

The Academic Operations Group (AOG) will provide oversight for the implementation of academic programming for the 2020-21 academic year.

The AOG will meet weekly to receive updates from sub-groups and operational teams with information pertaining to the mandate of the AOG. The Campus Operations Group Chair and Research Impacts Group Chair will attend to update/consult with this group as needed. David Walker, Special Advisor to the Principal on COVID-19 and Heather Cole, Special Advisor and Executive Director, Principal's Office will liaise with Public Health on behalf of the AOG. Provost and Vice-Principal (Academic) Mark Green will bring strategic decisions and information updates forward to the Senior Leadership Team (SLT) on behalf of the AOG.

The AOG will be mindful of equity, diversity, inclusion and Indigeneity (EDI) considerations and their work will be guided by the principles developed by the [Principal's COVID-19 Response Steering Committee](#).

Membership:

Chair: Mark Green, Provost and Vice-Principal (Academic)

Committee Support: Carlyn McQueen, Information and Project Coordinator and Lori Stewart, Executive Director, Office of the Provost and Vice-Principal (Academic)

Justine Aman, President, Society of Graduate & Professional Students

Brenda Brouwer, Interim Dean, Smith School of Business

Heather Cole, Senior Advisor and Executive Director, Principal's Office

Barbara Crow, Dean, Faculty of Arts and Science

Kevin Deluzio, Dean, Faculty of Engineering & Applied Science

Sandra den Otter, Associate Vice-Principal (Research and International)

Michael Fraser, Vice-Principal University Relations

Sam Hiemstra, University Rector

Hugh Horton, Vice-Provost and Executive Director, BISC

Rebecca Luce-Kapler, Dean, Faculty of Education

Jane Philpott, Dean, Faculty of Health Sciences

John Pierce, Vice-Provost, Teaching and Learning

Fahim Quadir, Vice Provost and Dean, School of Graduate Studies

Richard Reznick, Dean, Faculty of Health Sciences

Stephanie Simpson, Associate Vice Principal Human Rights, Equity and Inclusion

Teri Shearer, Deputy Provost (Academic Operations and Inclusion)

Ann Tierney, Vice-Provost and Dean, Student Affairs

Michael Vandenburg, Interim Vice-Provost and University Librarian

David Walker, Special Advisor to the Principal on COVID-19

Mark Walters, Dean, Faculty of Law

Deliverables:

- Faculty specific plans for delivering academic programs in 2020-21 (specifics around on-campus/remote for undergraduate and graduate students, classroom needs etc).
- Technology support plan for remote delivery
- Curriculum development/resource support plan for faculty members transitioning to remote learning
- Academic related communication
- Student Services/Student Success support plan – both undergraduate and graduate and associated technology needs for remote delivery of student services (counselling, advising, learning support etc.) – *will have linkages with the Campus Operations Group*
- Residence plan for 2020-21 – *will have linkages with the Campus Operations Group, Ann Tierney will bring items for discussion to the AOG as needed*
- Classroom booking and management plan for 2020-21
- Library support and access plan
- Financial aid plan for 2020-21

Sub-groups:**1. Academic Operations Working Group (AOWG)****Membership:**

Lead: John Pierce, Vice-Provost (Teaching and Learning)

Committee Support: Kairee Kirkwood, Teaching and Learning Coordinator

Jill Atkinson, Associate Dean (Teaching and Learning), Faculty of Arts and Science

Sue Blake, Project Support, Office of the Vice Provost Teaching and Learning

Peter Chin, Associate Dean, Faculty of Education

Art Cockfield, Associate Dean, Faculty of Law

Heather Cole, Senior Advisor and Executive Director, Principal's Office

Chris Coupland, Executive Director, Undergraduate Admission and Recruitment

Betsy Donald, Associate Dean, School of Graduate Studies

Jennifer Doyle, Chief Information Officer and Associate Vice-Principal (Information Technology Services)

Leslie Flynn, Vice-Dean (Education), Faculty of Health Sciences

Sue Fostaty-Young, Director, Centre for Teaching and Learning

Brian Frank, Associate Dean (Teaching and Learning), Faculty of Engineering and Applied Science

Jay Handelman, Associate Dean, Faculty, Smith School of Business

Carolyn Heald, Director, University Records Management and Chief Privacy Officer

Marianna Kontopoulou, Associate Dean (Academic), Faculty of Engineering and Applied Science

