians or NPs from being able to sign medical certificates, but to broaden the current policy. The Controlled Access Chart continues to evolve as various health professionals can apply for designation. Using this chart provided a basis for setting parameters. The exclusion of social workers was not deliberate and could be further reviewed. It was noted that the policy does not preclude a professor from accepting medical notes from others not on the list and making an alternative arrangements to accommodate a student, if deemed appropriate. The policy obligates faculty to accept medical notes from these individuals but does not preclude them from accepting notes from others.

Senate agreed that APC be charged with looking into the broader issue of accepting notes from social workers and other similar health professionals.

**CARRIED**

**5.5.3 Policy on Accepting Secondary School or Home-Schooled Students into a University Course** *(See document Sa130412-5.5.3 for more details.)*

**MOTION: That the proposed Policy for Accepting Secondary School or Home-Schooled Students Into A University Course be approved:**

- 1. A full-time secondary school student may take a University of Windsor course provided that there is a place available in the course and that:**
  - (a) The student has earned at least two 12 U or 12 M credits.**
  - (b) The student has an average of at least 90% in all completed grade 11 and 12 courses.**
  - (c) The student has completed the prerequisite for the university course.**
  - (d) The student has met the English language proficiency requirement.**
  - (e) A full-time faculty member from the department offering the course agrees to mentor the student.**
- 2. In very rare cases there may be an exceptional student, not necessarily registered in a secondary school, for which criterion 1(a) is not satisfied. This student may take a University of Windsor course provided that there is a place available in the course and that:**
  - (a) The student has an average of at least 95% in all completed secondary school courses.**
  - (b) The student has completed the prerequisite for the university course with a mark of at least 95%.**
  - (c) A full-time faculty member from the department offering the course recommends that the student be admitted to the course and agrees to mentor the student.**
  - (d) The recommendation is approved by the mentor's AAU Head and Dean.**
- 3. Upon registration in any first-entry University of Windsor undergraduate program the student will be given credit for the course and will be assigned the earned grade.**

Dr. R. Caron/Dr. J. Pathak

It was noted that since home-schooled students demonstrate their knowledge of a subject through the successful completion of the provincial examination for that course and level, it would be appropriate for the University of Windsor to accept these students into a University of Windsor course, provided they meet the criteria. The policy requires that a faculty mentor be assigned to all students completing courses under this policy.

In response to a question raised it was noted that the differentiation is that, in scenario one, full-time secondary school students need a 90% in all grade 11-12 courses whereas in scenario 2, an exceptional student, not necessarily registered in a secondary school needs a 95% across the range of the assessment (which would include the equivalent of grade 9-12 courses).

Students who complete a University of Windsor course through this policy will obtain credit for the course once they enroll here and may be able to obtain credit for the course at another university, subject to the latter's rules and regulations.

Clarification was sought regarding whether it is permissible for students to take more than one course under this policy. In response, it was noted that students may be able to complete *more than one* university course under this policy, as determined appropriate by the AAU. However they will likely only register in one course at time, as most of these students will also already be in high school or home school with a full load of schoolwork to complete. Students would normally be taking a university course above and beyond their normal secondary level course work.

**CARRIED**

**\*5.5.4 Leddy Library Annual Report (2011-2012)**  
(See document Sa130412-5.5.4 for more details.)

The document was received for information.

**5.5.5 Internationalization Report (2011-2012)**  
(See document Sa130412-5.5.5 for more details.)

Members were informed that this is the first comprehensive internationalization report of its kind which is a result of the University of Windsor's revitalized campus-wide commitment to internationalization. Members were also informed that the University has over 132 inter-institutional international agreements which includes student exchange agreements, memorandums of understanding, articulation agreements, exchange agreements, etc. It was noted that the University is well positioned with a new recruitment model to meet its commitment to internationalization as many Faculties have been working on developing academic initiatives with internationalization elements. During the past several years, the University has enhanced its international students services including moving the International Student's Centre to a newly developed facility at Laurier Hall, creating a multi-faith space at the CAW Student's Centre, moving the Centre for English Language Development to a permanent home on Wyandotte Street and hiring the University's first coordinator of international student recruitment.

In response to a question raised regarding retention and graduation rates, it was noted that first to second year rates have grown considerably. It was further noted that additional information can be included in future reports.

