



**ACADEMIC POLICY COMMITTEE (APC)  
Minutes of Meeting**

**Date:** Thursday, December 12, 2013

**Time:** 1:00pm- 2:25pm

**Room:** In Room 500 Chrysler Hall Tower

**Committee Members:** Mr. Mohammad Alam, Dr. Rick Caron, Dr. Lorna deWitt, Mr. Jake DeJong, Dr. Mitch Fields, Dr. Anna Lanoszka, Mr. Michael Livingston, Dr. Scott Martyn, Dr. Derek Northwood, Dr. Katherine Quinsey, Dr. Geri Salinitri, Dr. Iain Samson, Prof. Larry Wilson.

**Absent:** Mr. Julien Paquette, Dr. Bruce Tucker (regrets), Dr. Alan Wright (regrets), Ms. Shuzhen Zhao (regrets).

**In Attendance:** Ms. Brooke White, Ms. Danielle Handsor, Ms. Renée Wintermute (University Secretariat).

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**Formal Business**

**1 Approval of Agenda**

*Although items were not discussed in sequential order, the minutes do reflect the agenda order of business.*

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

Dr. S. Martyn/Mr. M. Alam  
**CARRIED**

**2 Approval of Minutes**

**MOTION:** That the minutes of the meeting of October 17, 2013 be approved.

Dr. S. Martyn/Mr. M. Alam  
**CARRIED**

The notes of the meeting of November 14, 2013 and the E-vote of November 18-25, 2013 were received for information.

**3 Business arising from the minutes**

Nothing to report.

**4 Outstanding business**

Nothing to report.

**Items for Information**

**5 Reports/New Business**

**5.1 Student Affairs Annual Report**

*(See document APC131212-5.1 for more details.)*

**NOTED:**

- Last year the Student Affairs department had several small accomplishments. It continues to review its strategic priorities and attain set goals.
- In the past, Student Affairs services have been fragmented. The new Student Success Centre has facilitated the integration of services provided by the Educational Development Centre, Advising Centre and the Centre for Career Education Centre.
- Mental health services continue to be in high demand as the volume of students and the complexity of issues continue to escalate, posing challenges in the areas of staffing and resources. Student Affairs has submitted two proposals to the Ministry of Training, Colleges and Universities (MTCU), requesting funding. Unfortunately, both proposals were unsuccessful. Student Affairs is now taking

a more proactive approach and establishing community partnerships. For example, the University of Windsor may be partnering with St. Clair College to adopt a 24/7 “time to talk” hotline that was developed by MTCU.

- Residence Services underwent a review process late last spring and summer. Key areas and future actions will be identified based on the population that it is trying to serve.
- Support for students with disabilities is a growing concern. Over 4000 students receive exam accommodations through Student Disability Services. Accommodating the high volume of students, with limited financial and physical resources, while still maintaining the integrity of the exam process can be challenging. Student Affairs is currently working with the Downtown Steering Committee regarding accommodations at the downtown campus.
- Throughout the Student Affairs Annual Report document the term English as Second Language (ESL) was used. It was suggested that the term English Language Learners (ELL) be used instead.
- There has been a steady increase in the number of ELL students in our academic programs. As a result, there is an ever growing need for writing support, as the Writing Advisor program located in the library is not sufficient.
- Over 5000 students visited the Advising Centre in each of the past two years. The Advising Centre was created to enhance first-year advising and to provide support to faculty-based advising, though staff sometimes go beyond the mandate to address student questions that are not being addressed elsewhere. Throughout the spring and summer months students find it challenging to locate departmental advisors. In some cases, the Advising Centre is their only option. Some students may choose to visit the Advising Centre over receiving departmental advising if they need assistance reading their degree audit, or if they wish to change majors. Discussions have been initiated with associate deans regarding the traffic level and reviewing the role of the Advising Centre while still ensuring that no students fall through the cracks.
- The Student Success Centre will tie first-year advising to the career education model, so that students start thinking about their careers earlier.
- In an effort to strengthen outreach to local Aboriginal students, the Aboriginal Education Centre will continue to develop the 4Winds STEAM and BTTP programs, which engages Aboriginal learners starting at the sixth grade.
- A question was raised regarding mentoring for ELL students. In response, it was noted that there are a variety of mentoring programs on campus (*i.e.*, MySci Advisor, Kin One Program). The Connecting4Success Program Coordinator helps with the coordination of mentoring efforts on campus. It was suggested that, in the future, it would be ideal if every first-year student was assigned a mentor to assist with his/her overall transition to University.
- It was noted that mentoring for international students is more focused on pre-arrival to campus.
- Recently the Advising Centre has been provided with an updated list of the departmental advisors, and this list will be updated on a yearly basis. It was suggested, that this information should be posted on the Advising Centre website along with advising services clearly defined.
- A growing concern is the number off ELL graduate students who require thesis writing support. Students are seeking editing support from the Writing Advisor program in the library, but due to academic integrity issues, this service cannot be provided.
- It was suggested that the Student Counseling Centre develop a pamphlet listing mental health services in the community. In response, it was noted that there is an absence of adequate community resources to which students can be referred.

