



# Minutes

## MEETING OF THE SENATE

A meeting of the Senate was held on Wednesday, October 20, 2010 in Robert Sutherland Hall, Room 202 at 3:30 p.m.

**Present:** Principal Woolf in the Chair **Senators:** Abdelmahmoud, Basser, Bevan, Blennerhassett, Boag, Brouwer, R. Chaudhry, S. Chowdhury, Christie, Colwell, Cordy, Crowell, De Souza, Dimitrov, Egnatoff, Elliott, Eubank, Farewell, Fisher, Goodspeed, Jones, Kwong, LaFleche, Lockhart, MacDougall McCormack, Medves, Morelli, Notash, Oosthuizen, Pierce, Qureshy, Reeve, Reid, Ryan, Saunders, Silverman, Stairs, Stewart, Whitehead, Witzke, Woodhouse, G. Moore (Secretary), C. Russell (Associate).

**Also Present:** C. Beach, J-A. Brady, M. Campbell, S. Cole, A. Curran, R. Coupland, C. Davis, N. Day, A. Girgrah, L. Haque, B. King, J. Lee, G. Lessard, G. MacAllister, S. Rigden, H. Smith, C. Sumbler, P. Watkin

### I OPENING SESSION

The Chair introduced:

- Senator M. Jones – new to Senate, elected by the Arts and Science Faculty Board
- Senator J. Fisher – returning to Senate (served 1999-2001), elected by the Arts and Science Faculty Board
- Senator R. Garcia and Senator D. Sinkinson, recently elected by the Arts and Science Undergraduate Society (ASUS).

#### 1. Adoption of Agenda

**Moved by Senator LaFleche, seconded by Senator Oosthuizen, that the Agenda be adopted as circulated with the provision that the report of the Honorary Degrees Committee be received in Closed Session at the end of the meeting.**

**Carried 10-63**

#### 2. Adoption of the Minutes of the Meeting of 23 September 2010 (Appendix A, page 1)

**Moved by Senator R. Chaudhry, seconded by Senator Woodhouse, that the Minutes of September 23, 2010 be adopted as circulated.**

**Carried 10-64**

#### 3. Business Arising from the Minutes

None

#### 4. Principal's Report

As part of the implementation of the Principal-Provost model, the Principal continues to spend more time on external affairs while the Provost focuses on day-to-day University operations. The Principal, however, is still very involved with the campus, and continues to visit individual departments and units. In September, he visited departments in the Faculty of Health Sciences.

##### Government Engagement

Government engagement continues to be a priority. The Principal has:

- met and/or consulted with deputy ministers at Queen's Park
- attended a Fulbright Dinner in Ottawa, strengthening Queen's international contacts

- hosted Government House Leader and Queen's alumnus the Honourable John Baird for lunch when he was on campus last week to announce federal support for small and medium enterprises at Queen's Innovation Park.

S. Dunn has been appointed the new Director of Government and Public Affairs in the Office of the Principal, replacing S. Conway, who has taken up teaching responsibilities in the School of Policy Studies.

The Principal thanked the AMS for organizing a successful mayoral debate and encouraged everyone to vote in the October 25 municipal election. He assured the mayoral candidates that Queen's will reach out to the new mayor and council with the aim of continuing positive relationships with local politicians and City staff.

### **University Affairs**

University Council has voted to approve changes to the Queen's Charter that would:

- shrink the Board of Trustees from 44 to 25 members
- give Council the flexibility to set its size and mandate.

The request is now with Parliament and the process is likely to take several months.

The Principal is attending Council of Ontario Universities (COU) meetings in Toronto on October 21. Academic Colleague Senator Oosthuizen will be attending meetings on October 22. Association of Universities and Colleges of Canada (AUCC) and G13 meetings take place over the next few weeks. Issues to be discussed by both the AUCC and the COU are:

- Access Copyright – negotiations continue regarding the upcoming copyright licence renewal
- Internationalization
- Rankings

In the Research Infosource rankings released October 20, Queen's moved up one spot to 11th among Canadian universities in research funding, and is ranked 7th in research intensity. The placements reflect the high calibre of Queen's researchers and the work they do to attract funding.