In response to a question raised regarding hiring student recruiters, it was noted that the University of Windsor used to have an exclusive agreement with one agency but now this will be replaced with many agents. There are currently 62 firms hired to represent the university in over 8 countries. Alumni, current students and other volunteers interested in representing Windsor in recruitment are welcome as long as they are knowledgeable and provide consistent and accurate information to prospective students.

The document was received for information.

**5.6 Senate Student Committee**

At its meeting in February, a presentation was provided to Committee members on surveys currently conducted at the University of Windsor by Institutional Analysis. After the meeting Student Committee requested a more detailed breakdown of the information pertaining to "student involvement" and "a

sense of community". These statistics were provided by Institutional Analysis and will be further reviewed by Student Committee.

Members were informed that University of Windsor delegates to the Ontario Residence Hall Association conference, which was held at Brock University, received recognition for the programs that they offer students as well as the presentation that they made. It was noted that in addition to various individual awards, the Residence education program "REAL Week" was acknowledged as Program of the Year, and an "I Clover Sober" campaign was named Community Outreach Program of the Year.

The "Paws from Stress" Subcommittee of the Senate Student Committee regrets to announce the cancellation of the "Paws from Stress" events in April. Therapeutic Paws of Canada's insurance situation has just recently changed, requiring the University to sign a waiver, and there was not enough time to finalize a waiver prior to the planned events for this April. The "Paws from Stress" Committee members have worked very hard on this initiative and are very disappointed about having to cancel the April events, but it was due to circumstances beyond the committee's control. The foundation for the event has been laid and the procedures have been organized so that once the insurance coverage is worked out, the event can be easily re-scheduled for future examination periods.

## **5.7 Committee Membership**

### **\*5.7.1 Senate**

*(See document Sa130412-5.7.1 for more details.)*

The document was received for information.\*

## **5.8 Bylaw Business**

### **5.8.1 Bylaw 31 – Revision to Open/Closed Hearings**

*(See document Sa130412-5.8.1 for more details.)*

**MOTION: That Bylaw 31 be revised as follows:**

#### **3.4.9 Closed/Open Hearings**

~~3.4.9.1 Hearings of the Judicial Panel and the Discipline Appeal Committee shall be public unless intimate financial or personal matters or other matters may be disclosed at the hearing of such a nature, having regard to the circumstances, that the desirability of avoiding disclosure thereof in the interests of any person affected or in the public interest outweighs the desirability of adhering to the principle that hearings be open to the public, in which case the Judicial Panel or the Discipline Appeal Committee may, by a majority vote, decide to hold the hearing concerning any such matters *in-camera*.~~

**3.4.9.1 The hearings of the Judicial Panel and the Discipline Appeal Committee shall be open to the public except where;**  
i. the student requests that the proceeding not be public,  
ii. the Judicial Panel or Discipline Appeal Committee rules, by majority vote, that avoiding public disclosure of all or part of the proceeding is in the interests of any person that may be adversely affected, in which case the Judicial Panel or Discipline Appeal Committee shall hold all or part of the proceedings in the absence of the public.

**3.4.9.2 If the Judicial Panel or Discipline Appeal Committee hearing is open to the public, members of the public who are present may not record, participate in, or in any way disrupt, the proceedings.**

**3.4.9.3 If the Judicial Panel or Discipline Appeal Committee hearing is closed to the public, at the discretion of the Chair, others may be permitted**

to attend the proceedings for training purposes, or other reasonable considerations. The obligation to maintain the confidentiality of the proceedings will be extended to them.

Dr. D. Lage/Dr. B. Tucker

Concern was raised regarding the issue that the proposed change does not include a provision for the University to request that the hearing be closed.

**FRIENDLY AMENDMENT:** That section 3.4.9.1 be revised as follows: The hearings of the Judicial Panel and the Discipline Appeal Committee shall be open to the public except where; i. the student requests that the proceeding not be public, or; ii. the Judicial Panel or Discipline Appeal Committee rules, *on its own motion or on request*, by majority vote, that avoiding public disclosure of all or part of the proceeding is in the interests of any person that may be adversely affected, in which case the Judicial Panel or Discipline Appeal Committee shall hold all or part of the proceedings in the absence of the public.