Andy Leger, Educational Developer, Centre for Teaching and Learning

Christian Lloyd, Academic Director, BISC

Warren Mabey, Associate Dean and Director, School of Policy Studies
Stuart Pinchin, Executive Director, Undergraduate Admission and Recruitment
Jenn Stephenson, Associate Dean (Academic), Faculty of Arts and Science
Anna Taylor, Deputy Academic Director, BISC

Initiated in March 2020 to coordinate planning for a hybrid delivery model for Fall 2020 and Winter 2021 Terms, the Working Group sets out general practices and guidelines for coordinating the Faculties and Schools to the extent such coordination is possible, and it includes individuals who operationalize curriculum and course offerings. The members are responsible for input and recommendations on deliverables, and communication of issues within their Faculties/Schools. Meets weekly.

Deliverables

- Exam proctoring tools and guidelines
- Technology supports (hardware and software)
- Exam accommodations
- Timetable production and registration, process and timelines
- Sessional dates and administrative timelines
- Adjustments to regulations in response to pandemic
- General statements/guiding principles related to teaching and learning best practices
- Instructor supports (CTL)

AOWG Sub-groups: Each sub-groups bring information and recommendations forward to the AOWG.

A. Timetabling team

Membership:

Lead: John Pierce, Vice-Provost (Teaching and Learning)

Committee Support: Kairee Kirkwood, Teaching and Learning Coordinator

Sue Blake, Project Support, Office of the Vice Provost Teaching and Learning

Jo Brett, Manager, Timetabling, Office of the University Registrar

Paul Pearsall, Associate University Registrar

Stuart Pinchin, Executive Director, Undergraduate Admission and Recruitment

This group bridges the gap between the Faculties and Schools and the timetabling team, determining how and when to collect information from Faculties and Schools (course times/instructor requests) to input into the DCU (data collection utility), primarily to respond to changes in course planning for Fall 2020 and Winter 2021 Terms in response to the pandemic. This group is coordinating classroom use for the Fall on-campus programs with physical distancing requirements. Informs the work of the AOWG. Meets weekly.

B. Classroom Renewal committee

Membership:

Lead: John Pierce, Vice-Provost (Teaching and Learning)

Committee Support: Carol O'Connor, Administrative Assistant

Steven Alexander, Manager Digital Classrooms, Information Technology Services

Sue Blake, Project Support, Office of the Vice Provost Teaching and Learning

Carola Bloedorn, Director, Design and Construction

Shelley Edworthy, Director, Service Operations

Tony Gkotsis, University Planner

Nadia Jagar, Special Projects and Business Officer, Office of the Provost and Vice-Principal (Academic)

Andy Leger, Educational Developer, Centre for Teaching and Learning

Isabelle Nault, Manager, Architecture and Design

Stuart Pinchin, Executive Director, Undergraduate Admission and Recruitment

Monthly meetings with reports from PPS, ITS, and Campus Planning and from a small working group led by Andy Leger.

This group normally develops, oversees and implements planning for hardware technology for classroom renewal. The expertise of the group now is focused on reviewing uses of space, installation of technologies, and recommending best use of space during COVID period. This group can further supply information on and put into place actions in adapting existing space.

2. Graduate Working Group

Membership:

Leads: John Pierce, Vice-Provost (Teaching and Learning) and Fahim Quadir, Vice-Provost and Dean (Graduate Studies)

Committee Support: Kairee Kirkwood, Teaching and Learning Coordinator

Yolande Chan, Associate Dean (Research, PhD and MSc Programs), Smith School of Business

Ted Christou, Associate Dean, Graduate Studies and Research, Faculty of Education

Betsy Donald, Associate Dean, School of Graduate Studies

Joshua Karton, Associate Dean, Graduate Studies & Research, Faculty of Law

Elspeth Murray, Associate Dean, MBA and Masters Programs, Smith School of Business

Fahim Quadir, Vice Provost and Dean, School of Graduate Studies

Sharon Regan, Associate Dean (Graduate Students and Global Engagement), Faculty of Arts and Science

James Reynolds, Associate Dean, School of Graduate Studies

Brian Surgenor, Interim Vice-Dean (Graduate Studies and Recruitment), Faculty of Engineering and Applied Science

Chandrakant Tayade, Associate Dean, Graduate and Postdoctoral Education, Faculty of Health Sciences

This group works to coordinate the central space needs of the graduate programs and courses and parallels the work of the AOWG. Meets bi-weekly. Current considerations:

