

ACADEMIC POLICY COMMITTEE (APC)
Minutes of Meeting

Date: Thursday, February 7, 2013
Time: 10:00am – 11:00am
Room: 203 Toldo

Committee Members: Dr. Rick Caron (Chair), Dr. Lorna deWitt, Dr. Marcello Guarini, Dr. Ed King, Dr. Erika Kustra, Dr. Vicky Paraschak, Mr. Stephan Pigeon, Dr. Geri Salinitri, Ms. Nadia Timperio, Dr. Bruce Tucker, Ms. Shuzhen Zhao.

Absent: Ms. Sandra Aversa, Ms. Hagar Elsayed, Dr. Anna Lanoszka (regrets), Dr. Derek Northwood (regrets), Prof. Brian Taylor (regrets), Prof. Larry Wilson (regrets).

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

Formal Business

1 Approval of Agenda

MOTION: That the agenda be approved.

Mr. S. Pigeon/Dr. V. Paraschak
CARRIED

2 Approval of Minutes

MOTION: That the minutes of the meeting of January 10, 2013 be approved.

Dr. E. King/Ms. S. Zhao
CARRIED

3 Business arising from the minutes

3.1 Comments from the Chair

NOTED:

- A small group is meeting on February 15th to review data collected by the Office of the Registrar on semester lengths and consider next steps.
- The Student Committee supports the establishment of a statement of principles on student work on campus. The Chair of APC will contact the Chair of the Student Committee to propose next steps.
- The Chair provided an update on APC items reviewed by Senate and items en route to Senate.

Items for Approval

4 Outstanding business

Nothing to report.

Items for Approval/Discussion

5 Reports/New Business

5.1 Proposed Policy on Accepting Secondary School or Home-Schooled Students into a University Course (See document APC130207-5.1 for more details.)

MOTION: That the Policy on Accepting Secondary School or Home-Schooled Students into a University Course be approved.

Dr. V. Paraschak/Ms. N. Timperio

NOTED:

- Home-schooled students demonstrate their knowledge of a subject through the successful completion of the provincial examination for that course and that level.
- 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.

- Because high school grades are not always a good determinant of success at university, the policy requires that a faculty mentor be assigned to all students completing courses under this policy.
- Generally, domestic students that are strong in math and sciences also do well in English and social sciences, and vice-versa.
- One of the criteria for admissibility is that students must have achieved a minimum overall average of 90% - 95% across the appropriate high school/prerequisite courses.
- Because of the delivery structure, home-schooled students may not have any grade 11 or 12 courses at the time of application, but must have the prerequisite course.
- Students may be able to complete more than one university course under this policy, as determined appropriate by the AAU.

AGREED:

- The rationale should include how the proposal ties into the goals and objectives of the University's strategic plan.
- The process for establishing a faculty mentor should be clarified. Once an application comes forward under this policy, the Registrar's office will contact the relevant AAU to identify a mentor.

CARRIED, subject to the above changes.

5.2 Response to Request for Changes to Additional Undergraduate Degrees Regulations

(See document APC130207-5.2 for more details.)

MOTION: That APC endorse the Chair's draft response to the Request for Changes to Additional Undergraduate Degrees Regulations.

Dr. V. Paraschak/Dr. L. deWitt

NOTED:

- While not all decisions or regulations may clearly connect to the strategic plan, best efforts should be made to link to its goals and objectives where appropriate.

AGREED:

- The rationale include a statement that, in keeping with the strategic plan, APC believes that maintaining the academic rigour and quality of our degrees should be the number one consideration.

CARRIED, subject to the above changes.

5.3 Acceptance of Medical Notes from Regulated Health Care Professionals

(See document APC130207-5.3 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.

Dr. E. King/Dr. B. Tucker

NOTED:

- Rather than specifying a number of professions, the policy speaks to regulated health care professionals under provincial or state laws so that any changes to the legislation will be captured by the policy.
- The medical note/certificate template borrows from existing forms here and at other universities (with the appropriate consent). In its development, the working group balanced the information required by the university and the need to ensure student privacy.

AGREED:

- References to "nurses" should be changed to "nurse practitioners", in keeping with the RHPA.
- The rationale should include a statement tying the proposal to the strategic plan. For instance, the policy links to the objective of creating a respectful environment for students by being respectful of their personal health care choices. The proposal also helps strengthen community partnership by

encouraging the use of the various health care options.

CARRIED, subject to the above changes.

5.4 Policy on University Access to Student Emails and Disclosure and Response from the Canadian Civil Liberties Association *(See document APC130207-5.4 for more details.)*

The motion as placed on the floor at the December 2012 meeting, and subsequently TABLED, was as follows:

MOTION: That the Policy on University Access to Student Emails and Disclosure be approved.

Dr. B. Tucker/Dr. V. Paraschak

MOTION: That the item be taken from the table and placed back on the floor for discussion

Dr. L. deWitt/Mr. S. Pigeon

CARRIED

AGREED:

- The Canadian Civil Liberties Association, which has a reputation for integrity and fairness, has provided a sound and definitive response. Members agreed that APC should heed its feedback.
- A revised policy based on CCLA's feedback will be drafted for review by the committee at its next meeting. The rationale should reference CCLA's feedback and the strategic plan.

The main motion was DEFEATED

Item for Information/Discussion

5.5 Annual Reports

5.5a Academic Integrity Report (2010-2011)

(See document APC130207-5.5a for more details.)

NOTED:

- This is a very detailed report that provides an overview of academic and non-academic misconduct across the university and the different AAUs/units.
- It would be helpful if trends or issues identified could be tied to educational and preventative measures in place or being developed.
- The introduction should also link to relevant bylaws or policies.
- It is difficult to grasp trends when descriptors and percentages are not linked. Consideration should be given to grouping trends that remain the same, trends that are improving, and trends that are worsening.
- Consideration should be given to using other means (other than percentages) to meaningfully measure changes and differences, since an increase from 1 to 2 represents a 100% change.
- A record of when incidents occur could help the university identify where there is a need for an educational campaign.
- Consideration should be given to changing the tone of the report with a greater emphasis on education and prevention and improvements over time.
- Consideration should be given to adding a section on how the University compares to other universities with regard to the number of misconduct cases.
- Data should include when the complaint was first filed and when it was resolved.

AGREED:

- Once the review of the annual reports is complete, APC should consider developing a template for annual reports, with emphasis on information that will have implications for policy and policy making.
- The annual reports should include a statement linking the initiatives to the strategic plan.

Additional Business

6 Question period/Other business/Open discussion

6.1 Update from Subcommittees

Subcommittee on Class Size and Enrollment Management

- The Subcommittee awaits the identification of the appropriate individual, in the Office of the Registrar or elsewhere, to assist with the gathering of the data.

7 Adjournment

MOTION: That the meeting be adjourned.

Dr. E. King/Mr. S. Pigeon
CARRIED