Queen's and some other Canadian universities did not participate in the Times Higher Education World rankings, published in September, due to concerns about methodology. The Principal received some thoughtful letters from faculty members asking about the decision not to participate. The Principal plans to discuss the rankings issue with colleagues at the next G13. Rankings contribute to the University's profile, so it cannot afford to avoid them entirely. Queen's should consider when to participate when the choice is offered. The University would like to participate, but not at the expense of compromising its academic goals. Queen's usually performs well in the Globe and Mail University Report (published October 21) and Maclean's Magazine rankings (published in November). The Principal proposed:

- more discussion and development of Queen's metrics in all areas of planning – academic, capital, enrolment
- a discussion about rankings and their purpose at the November 25 Senate meeting.

### **International Update**

The Principal is part of a delegation of Canadian university presidents organized by the AUCC travelling to India next month to raise Canada's profile as a destination for education, research and business partnerships. It is the largest delegation of its kind to visit India. It will build on the Principal's visit to India with Premier McGuinty almost a year ago. He will report to Senate on his return.

## 5. Provost's Report

### a) Provost's Operational Update

#### Enrolment Planning

Senator Silverman, Provost and VP (Academic), reported that the Enrolment Planning Task Force the Principal has asked him to chair continues to meet every two weeks. The goal is to develop a long-term plan for Queen's for the next decade. The task force has been reviewing materials which highlight:

- the capacity of university residences
- residential impact of growth,
- timetabling and teaching space issues.

The task force expects to bring a recommendation to the Principal in early 2011 for consideration by the Senate and the Board of Trustees.

#### Budget Update

The Provost's Office has begun budget meetings with some of the smaller academic and support units. Meetings will continue with faculties and schools over the coming weeks.

#### Financial Update

VP (Finance and Administration) C. Davis and Provost and VP (Academic) R. Silverman posted a new financial update to the community on October 20 at [www.queensu.ca/financialupdate](http://www.queensu.ca/financialupdate) Major issues include ongoing Pension Plan liability and the public sector wage freeze. Senator Silverman noted he would update senators on the fiscal picture as it evolves.

The Queen's University Planning Committee (QUPC) meets for the first time on Friday, October 22. Senator Silverman, QUPC Chair, said he will keep Senate updated on the committee's activities.

#### Searches and Renewals

Searches continue for:

- Executive Director, Bader International Study Centre. The Search Committee will interview candidates on the medium list in mid-November and move to a short list in December
- AVP and Dean of Student Affairs. The Search Committee held its first meeting and the position description is being developed. An advertisement will be created and is expected to be finalized within the next few committee meetings.
- The committee membership for the review of the Dean of the Faculty of Arts and Science will be announced shortly.

#### International News

Much activity is taking place on the international front.

- New student exchange agreements are in negotiation with institutions in the United Kingdom, Germany, Switzerland, the Netherlands, Estonia, France, India and Brazil
- A new agreement with an institution in New Delhi and a renewal agreement with the University of Capetown are particularly significant. The Faculty of Law has secured funding from an alumnus to support exchange bursaries for incoming exchange students from these institutions
- The first scholarly workshop of the Matariki Network of Universities, on Alternative Energy and Society, will take place at Queen's November 5-7. About 35 delegates have registered.

#### Diversity and Equity

Senator Silverman drew attention to the 2010-2011 Action Plan recently released by Dr. A. Husain and the Diversity and Equity Task Force (DET), at [www.queensu.ca/vpac/det](http://www.queensu.ca/vpac/det). The plan establishes short- and long-term priorities for implementation by the DET and the Queen's Community Task Force.

Recently the Principal, Vice-Principals and members of their staff participated in a session presented by the DET to help establish priorities.

**b) Queen's University Quality Assurance Processes (QUQAPs) – Oral Presentation by Deputy Provost S. Cole**

A PowerPoint presentation is attached to the minutes.

S. Cole reminded senators that the QUQAPs is a draft policy and invited comment by October 29 to [deputy.provost@queensu.ca](mailto:deputy.provost@queensu.ca) or to M. Watkin, [watkinm@queensu.ca](mailto:watkinm@queensu.ca), Senior Associate in the Office of the Provost. This will allow for time to incorporate changes so that the document comes to Senate for approval at the November 25 meeting, and to enable Queen's to meet the December 31 deadline set by the provincial Quality Council of the Council of Ontario Universities (COU). About half of all Ontario universities have already submitted their proposals.

