



## Minutes

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### MEETING OF THE SENATE

A meeting of the Senate was held on Tuesday January 24, 2012 in Robert Sutherland Hall, Room 202 at 3:30 p.m.

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**Present:** D. Woolf (Chair) **Senators:** Adams, Bassar, Beach, Bevan, Bowers, Brouwer, Burford-Grinnell, Campbell, Chapman, Cole, Colgan, Crowell, Culham, De Souza, Detomasi, El-Rahimy, Elliott, Fachinger, Foo, Harrison, Hart, Hillman, Jones, LaFleche, Liss, MacLean, Maurice, McCormack, McIntire, Medves, D. Moore, Morelli, Oosthuizen, Parker, Reid, Reznick, Sienna, Sullivan, Tierney, Walters, Wang, Whitehead, Woodhouse, Yang, Young  
G. Moore (Secretary), C. Russell (Associate)

**Also Present:** T. Abray-Nyman, T. Alm, E. Berkok, C. Christie, R. Coupland, B. Crawford, C. Davis, D. Dodgson, H. Everson, N. Francis, A. Gill, E. Hanson, M. Heeler, J. Holmes, R. Jahchan, E. Sadinsky Jeffrey, D. Johnson, B. King, R. Lemieux, L. Long, G. Lessard, G. MacAllister, J. McCarthy, D. McKeown, L. Peterson, J. Randall, B. Ravenscroft, S. Renaud, S. Rigden, H. Smith, S. Stylianou, C. Sumbler, D. Walker, K. Wallace, P. Watkin

## I OPENING SESSION

The Chair welcomed new senators and members of the Principal's Commission on Mental Health to the first meeting of 2012.

### 1. Adoption of Agenda

**Moved by Senator LaFleche, seconded by Senator Culham, that the agenda be adopted as circulated.**

**Carried 12-01**

### 2. Adoption of the Minutes of the Meeting of November 22, 2011 (Appendix A, page 1)

Senator Jones requested that a correction to the minutes be made on page 6, paragraph 5 concerning his comments about the Academic Plan. He referred to a document outlining his suggested changes that was distributed to senators at the meeting. He proposed that his summary of a two-page oral report he delivered at the November 22 meeting be included in an amended version of the minutes.

Senator Culham spoke against the request and said that the purpose of minutes is to provide a brief summary leading to a decision. She indicated that, if all of the opinions of one speaker were included, then those of other speakers would also have to be included as well, and this would set an impractical precedent. She and others observed that the minutes are not intended to be Hansard.

Senator Culham observed that a factual error, "Academic Freezes and Closures" should be corrected to "Administrative Freezes and Closures," but noted that Senator Jones' request went beyond this.

The Chair asked for Senate's agreement for the Secretariat to work with Senator Jones on a correction to the minutes that would not involve a close-to-verbatim transcript.

**Moved by Senator Oosthuizen, seconded by Senator Reid, that the minutes be adopted as amended.**

**Carried 12-02**

### 3. Business Arising from the Minutes (Appendix B, page 12)

- a) The Chair drew attention to a request from the University Secretary asking Senate to reconsider the proposal regarding the next Academic Planning Task Force approved at the November 22, 2011 meeting. He noted that Senator Morelli had a motion he wished to present that would address the timing issues raised regarding the striking of the next Task Force.

**Moved by Senator Morelli, seconded by Senator Oosthuizen, that the Nominating Committee be directed immediately to commence the process of soliciting possible members of the Academic Planning Task Force from amongst the faculty, staff, students and deans.**

**Carried 12-03**

Senator D. Moore proposed a friendly amendment to ensure that “professional graduate students” would be eligible for membership. Senator Morelli accepted.

University Secretary G. Moore clarified that the motion is an advertising step to generate interest and that the composition of the next Task Force would be decided at a later date. Those interested in serving could nominate themselves immediately.

- b) Senator Morelli questioned what he understood to be a communication from an academic administrator to the Principal about the Grade Point Average system. The Principal said he had no knowledge of the correspondence.

The Chair asked Senator Morelli to defer the remainder of his questions to Question Period.

### 4. Principal’s Report

Principal Woolf spoke at length to Senate on several topics, including the academic mission, the financial situation, the state of the Ontario University system and internationalization. He announced:

- The introduction of the Principal’s International Doctoral awards to supplement the Graduate Studies International Tuition awards. Details will be posted by the Provost shortly.
- The reinstatement of the Queen’s National Scholar program to assist with faculty renewal, which had been suspended in 2009 due to financial pressures. He expected that two new QNS in post by July 2013.