- International student enrolment
- Mitacs Research Training Award (RTA)
- Access to campus for graduate education activities
- Fall-Winter-Summer course planning
- Timetable coordination for Fall Term
- Technology needs and instructor support in remote course development

3. Student Support and Operations Group (also reports to the Campus Operations Group)

Membership:

Leads: Ann Tierney, Vice-Provost and Dean of Student Affairs (Co-Chair, member of AO) and Ellie Sadinsky, Office of the Vice-Provost and Dean of Student Affairs (Co-Chair, member COG)

Justine Aman, President, Society of Graduate & Professional Students

Suzanne Arniel, Associate University Registrar

Kandice Baptiste, Director, Four Directions Indigenous Student Centre

Jared den Otter, AMS President

Betsy Donald or designate – School of Graduate Studies

Bruce Griffiths or designate - Student Services, Faculty of Arts and Science

Stacey Shane or designate - Student Services, Faculty of Engineering and Applied Science

Stephanie Simpson, Associate Vice-Principal, Human Rights, Equity and Inclusion

Anne Martineau, Project Officer, Principal's Office

Jessica Whiting, Assistant to the Vice-Provost and Dean of Student Affairs

This group is responsible for ensuring students continue to be well supported while learning both remotely and on campus. This group will be a key resource for student groups to consult with and seek input as student groups ramp up necessary operations in the fall.

The group will report jointly to the Campus Operations Group and the Academic Operations Group. It will provide regular updates to, and seek input from, both groups. Work will be undertaken in coordination with other subgroups/working groups across the university focused on students, to promote minimal duplication and collaborations.

4. Enrolment and Retention Marketing Working Group

Membership:

Leads: Barbara Crow, Dean, Faculty of Arts and Science and Ann Tierney, Vice Provost and Dean of Student Affairs

Committee Support: Ellie Sadinsky, Executive Director and Carlyn McQueen, Information and Project Coordinator and

Karen Bertrand, Vice-Principal (Advancement)
Chris Coupland, Executive Director, Undergraduate Admission and Recruitment
Betsy Donald, Associate Dean, School of Graduate Studies
Michael Fraser, Vice-Principal University Relations
Corinna Fitzgerald, Assistant Dean, Student Affairs

This group will develop outreach and engagement activities for new and returning students.

5. SEMG-Covid-19

Membership:

Lead: Ann Tierney, Vice-Provost and Dean of Student Affairs
Committee Support: Ellie Sadinsky, Executive Director

Tim Almeida, Executive Director, Budget & Resource Planning
Brenda Brouwer, Interim Dean, Smith School of Business
Heather Cole, Senior Advisor and Executive Director, Principal's Office
Christopher Coupland, Executive Director, Undergraduate Admission and Recruitment
Barbara Crow, Dean, Faculty of Arts and Science
Kevin Deluzio, Dean, Faculty of Engineering & Applied Science
Sandra den Otter, Associate Vice-Principal (Research and International)
Marc Dignam, Professor and Head, Dept. of Physics, Engineering Physics & Astronomy
Corinna Fitzgerald, Assistant Dean, Student Affairs
Michael Fraser, Vice-Principal University Relations
Hugh Horton, Vice-Provost and Executive Director, BISC
Peter Jeffrey, Director of Communications
Rebecca Luce-Kapler, Dean, Faculty of Education
Deanna Morash, Executive Director of Administration and Finance, Faculty of Law
John Pierce, Vice-Provost, Teaching and Learning
Stuart Pinchin, Executive Director, Undergraduate Admission and Recruitment
Fahim Quadir, Vice Provost and Dean, School of Graduate Studies
Richard Reznick, Dean, Faculty of Health Sciences
Ellie Sadinsky, Executive Director, Student Affairs
Teri Shearer, Deputy Provost (Academic Operations and Inclusion)
Erna Snelgrove-Clarke, Vice-Dean (Health Sciences) & Director, School of Nursing
Jenn Stephenson, Professor, Associate Dean (Academic), Arts and Science
Lori Stewart, Executive Director, Office of the Provost and Vice-Principal (Academic)
Michael Vandenburg, Interim Vice-Provost and University Librarian
Mark Walters, Dean, Faculty of Law

The Strategic Enrolment Management Group (SEMG)-Covid 19, which includes all deans as well as faculty and staff is focused on providing oversight and guidance to ensure the university will achieve and maintain optimum enrolment. This includes oversight of graduate and undergraduate enrolment management planning and policy.