**CARRIED, as amended**

**5.8.2 Bylaw 1 – Revisions to Election Eligibility**  
(See document Sa130412-5.8.2 for more details.)

**MOTION:** That Bylaw 1 be revised as follows:

- 3 Eligibility to be elected, **to nominate** and to vote
  - 3.1 **All regular faculty members, including ancillary academic staff appointed as learning specialists on probationary appointment or appointed with permanence (per bylaw 20, 1.1(ii)),** ~~All regular full-time faculty members with the rank of Assistant Professor or higher~~ at the time of election and all regular full-time librarians with the rank of Librarian I or higher at the time of election are eligible **to nominate, vote and stand** for election to the Senate, unless they sit as *ex-officio* members.

**Sabbatical or Paid Leaves:** All ~~regular full-time~~ faculty members, including ancillary academic staff appointed as learning specialists on probationary appointment or appointed with permanence, and librarians who are ~~, including those on sabbatical leave, or on paid leave for one year or less,~~ are eligible to nominate and vote in the elections. In addition, regular faculty members, including ancillary academic staff appointed as learning specialists on probationary appointment or appointed with permanence, ~~A faculty member or regular full-time~~ librarians whose leaves will end by September 1 ~~is~~ are eligible **to stand** for election to the Senate at the Spring election just prior to his/her ~~their~~ return.

**Limited Term or Temporary Appointments:** All faculty members, librarians and ancillary academic staff appointed as learning specialists on limited term appointments or temporary appointments, are eligible to **nominate and** vote in the elections.

- 3.2 No elected member of the Senate shall serve more than six consecutive years. A member whose terms on Senate total five consecutive years is not eligible to be a candidate for a two-year term position, but is eligible to be a candidate for a one-year term position.

- ~~3.2 All full-time faculty members, and librarians including those on sabbatical leave, or on leave for one year, or on limited term appointments, are eligible to vote in the elections.~~

Dr. D. Lage/Dr. E. King

In the other Bylaws, ancillary academic staff as learning specialists have all the rights and responsibilities of other regular full-time faculty. This proposal is submitted for the purpose of consistency with the other Bylaws. In response to a question raised about the inclusion of sessional lecturers, it was noted that this has not yet been considered or reviewed.

**CARRIED**

#### **5.8.3 Bylaws 44 and 51 – Revisions**

*(See document Sa130412-5.8.3 for more details.)*

##### Bylaw 44

#### **MOTION 1: That the following changes to Bylaw 44 be approved:**

- 3.1.8 Members of Faculty Coordinating Councils under 3.1.7, including the limited-term faculty members and ancillary academic staff appointed as learning specialists on temporary appointment, shall not participate in appointment procedures for new faculty, or in renewal, promotion and tenure procedures, or selection procedures (including Search Committee size, composition and membership) for Deans, Associate Deans, AAU Heads, and Associate AAU Heads or stand for election to the Senate ~~or the Faculty Coordinating Councils.~~

Dr. D. Lage/Dr. E. King

It was noted that the proposed change is being done to correct an error.

**CARRIED**

##### Bylaw 51

#### **MOTION 2: That the following changes to Bylaw 51 be approved:**

- 2.2.2 Students have the right to review the instructor's marking/answer guide, when available, and to examine their final examination answer papers; such papers shall be kept available in the Instructor's office or, where more appropriate, in the AAU office(s), for a period of not less than ~~six~~ **twelve** months. (It is understood that availability implies the student's right of access to the answer paper, and may even include, in cases where it is obvious or the student confirms in writing that no appeal is contemplated, return of the paper to the student before the expiration of the ~~six-twelve~~-month holding period.)

Dr. D. Lage/Mr. W. Keller

The proposed change is to ensure that the bylaw is in compliance with the Freedom of Information and Protection of Privacy Act, which requires that all records be retained for a minimum of 1 year.

**CARRIED**

#### **5.8.4 Bylaw 1 – Review of Composition and Size**

*(See document Sa130412-5.8.4 for more details.)*

Members were informed that the response rate for feedback from Senators was low (17 responses) and that with the exception of recommendations to remove certain *ex-officio* positions, which cannot be removed because of they are stipulated in the Act, there was no discernible path or interest in otherwise reducing or increasing the size of Senate.

The document was received for information.