The Principal’s speech to Senate is posted on the Principal’s website as a formal document at [www.queensu.ca/principal/speech/SenateJan.html](http://www.queensu.ca/principal/speech/SenateJan.html)

Senator Morelli referred to the 2011-12 University budget and commented on what he saw as the deterioration of academics at the expense of capital expenditures and other costs; for example, the PeopleSoft implementation, the Queen’s Centre and the Office of Advancement function. He also expressed concern over “the suspension of the Bachelor of Fine Art program.”

Dean of Arts and Science, Senator MacLean, clarified that Senator Morelli’s claim was incorrect and that the BFA program has not been suspended due to a \$24,000 shortfall; instead, first-year admissions to the program have been suspended for one year. The Dean noted that the situation is complex. The Faculty is not looking to plug the gap for one year. Hundreds of thousands if not millions of dollars would be required to keep the program running. With respect to administration costs in the Faculty of Arts and Science, the Dean said that a large part of administrative time is taken up with details pressed upon the Faculty by government or by the Collective Agreement, factors over which there is no control. To reduce administrative costs, his Faculty eliminated one Associate Dean position. With respect to capital expenditures over the last year, the Dean noted that the implementation of PeopleSoft was necessary. The University’s outdated system could no longer

handle what it needed to do, including issuing pay cheques to faculty and staff members. Replacing that system required a capital investment.

The Dean said that the institution of doctoral awards and the reinstatement of the Queen's National Scholar program will be received positively by Arts and Science departments.

Senator Campbell noted that, regardless of the numbers, all universities are facing the same challenges and that it is up to Senate members to pull together to get through this challenging period.

The Chair noted the full agenda and asked that any additional questions about his remarks be sent to him for answer at a later time.

## **5. Provost's Report (Appendix C, page 14)**

### AMS Queen's Centre Contribution

Provost Harrison thanked the AMS Assembly which on Jan. 19 approved the final contribution of \$10.6 million to the Queen's Centre project. It will provide significant support to student life at Queen's. He thanked the AMS executive, Senator Campbell, K. Slobodin and A. Eagan for their work.

### Student Learning Experience

The Provost provided highlights of a talk that he gave at a workshop on December 7, 2011, "Adventures in Active Learning," co-sponsored by Dr. L. Davidson (2008-11 Queen's University Chair in Teaching and Learning) and the Centre for Teaching and Learning. He noted that the Academic Plan approved by Senate November 22, 2011, will put the student learning experience front and centre.

### University Budget

The Provost referred to his announcement at the November 22, 2011 Senate meeting of a planned presentation on the University's 2011-12 and 2012-13 budgets. This has been postponed to allow the final enrolment data provided to Senate in the January 24, 2012 agenda to be included. Regarding the 2012-13 budget, the Provost's Office was unable to provide the December 2, 2011 Board of Trustees meeting with much detail for several reasons, the most important being that the provincial government has yet to share information on next year's tuition framework. Therefore, final revenue figures remain unknown at this stage. The Provost plans to update the Board on the budget at its March meeting and to arrange for a budget presentation shortly thereafter to the Queen's community.

### National Survey on Student Engagement (NSSE)

The Provost noted that Queen's last administered the NSSE survey in the winter term of 2010-11. Queen's has not yet examined the results in great detail, but will do so in the near future. The information will be useful in enhancing the student learning experience.

### Ontario Universities Application Centre (OUAC)

A recent preliminary report by OUAC on applications to Ontario universities by Ontario secondary school students as of January 20, 2012, shows a decline of 4.1 per cent in first-choice applications to Queen's. The overall number of applications is unchanged.

### Presentation

The Provost drew attention to his presentation of the Employment Equity and Human Rights awards on January 25 in the Robert Sutherland Room.

### Outreach

The Provost noted that he has met many students, staff and faculty in the six months he has been at Queen's but that most have been at the faculty level. He is embarking on process to meet with individual departments and will keep Senate apprised of his progress on this priority.

#### **a) Schedule of Cyclical Program Reviews – QUQAPs**

In response to a question from Senator Morelli, the Provost confirmed that efforts are made wherever possible to align external accreditation reviews with Cyclical Program Reviews in departments where these types of reviews take place.

Deputy Provost S. Cole said the Deans have been asked to proactively identify programs of this nature to avoid duplication. The Quality Council is continually reviewing criteria. Donna Woolcott, Executive Director Quality Assurance, Ontario Universities Council on Quality Assurance, will be visiting Queen's on February 14 to present a workshop sponsored by the School of Graduate Studies.

#### **b) November 2011 Final Enrolment Report to Senate**

There were no questions or comments.

