

Date: Friday, November 23, 2012

Time: 10:30-12:00

Room: 203 Toldo

Committee Members: Dr. Rick Caron (Chair), Dr. Lorna deWitt, Dr. Marcello Guarini, Dr. Ed King, Dr. Erika Kustra, Dr. Anna Lanoszka, Dr. Derek Northwood, Mr. Stephan Pigeon, Prof. Brian Taylor, Dr. Bruce Tucker, D Prof. Larry Wilson, Dr. Shuzhen Zhao.

Absent: Ms. Sandra Aversa, Ms. Hagar Elsayed, Dr. Vicky Paraschak, Dr. Geri Salinitri, Ms. Nadia Timperio.

In Attendance: Ms. Lorraine Grondin, Prof. Brian Taylor, Ms. Renée Wintermute, Ms. Alison Zilli (University Secretariat).

Formal Business

1 Approval of Agenda

Item 6.2 *Update on Policy on University Access to Student Emails and Disclosure* was added to the agenda.

MOTION: That the agenda be approved.

deWitt/Pigeon
CARRIED, as amended

2 Approval of Minutes

Editorial corrections were made.

MOTION: That the minutes of the meeting of October 26, 2012 be approved.

Taylor/King
CARRIED, as amended

3 Business arising from the minutes

Nothing to report.

Items for Approval

4 Outstanding business

4.1 New Beginning Policy

(See document APC 121123-4.1 for more details.)

MOTION: That the proposed revisions to the New Beginning Policy be approved.

1. A student seeking re-admission to the University of Windsor for a first-entry undergraduate program may **be eligible to** apply to have all previous course attempts removed from consideration in the major and cumulative grade point averages. ~~provided that s/he~~ **must have has completed a minimum of four courses** ~~was previously enrolled at the University of Windsor for a minimum of one semester, equivalent to a minimum of four completed courses, and was must not have been registered enrolled at the University of Windsor for at any time during the three or more consecutive years prior to the time of re-admission.~~

Lanoszka/Pigeon

NOTED:

- In response a concern raised about the revised wording being a bit awkward, the general consensus of members was that the revised wording was an improvement.

CARRIED

Items for Information/Discussion

5 Reports/New Business

5.1 APC Subcommittee on Acceptance of Medical Notes

(See document APC121123-5.1 for more details.)

MOTION: That the APC Subcommittee on Acceptance of Medical Notes, be approved.

Northwood/King

CARRIED

5.2 Overview of University of Windsor Strategic Priorities

(See document APC121123-5.2 for more details.)

NOTED:

- Members were reminded to consider the Strategic Priorities of the University as a guide for reviewing reports and making recommendations to Senate.
- The University of Windsor's 5 Strategic Priorities are: 1. Provide an exceptional undergraduate experience; 2. Pursue strengths in research and graduate education; 3. Recruit and retain the best faculty and staff; 4. Engage and build the Windsor and Essex County community through partnerships; and, 5. Promote international engagement.
- The document was received for information.

5.3 Annual Reports

(See document APC 121123-5.3 for more details.)

NOTED:

- Members were reminded that after the APC meeting in September, annual reports from the 2011-2012 academic year were circulated to members for review. Their task was to review the reports and provide feedback on information that should be included in future reports.
- The purpose of this activity is to help areas identify and present information prevalent to APC, which will assist the Committee in evaluating and formulating possible recommendations to Senate

5.3a IT Steering Committee (2010-2011 Report)

(See document APC 121123-5.3a for more details.)

AGREED:

That the following information be included in this year's annual report submission, if feasible:

- Provide details of the policies that IT Steering considering?. [For instance, in its 2010-11 report, IT Steering noted that its role includes making "*recommendations and/or decisions in the best interests of the University, following review by Senior Administration and Senate...*" Where are these recommendations?]
- Provide information as to when and how IT Steering consulted with Senate. [For instance, in its 2010-11 report, IT Steering noted that it is responsible for regularly formulating "*recommendations for change to the IT Strategic Plan. The recommendations should be based on the latest trends in the IT industry and at other universities, and informed by Senate consultations.*"
- Provide specific details as to what the activities are that directly impact the students' academic experience and instructors' teaching experience. [For instance, in its 2010-11 report, it was noted that "*IT Services, the Library, and the CTL are also working together to provide support for a policy that requires instructors to declare the intended use of materials they input into the CLEW for class use.*" Is this an academic policy or rules of practice?]
- More information should be provided related to what ITS is doing to secure and store research information and data.
- Statements about projects should include a description of the project. [For instance, in its 2010-11 report, IT Steering that work is underway on the "*implementation of a software system to support Connect Canada project.*" What is this project?]
- When a policy is referred to, please provide the link so that readers can obtain more information, as needed.

- Explain how each of the 5 Strategic Priorities, listed in the University of Windsor's Strategic Plan, have been addressed. Some priorities may be more relevant than others.
- Where there is overlap with other annual reports, for instance activities of the Centre for teaching and Learning or Leddy Library, please reference these areas.

5.3b Centre for Teaching and Learning (CTL) (2010-2011 Report and *DRAFT 2011-2012 Report*)
(See document APC 121123-5.3b for more details.)

AGREED:

That the following information be included in this year's annual report submission, if feasible:

- Place the mission, vision and mandate in the context of the University of Windsor Strategic Plan.
- Include explanations of challenges and how these impact CTL's ability to meet its mission, vision and mandate statements and its ability to respond to the priorities of the Strategic Plan. Once challenges are listed, identify those challenges that CTL will attempt to address in the coming year and how it hopes to do so. Provide benchmarks for assessing progress to successfully addressing these challenges. Also, identify those challenges that CTL would like to address immediately but where funds are insufficient - APC could be of service in helping the area re-think its allocation priorities and could make recommendations to this effect.
- List of challenges should be included in the early pages of the report. This can include a sentence such as "more detail on the challenges is provided in the final section of the report, etc."
- When a policy is referred to, please provide the link so that readers can obtain more information, as needed.
- Please include information about the effectiveness of the CTL workshops, in addition to the attendance report already provided. This may be conducted through surveys, through an evaluation of Student Evaluation of Teaching scores, etc. How many instructors are reaching out for CTL assistance with teaching, outside of the CTL workshops? How was this received? What are the opportunities outside of workshops for teaching and learning assistance? What is the impact of this assistance? Add to next year's report something along the lines that "CTL is making a positive impact to teaching and learning." And, for example: "Here is where CTL can improve..."
- Explain how each of the 5 Strategic Priorities, listed in the University of Windsor's Strategic Plan, have been addressed. Some priorities may be more relevant than others. Where a priority does not fall directly under the ambit of CTL, please indicate as much.
- Where there is overlap with other annual reports, for instance activities of the ITS or the Library, please reference these areas.

Additional Business

6 Question period/Other business/Open Discussion

6.1 Subcommittee Updates

The APC Subcommittee Report on English Language Proficiency will be reviewed at the meeting in December.

6.2 Update on Policy on University Access to Student Emails and Disclosure

Members were informed that the draft Policy on Email and Disclosure has been sent to McTague Law firm for further review. The draft policy will also be sent to Community Legal Aid for feedback. Once a legal opinion is provided, Academic Policy Committee will review the policy.

7 Adjournment

MOTION: That the meeting be adjourned.

Tucker/Zhao
CARRIED