The Quality Assurance Framework was developed by the Ontario Council of Academic Vice-Presidents (OCAV) and adopted by the COU in April 2010 to ensure consistency and cohesion among all programs offered at Ontario universities.

In response to a question, S. Cole clarified that graduate program internal academic reviews had not been by Senate in the past. Undergraduate program internal academic reviews are approved by Senate. Under the new QUQAPs, the Provost and Vice-Principal (Academic) will be responsible for the cyclical program reviews and reporting their outcomes to the COU Quality Council for final approval.

For new programs (undergraduate and graduate), after internal approval, it will be the responsibility of the Quality Council to also approve the proposals and then communicate with the MTCU about funding.

S. Cole clarified that the Quality Assurance framework was developed by OCAV and adapted by Queen's and other universities to suit each institution's needs.

**6. Other Reports**

- a) **Research Report** (Appendix B, page 13)  
There were no questions or comments.
  
- b) **Report on Board of Trustees Meeting, October 1-2, 2010** (Appendix C, page 17)  
There were no questions or comments.

**II QUESTION PERIOD**

None Received

**III REPORTS OF COMMITTEES**

**1. Academic Development**

- a) **Oral Report on the Academic Plan – Deputy Provost S. Cole**  
Since the Senate referral of the University Academic Plan to SCAD, the committee had met once on September 29. SCAD struck a small working group consisting of one senator, one faculty member, one student and S. Cole to discuss in more detail a response to the referral to SCAD. SCAD plans to discuss the response at its meeting on October 27 and will bring a report for discussion to Senate afterwards.

2. **Academic Procedures** (Appendix D, page 19)

a) **Annual Report 2009-2010 [Information]**

There were no questions.

a) **Report on the Number and Type of Academic Integrity Cases Reviewed in 2009-2010 [Information]**

Senator Morelli said he believed that the number of incidences was on the rise and asked if the increase was related to changes in tracking or an increase in student population.

SCAP Chair C. Beach noted that he did not see any pattern of increase. Some cases do not actually come before the committee, which only sees cases where sanctions involving a requirement to withdraw from the university have been imposed and the student has chosen not to appeal.

b) **Amendments to the Senate Policy on Academic Integrity Procedures- Requirements of Faculties and Schools**

**Moved by Senator Goodspeed, seconded by Senator Morelli that clause “4.8 - Graduation” be added to the Senate Policy on Academic Integrity Procedures – Requirements of Faculties and Schools.**

**Carried 10-65**

C. Beach noted that the amendment addresses a gap in the current academic integrity policy procedures. It was motivated by a case last year where a student opted to graduate with a three-year degree instead of completing a fourth year in order to avoid an allegation of a departure from academic integrity in a fourth-year course. The amendment to the current policy will ensure that in future, a student would not be allowed to graduate until the investigation is completed.

SCAP members discussed the topic extensively at their meeting in September and agreed that this amendment was consistent with other universities.

c) **Amendments to the Senate Policy on Academic Integrity Procedures – Requirements of Faculties and Schools and to the Senate Policy on Faculty Jurisdiction with Respect to Student Appeals of Academic Decisions**

Motion 1

**Moved by Senator Goodspeed, seconded by Senator Fisher, that the Faculty Jurisdiction with Respect to Student Appeals of Academic Decisions policy be amended to include the following:**

**For academic-integrity matters, if a student is enrolled in a course which does not belong to his or her home Faculty/School, instructors and Faculties/Schools are required to follow the appeal procedures as outlined in Appendix B of the Senate Policy on Academic Integrity Procedures – Requirements of Faculties & Schools.**

**Carried 10-66**

Motion 2

**Moved by Senator Goodspeed, seconded by Senator Woodhouse, that the attached appendix be added to the Senate Policy on Academic Integrity Procedures – Requirements of Faculties and Schools and housekeeping changes to the latter document be made to incorporate this new appendix.**

**Carried 10-67**

Professor Beach noted that Appendix B is a substantial addition to the main document. It clarifies the procedure for a student registered in a program in one faculty who is taking a course in another.