**AGREED:**

- Concern was raised that the same students may be visiting both the Advising Centre and Departmental Advisors and a feedback mechanism would be helpful. In response, it was noted that there is a need for better communication and collaboration between these two areas of support, as their services tend to overlap.

**MOTION: That the Student Affairs Annual Report be forwarded to Senate.**

Dr. G. Salinitri/Dr. A. Lanoszka

**CARRIED**

**5.2 Proposed New Transfer Policy**

*(See document APC131212-5.2 for more details.)*

**NOTED:**

- It was noted, that all the Faculty Councils, excluding Law, have approved the proposed new transfer

- policies.
- Under the proposed revisions, if a student completes one year from a CAAT program they will receive up to 5 transfer credits. If they have complete more than one year, they can receive up to 10 transfer credits.
- The University needs to raise the bar when it comes to assessment of transfer credits. This proposal would that transfer credit be granted normally only based on a review of the CAAT calendar course descriptions, course outlines and learning outcomes.
- A question was raised regarding transfer students receiving a certificate (normally 8 courses) or a minor (6 courses) based solely on transfer credit granted. In response, it was noted that further investigation is needed in the area of general residency requirements and regulations for minors.
- Though some would like to see the proposed transfer policy changes applied retroactively, it is unclear whether this can be done. Students can change the calendar that they are following to have the new in-course regulations and program requirements applied to them.
- This propose

**AGREED:**

- Rather than defining the granting of transfer credit as on “an approximate two-for-one basis”, it was suggested that #5 be revised to explain that “students may be granted up to a maximum of one half of the number credits received at the College.”
- Paragraph #3 applies, mutatis mutandis, to Inter-Faculty Programs.
- A review of the proposed policy against all other existing transfer policies is needed to ensure that there are no conflicts or contradictory provisions.
- The Registrar’s Office should be contacted regarding the definition of non-accredited postsecondary institutions.

**5.3 Semester Lengths and Fall Reading Week Survey Update**

**NOTED:**

- The Chair of the Academic Policy Committee (APC) will have met with all the Student and Faculty Councils by December 16, 2014. A report will be submitted to APC in February, and then forwarded to Senate in March.

**5.4 100% Requirement Subcommittee Update**

**NOTED:**

- The subcommittee has met once, and now the Chair of APC is drafting the revised policy on behalf of the subcommittee, which will reflect that no evaluation would be worth 100%. The revised policy will be presented at the next APC meeting in January.

**Items for Approval**

**5.5 Proposed Draft Revisions to Policy E3, Rules of Conduct on Examinations**

*(See document APC131212-5.5 for more details.)*

**NOTED:**

- The revised policy is more succinct and less prescriptive. The committee reviewed other exam conduct policies in Ontario and Canada, and Wilfred Laurier University’s was the most helpful.
- A list of definitions was included to avoid repetition throughout the document.
- The policy now promotes expectations for both parties.
- Changes to the policy were made in the following areas: a list of definitions, attendance and identification at the point of entry and exit, special circumstances (*i.e.*, cell phones, assessing an individuals identity), wearing facial garments, communicating with another person aside from the presiding officer, how to deal with emergency situations and a communication plan to integrate awareness of the policy in all classrooms.

**AGREED:**

- Minor corrections were noted to the “Definitions” sections.
- It was noted that even though the word “rules” was removed from the title of the policy, it does not weaken the document as it still remains a Senate document and non-compliance can lead to disciplinary action.

- A question was raised pertaining to having an official class list early in the semester. In response, it was noted that if a test was held earlier in the semester, it is up to the presiding officer to use his/her judgment where the official class list is not available.
- It was suggested that the document should outline what to do in the event that a student is unable to provide a form of identification. In response, it was noted that the presiding officer could ask the student to leave, since the policy requires identification, or use his/her judgment in allowing the student to remain and complete the exam.

**MOTION: That the revised Policy on rules for conduct of exams be approved, as amended.**

Dr. L. deWitt/Mr. J. DeJong

**CARRIED**

## **5.6 Report of the APC Subcommittee to Review the Policy on Medical Notes**

*(See document APC131212-5.6 for more details.)*

### **NOTED:**

- The subcommittee is proposing allowing medical notes from health professionals under the Social Services Act.

**MOTION: That the University of Windsor accept medical notes of certificates signed by any health care professional regulated under either the Health Professions Act (RHPA) or the Social Services Work Act or equivalent in any other provincial/state jurisdiction.**

Dr. A. Lanoszka/Mr. J. DeJong

### **AGREED:**

- The revised Student Medical Certificate Form does not have to be used by Faculties, however, it is encouraged since the form ensures all the relevant and appropriate information is provided..
- Minor editorial changes were noted. The University of Windsor's logo needs to be added to the document.
- Approval of this policy does not preclude instructors from accepting medical notes from other individuals or in other formats.

**CARRIED, as amended**

## **Additional Business**

### **6 Question period/Other Business**

#### **NOTED:**

- UWSA, GSS and OPUS are putting together a student services handbook for all first-year/new students. There will be both hard copies and electronic copies available. If departments would like a particular service highlighted in the handbook, they are asked to contact UWSA's Mr. Jake DeJong.

### **7 Adjournment**

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

Dr. S. Martyn /Mr. J. DeJong

**CARRIED**