## **II QUESTION PERIOD (Appendix D, page 31)**

- 1. Question regarding the AUCC Academic Freedom Statement – written response to be provided at the February 28 Senate meeting by Principal Woolf**
- 2. Questions from Senator Jones concerning Queen's courses offered through Blyth – oral response provided by the Provost**

- a) How does Queen's ensure that 0.5 credit courses offered through Blyth in distant locations, designed to be completed in three weeks without reliance on audiovisual equipment or the full complement of Queen's library resources, are the academic equivalents of courses offered on campus in 12 weeks with full audiovisual and library resources?**

The Provost referred to alternative delivery methods such as block courses being used by some universities. There is nothing sacrosanct about the 12-week term length. Courses are approved by Queen's departments and faculty boards and instructors are reviewed by the department head and faculty before being appointed. If assessment methods are robust, this will ensure that the learning is the equivalent of courses on campus. This will be ensured through evaluation and assessment.

- b) In the context of ongoing development of Blyth International's for-profit educational programs and in light of requests made to Queen's faculty members to share syllabuses or other course material, can the University ensure that the intellectual property rights of Queen's faculty in relation to such material will be respected, in particular when they have not contracted to be employed by Blyth?**

Because the courses are Queen's courses, instructors would hold IP rights just as they would for any others.

**3. Question regarding Senators' email addresses on the web – written response provided by the Principal**

The Chair referred to the written response provided in Appendix D, page 33. He noted that the University Secretariat was setting up a listserv for Senators to communicate to each other, pending the resolution of some IT issues. The listserv option would address concerns about email security and spamming.

**4. Question from Senator Morelli about hiring freeze restrictions**

Senator Morelli noted the “substantial” salaries of some administrative positions being advertised by the Human Resources department on its website and asked whether a freeze on hiring senior administrators was forthcoming, similar to what he described as a freeze on faculty hirings in recent years.

The Provost responded that he had met with the Deans to discuss their hiring plans and that no freeze had been imposed on faculty or other hirings. A position in the Vice-Provost and Dean of Student Affairs Office is to fill a vacancy. He agreed that faculty hirings had decreased in recent years, but that it was not the same as a freeze.

*Senate moved into Informal Session*

**5. Questions for Senate from the Principal's Commission on Mental Health**

**[30-40-minute discussion]**

**Moved by Senator LaFleche, seconded by Senator Medves, that that the questions for Senate from the Principal's Commission on Mental Health be considered in an informal session chaired by the Vice-Chair, Senator Oosthuizen.**

**Carried 12-04**

Senator Oosthuizen invited D. Walker, CMH Chair, to address Senate. D. Walker made a short presentation, which is posted on the Senate website at [www.queensu.ca/secretariat/senate/agendasminutes/012412/Jan24\\_12AppD4.pdf](http://www.queensu.ca/secretariat/senate/agendasminutes/012412/Jan24_12AppD4.pdf). He invited senators and attendees to break into three groups to consider questions 1, 2 or 3 and question 4 below.

1. How might academic structure and design contribute to, or mitigate, student stress?
2. How can the role of academic advisors be optimized?
3. Should mental health literacy be a desired faculty and staff competency?
4. What should the first three recommendations of the CMH be?

Representatives from each group gave a presentation of their findings afterwards. Their notes and notes taken by the CMH Communications Officer, E. Sadinsky, will be used toward the development of a report and recommendations on a comprehensive University strategy for student mental health and wellness to be submitted to the Principal later this year. A summary of the discussion is to be posted on the Commission's website, [www.queensu.ca/cmh](http://www.queensu.ca/cmh).

On behalf of the Commission, Chair D. Walker thanked senators and attendees for their input on this important matter.

**Moved by Senator LaFleche, seconded by Senator MacLean, that the informal session now rise.**

**Carried 12-05**

*Senate resumed its Regular Business*

### III REPORTS OF COMMITTEES

#### 1. Academic Procedures (Appendix E, page 37)

##### a) Course drop Notations on official transcript

**Moved by Senator Reid, seconded by Senator Crowell, that following statements regarding the academic drop date deadline, as indicated in the sessional dates for each Faculty and School, and the DR (drop) transcript notation be adopted as policy:**

- **A DR notation will not be recorded on Queen's official transcript if a course drop occurs before the academic drop date deadline of a student's home Faculty/School;**
- **A student must appeal to his/her home Faculty/School to drop a course after the Faculty/School's academic drop date deadline;**
  - **If the appeal is unsuccessful, the course will remain on the official transcript and a grade will be recorded;**
  - **If the appeal is successful, each Faculty/School will follow its own policy to decide whether to record a DR notation on the official transcript or remove the course in question from the official transcript entirely.**