3. **Non-Academic Discipline** (Appendix E, page 28)
  - a) **Annual Report 2009-2010 [Information]**
  - b) **Report on Number of Non-Academic Cases Reviewed 2009-2010 [Information]**  
There were no questions or comments.
4. **Residence** (Appendix F, page 31)
  - a) **Annual Report 2009-2010**  
There were no questions or comments.

**IV REPORTS OF FACULTIES AND AFFILIATED COLLEGES**  
None Received

**V MOTIONS**  
None Received

- VI COMMUNICATIONS** (Appendix G, page 33)
1. **Provisional Centre Approval for a Centre for Law in Contemporary Workplace (CLCW)**
  2. **Provisional Institute Approval for a Canadian Institute for Military and Veteran Health Research (MVHR)**
  3. **Review of the Queen's Institute for Energy and Environmental Policy (QIEEP)**

- VII MATTERS REFERRED TO STANDING COMMITTEE** (Appendix H, page 38)
5. **Review of Queen's University Residences "Summary of Actions Judicial Report and Statistics 2009-2010"** [Referred to the Senate Committee on Non-Academic Discipline (SONAD)]
  6. **The Borden Professorship Proposal** [Referred to the Senate Committee on Academic Development (SCAD) and the Office of the Provost and Vice-Principal (Academic)]
  7. **Queen's University Quality Assurance Processes Proposal (QUQAP)** [Referred to Internal Academic Review Committee (IARC) and Senate Committee on Academic Development (SCAD)]

**VIII OTHER BUSINESS**  
None Received

Quality Assurance

Queen's University

# Queen's University Quality Assurance Processes

*"UQAPs"*

Presentation to Senate  
October 20, 2010



Quality Assurance

Queen's University

## What is Quality Assurance?

- Framework designed by OCAV and adopted by COU in April 2010 to ensure consistency and cohesion among all university programs offered in Ontario
- Recognizes autonomy of universities to determine priorities for:
  - curriculum development
  - funding
  - space
  - and faculty allocation

Quality Assurance

Queen's University

## Overview

QA Framework has 4 components:

*PROCESSES* for:

1. New Program Approvals
2. Expedited Approvals (*for major modifications to existing programs*)
3. Cyclical Review of Existing Programs (*currently IAR*)
4. Audit Process

Quality Assurance

Queen's University

## Roles

**SENATE**

- Has ultimate responsibility for QA of all University programs

**Provost, Vice-Prov & Dean SGS and Faculty Deans**


- Oversight over undergraduate and graduate QA processes including:
  - Approval process for new/modified programs
  - Cyclical Program Reviews (CPRs)
  - Audit process

Quality Assurance

Queen's University

## Quality Council (COU)

- Established by OCAV in 2010



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    graph TD
      QC[QC]
      AC[Appraisal Ctee] -- support --> QC
      AU[Audit Ctee] -- support --> QC
    
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- Operates at arm's length from universities and gov't to ensure independence
- Oversees QA processes for all levels of programs in Ontario's publically assisted universities

Quality Assurance

Queen's University

## Quality Council - QC

**Membership:**

- Dr. Ron Bond, Out-of-Province QA Expert (Chair, Campus Alberta QC)
- Dr. Sue Horton, Graduate Dean Rep (Assoc Provost, Grad Studies, U of Waterloo)
- Mme. Maureen Lacroix, Citizen Rep (Sudbury)
- Dr. Moira McPherson, Undergrad Dean Rep (AVP Academic – Lakehead U)
- Dr. Cheryl Regehr, OCAV Rep (Vice-Provost Academic Programs, U of Toronto)
- Dr. Marilyn Rose, Academic Colleague Rep (Dean, Grad Studies, Brock U)

**QC**

**Membership – Cont’d**

- Dr. Bruce Tucker, OCAV Rep (AVP Academic Affairs, U of Windsor)
- Dr. Alex Wellington, Academic Colleague Rep (Assist Professor, Philosophy, Ryerson U)
- Dr. Donna Woolcott, Ex-Officio Member (Exec Director Quality Assurance)