#### **5.8.5 Academic Policy Committee and Senate Student Committee**

*(See document Sa130412-5.8.5 for more details.)*

Senators were informed that the Bylaw Review Committee (in consultation with Student Committee and the Academic Policy Committee) have been exploring whether the Student Committee and Academic Policy Committee should be merged. The outcome of discussions has led to an agreement that the two committees should not be merged. As a result, the mandate and terms of reference are in the process of being revised to reduce redundancies. The proposal is for Academic Policy Committee to remain a Standing Committee of Senate with authority over all academic policy matters for Senate and therefore will continue to make recommendations to Senate which result in new or revised bylaws, policies, or regulations in addition to analyzing reports from academic areas and existing policies to determine their effectiveness, and make recommendations for possible policy directions, as appropriate. Senate Student Committee will become a Senate Student Caucus, and have a membership that includes more students and members of other non-academic units on campus, in addition to faculty members. Rather than making recommendations or proposals to Senate or other bodies, this group would bring items of concern to students directly to Senate for information, when the items are the business of Senate, and this will inform Senate and initiate discussion. Both APC and the Senate Student Committee fully endorse this proposal.

There was broad support from Senate for this direction. It is expected that this will help raise awareness of broader student issues at Senate. Members were invited to submit any additional feedback to the Bylaw Review Committee, which will not begin drafting revised terms of reference. It was agreed that the proposed draft revisions to Academic Policy Committee and Senate Student Committee be placed on a future Senate agenda for feedback and review.

#### **5.8.6 Discussion Document on Proposed Changes to Bylaws 22/23 (PTR Criteria and Procedures) (See document Sa130412-5.8.6 for more details.)**

Members were informed that the discussion document was generated based on the feedback and comments that were gathered from the query sent out to the academic community, from the Bylaw Review Committee. Sixteen key items were identified as a result of the preliminary consultations with the academic community. A discussion ensued.

The question was raised about whether tenure and promotion should be a single application and occur simultaneously. It was noted that the current practice is that there are two separate applications, although they can occur simultaneously, and each AAU has its own procedures for evaluating candidates for promotion and tenure.

Diverse opinions and ideas were shared amongst members. It was expressed that in theory, a successful tenure application should result in promotion but that promotion should not be explicitly tied to tenure, as people should be able to apply for promotion at various points in their career. It was noted that in some departments/schools it is more difficult to attain promotion than tenure. Some argued that higher criteria should be applied to tenure because it represents the continuation of a job, signifying a long-term commitment to and by the University. It was also expressed that it is not logical to grant a person who is non-promotable "tenure" status. However, a counter opinion was expressed indicating that a person may be ready for tenure status but may not be ready for promotion to the next rank. It was noted by many members that the duration to attain tenure at the University of Windsor is too short.

It was suggested that the principles underlining the review of these bylaws should first be identified. This will help frame the discussion and any future revisions.

Given that the key questions are interconnected it was agreed that the Senate meeting of Monday May 13, 2013 be devoted to discussion of Bylaws 22 and 23. In the meantime, Senators role will be to bring this item to their respective constituent groups in order to gather feedback that could be used for a productive discussion at Senate.

***Note: Senate Bylaw 3 states "Senate not remain in session later than five o'clock p.m., except by unanimous consent or, failing that, by a two-thirds vote of the members present."***

**MOTION: That the meeting go beyond 5:00pm.**

Mr. W. Keller/Dr. C. Cameron  
**CARRIED**

**5.9 Report of the Provost**

Members were informed that the seventh annual University of Windsor-Oakland University Teaching and Learning Conference will take place in Windsor, Ontario, on May 1 and 2, 2013. The Provosts' Forum on the Future of University Teaching will open the conference on May 1, 2013. It was noted that *On the Verge*, will explore the forces disrupting and driving change in the post-secondary sector, pedagogies, delivery methods, and curriculum models, etc.

Members were informed that Bala Kathiresan, the new Executive Director of Information Technology is in the process of conducting a review of IT Services. Members were encouraged to send any suggestions or feedback relating to IT Services directly to the new Executive Director.

**5.10 Report of Vice-President, Research**

Senators were informed that as of April 1, 2013 the University of Windsor became an associate member of *Mitacs*<sup>3</sup> which is a national non-profit research organization that offers funding for internships and fellowships and supports a variety of programs associated with research. Senators were also informed that the University of Windsor is proposing to host the 2016 Congress of the Humanities and Social Sciences.

**6 Question Period/Other Business**

Special recognition was extended to all of the student Senators who have completed their terms on Senate. The dedication and hard work that that students contribute to Senate is valuable.

**7 Adjournment**

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

Dr. K. Orr/Prof. L. Walsh  
**CARRIED**

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<sup>3</sup> <http://www.mitacs.ca/>