**Carried 12-06**

##### b) Degrees, diplomas and certificates conferred at the 2010 and 2011 Convocations

**Moved by Senator Reid, seconded by Senator Woodhouse, that copies of the Official Convocation Program be included in the Senate Minutes as the official record of those receiving degrees, diplomas and certificates at the 2011 Spring and Fall Convocations.**

**Carried 12-07**

#### 2. Nominating (Appendix F, page 41)

##### a) Elections

**Moved by Senator Oosthuizen, seconded by Senator Morelli, that Senate approve election of those listed in the report in Appendix F, page 41, to the committees indicated.**

**Carried 12-08**

Senator Oosthuizen noted that all positions were advertised on the Senate website and the membership composition is dictated by the Senate rules governing that committee.

#### 3. Non-Academic Discipline (Appendix G, page 42)

##### a) Number of Non-Academic Discipline cases reviewed

There were no questions.

#### 4. Residence (Appendix H, page 43)

a) **Annual Report 2010-2011**

There were no questions.

5. **Queen's University Planning**

a) **Oral report by Provost**

The Provost reported that the committee's work has been focused on the 2012-13 budget. Progress has been hampered by a lack of information forthcoming from the provincial government. Other topics of discussion include:

- A new budget model framework to be in place for 2013-14 and subsequent years and how the model has worked at other universities
- Integration of planning across the University, including the Academic Plan, Strategic Research Plan, Enrolment Plan and the Campus Master Plan.

There were no questions or comments.

#### **IV REPORTS OF FACULTIES AND AFFILIATED COLLEGES**

None Received

#### **V MOTIONS (Appendix I, page 45)**

1. **Policy on the suspension of academic programs and for suspension of admission to same**

Submitted by Senator Campbell

The Chair noted that the motion was tabled from the November 22, 2011 meeting, due to a lack of time to consider it fully.

**Moved by Senator Burford-Grinnell, seconded by Senator El Rahimy, that the motion in Appendix I, page 45, be lifted from the Table.**

**Carried 12-09**

Senator Campbell drew attention to an amended motion displayed on screen to senators and noted that changes had been made to the wording and the timeline to the original motion, as it appeared in the January 24, 2012 and November 22, 2011 agendas.

The Chair noted that the seconder of the original motion, Senator Johnson, was on temporary leave from the Senate to run in the AMS elections and instead asked for Senate's consent to go forward with the following amended motion.

**Moved by Senator Campbell, seconded by Senator El Rahimy, that Senate direct the Senate Committee on Academic Development (SCAD) to outline, for consideration by Senate, a procedure for the suspension of admissions to an academic program, paying due attention both to the question of the appropriate governance bodies that should be involved and to consultation with those faculty members and students in the program.**

**SCAD shall be requested to produce its final recommendations at the April 2012 Senate meeting.**

**Carried 12-10**

Some senators said that the original motion was clearer in its intent and wording and recommended retaining the original motion.

On behalf of SCAD, Chair Senator Cole said that her committee was happy to take on this issue. SCAD plans to discuss the issue at its next meeting the following week. She observed that the reporting timeline of February on the original motion was unrealistic.

The Provost said that he would attend the SCAD meeting to ensure that members understand the context of the Senate discussion to prevent any ambiguity.

**Moved by Senator Foo, seconded by Senator Reid to extend the meeting to 6 p.m.**

**Carried 12-11**

2. **Senate authority on academic decisions - submitted by Senator Jones**  
Notice of motion for the February 28, 2012 meeting.

## **VI COMMUNICATIONS AND REPORTS SUBMITTED TO SENATE**

1. **Board of Trustees Meeting, December 2, 2011** (Appendix J, page 47)
2. **SGPS – Suspension of Queen’s Bachelor of Fine Art Program** (Appendix K, page 48)
3. **International Centre Annual Report 2010-2011** (Appendix L, page 49)
4. **Research Report** (Appendix M, page 65)
5. **Coordinator of Dispute Resolution Mechanisms – Annual Report 2010-2011** (Appendix N, page 70)
6. **University Council on Athletics and Recreation Annual Report September 1, 2010 – August 31, 2011** (Appendix O, page 77)

There were no questions.

## **VII MATTERS REFERRED TO STANDING COMMITTEES** (Appendix P, page 95)

1. **Review of Queen’s University Residence Judicial Report 2010-2011**  
[Referred to the Senate committee on Non-Academic Discipline (SONAD)]

## **VIII OTHER BUSINESS**

None received.

## **IX CLOSED SESSION**

Not required.

There being no further business, the meeting adjourned at 5:34 p.m.