**Chair**  
Dr. Sam Scully, Post Secondary Education Consultant

www.cou.on.ca

**QC Responsibilities**

- To guide universities in QA of their academic programs
- To review and approve proposals for new grad and undergrad programs
- To ensure compliance with QA through regular audits
- To communicate final decisions to MTCU

**Approval Process for New Undergraduate Programs**

CURRENT	UQAPs
	Pre-approval of new program in principle by Provost
Program submission developed by Unit	Program Proposal Brief developed by Unit (including financial)
Approval by Faculty Board(s)	Approval by Faculty Board(s)
	External Review / Internal Response
SCAD – Approval by Senate	SCAD – Approval by Senate
	Approval by Quality Council
MTCU for funding purposes	MTCU for funding purposes

**Approval Process for New Graduate Programs**

CURRENT	UQAPs
Pre-approval of new program in principle by GSEC	Pre-approval of new program in principle by Provost and GSEC
Program submission form developed by Unit	Program Proposal Brief developed by Unit (including financial)
Approval by Faculty Grad Council(s)/Committee(s)/Faculty Board(s) in accordance with their respective regulations	Approval by Faculty Graduate Council(s)/Committee(s)/Faculty Board(s) in accordance with their respective regulations
Approval by GSEC	Approval by GSEC
	External Review – Internal Response
SCAD – Approval by Senate	SCAD – Approval by Senate
External Review – OCGS Approval	Approval by QC
MTCU for funding purposes	MTCU for funding purposes

**Internal Academic Reviews (IARs) (Undergrad & Grad)**


Undergraduate	Graduate	UQAPs
Provost notifies Units under review	SGS notifies Units under review	Provost notifies Units under review
Initiation of Self-Study	Completion of Appraisal Brief and submission to OCGS	Initiation of Self-Study
Site visit by External Reviewers	Site visit by External Reviewers and report	Site visit by Review Team (comprised of externals & internals)
Internal Review Team	Submitted to OCGS	
Internal Responses	Internal Response	Internal Response

**IAR = Cyclical Program Reviews (CPRs) continued**

Undergraduate	Graduate	UQAPs
		Senate Cyclical Program Review Cttee makes recommendations to Provost
Internal Academic Review Cttee submission to Senate	Submission to OCGS	Provost's Final Report and Recommendations submitted to QC for approval and Senate for information
Senate Approval	OCGS Approval	QC Approval




**UQAPs - Highlights**



- Preserves autonomy by allowing each Univ to draft its own policy and protocols (using the OCAV Framework for IQAP as a guide)
- Require financial resources to be available before permission is granted to launch a new program;
- Require degree level expectations and learning outcomes to be made more explicit

**UQAPs - Highlights**




- Establish review cycle at every 8 years
- Provide opportunity to combine grad and undergrad CPRs
- Require that Univ's be accountable to QC regarding progress (or lack of it) made towards CPR recommendations
- Allow coordination with professional accreditation reviews
  - *where applicable and desired*

**Thus Far**




- **DRAFT Policy with extensive consultation:**
  - School of Graduate Studies (Brenda Brouwer, Jeanette Parsons)
  - Deans, Assoc Deans in all faculties and schools
  - Centre for Teaching & Learning, Library
  - University Advisor on Equity, Academic Integrity Advisor
  - Registrar, Institutional Research & Planning
- Senate Internal Academic Rev Cttee (Oct 19<sup>th</sup>)
- SCAD (Oct 27<sup>th</sup>)
- Dr Donna Woolcott (*Exec Director QA Council*)

**Next Steps**



- Senate vote on UQAPs submission - Nov 25<sup>th</sup>
- Submission to QC (COU) - Dec 24<sup>th</sup>
  - *Feedback expected from QC by Mar 31<sup>st</sup>*
- Develop detailed protocols (templates, etc)
  - **MORE CONSULTATION and PARTICIPATION**
- Communication strategy
- Phase-out of current Senate policies
  - *Policies and Procedures for Establishing Undergraduate Programs*
  - *Approval Process for New Graduate Programs*
  - *Internal Academic Review*
- UQAPs effective Sept 1, 2011

**Feedback Welcome ! – Oct 29th**



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