



Minutes

MEETING OF THE SENATE

A meeting of the Senate was held on Thursday, October 23, 2008 in Room 202 Policy Studies at 3:30 p.m.

Present: Principal Williams in the Chair **Senators:** Archibald, Barnett, Benn, Boag, Boyd, Brien, Brinkworth, Brock, Brown, Burns, Cordy, Deakin, Deane, Dixon, Ghog, Gibson, Hill, Horton, Husain, Jahanbakhsh, LaFleche, Laker, Lombardi, MacLean, McCormack, Minnes, Norman, Oosthuizen, Pardy, Peterson, Radcliffe, Rowe, Ryan, Saiedi, Salzmann, Saunders, Scott, Stairs, Staples, Stewart, Tolmie, Welsh J., Welsh P., Wong, Woodhouse, G. Moore (Secretary), P. Watkin (Associate Secretary)

Also Present: J. Abray-Nyman, L. Adams, B. Baines, J-A Brady, J. Carson, M. Ceci, R. Coupland, R. Crawford, L. Daneshmend, R. Denniston-Stewart, A. Goebel, L. Jackson, J. Lee, G. Lessard, J. McMillan, K. Montgomery, K. O'Brien, J. Pierce, D. Rappaport, S. Rigden, T. Sheen, A. Simpson, H. Smith, D. Strong, C. Sumbler, L. Woodcock

I OPENING SESSION

1. Adoption of Agenda

Moved by Senator LaFleche, seconded by Senator Oosthuizen, that the Agenda be adopted as circulated with the provision of a Closed Session at the end of the meeting and with the addition of a friendly amendment from the Senate Committee on Academic Procedures regarding the Senate Policy on *Academic Integrity Procedures – Requirements of Faculties and Schools*.

Carried 08-54

2. Adoption of the Minutes of the Meeting of 25 September 2008 (Appendix A, page 1)

Moved by Senator MacLean, seconded by Senator Minnes, that the Minutes of September 25, 2008 be adopted as circulated.

Carried 08-55

3. Business Arising from the Minutes

There was no Business Arising from the Minutes.

4. Chair's Report

Financial Update

Reflecting on Premier McGuinty's recent statement on the economic situation in Ontario, Principal Williams stated that the financial outlook for universities is bleak. In addition, the current global financial crisis has had a negative effect on the University's endowment income. This will translate into a reduction in operating funds of approximately \$2-3M. The Board of Trustees' Investment Committee will be meeting on October 28, 2008 to discuss the situation. In consultation with the senior administration, including the Deans, planning for the 2009/2010 Operating Budget continues. It is anticipated that in the next two to three weeks an announcement can be made on how the fiscal constraints will translate into percentage budget reductions and the impact this will have on individual units.

Homecoming

Principal Williams stated that he will continue to consult widely with all stakeholders regarding Homecoming and its relationship to the Aberdeen Street party. A joint letter, signed by the Principal and the President of the Queen's University Alumni Association, was circulated to all alumni asking for their feedback on how the University should move forward. To date, over 300 alumni responses

have been received. In addition, the University will continue to meet with officials from the City of Kingston. Principal Williams acknowledged the need to avoid a devastating effect on the City's economy when considering fundamental changes to Homecoming. It is estimated that Homecoming weekend brings in approximately \$6-7M to Kingston's economy. Principal Williams stated that the goal is to have a decision on how the University will proceed by November 17, 2008.

Pellet Gun Incidents

Principal William reaffirmed the public statement made by Senator Deane, Vice-Principal (Academic), that weapons of any sort will not be tolerated at Queen's. The students involved in the incidents are being dealt with by the University's discipline system and by the Kingston Police.

Racial Discrimination

Principal Williams referred Senators to his September 30, 2008 statement on recent incidents of anti-Islamic discrimination. He reiterated that such behavior is completely incompatible with the values of Queen's. Meetings with City officials are scheduled next week with the intent of forming a joint University/City subcommittee on combating racial discrimination.

<http://www.queensu.ca/principal/news/statement2008-09-30.html>

5. Other Reports

a) **Research Report** (Appendix B, page 11)

Senator Rowe, Vice-Principal (Research), congratulated Dr. E. Zureik (Sociology) and Dr. G. Narbonne (Geological Sciences and Geological Engineering), winners of the 2008 Queen's Prizes for Excellence in Research. He encouraged Senators to hear the winners at public lectures scheduled for Wednesday, November 26, 2008.

There were no questions or concerns.

b) **Board of Trustees Meeting, October 3-4, 2008** (Appendix C, page 14)

Principal Williams drew attention to the report on the Board of Trustees meeting of October 3-4, 2008. There were no questions or concerns.

c) **Campus Planning and Development Report** (Appendix D, page 16)

Professor J. Carson, Vice-Chair of the Board of Trustees' Campus Planning and Development Committee (CPDC), highlighted a number of completed, ongoing, and future capital projects including University Avenue revitalization, Artificial Field/Parking Structure, Queen's Centre Project, expansion to Goodes Hall, Performing Arts Centre and a new Medical School building. It was also noted that a Master Plan is being developed for the West Campus fields and that a Sustainability Office was recently opened within Physical Plant Services.

In response to a question from Senator Pardy, Professor Carson stated that discussions about moving the new arena from the Queen's Centre to West Campus began in the summer and were prompted by cost overruns. It was noted that inflation has dramatically driven construction costs higher than budgeted and the University has undertaken a value engineering exercise to identify cost savings. Stakeholder groups were consulted about the proposal to move the arena during the summer and it is anticipated that a net savings of \$18-20M would result if the rink is relocated. Professor Carson added that ample parking, coupled with planned improvements to the fields on West Campus make relocation of the arena even more attractive.

In response to a question from Senator Oosthuizen, University Registrar J-A. Brady, stated that Convocations for 2009 will continue in Grant Hall and possibly beyond, as only positive feedback has been received about the ambiance of the venue and the intimacy of smaller ceremonies. At the moment, the University is not considering moving Convocation to a larger facility, including potential venues in the Queen's Centre. The University Registrar reported that accommodation of up to four guests per graduand worked well and no complaints were received regarding the limitation.

Responding to a request from Senator Brien, Principal Williams stated that a report on Phases II and III of the Queen's Centre could be provided to Senate early in the New Year.

d) Teaching Awards 2007-2008 (Appendix E, page 20)

Senator Deane, Vice-Principal (Academic), drew attention to the extensive and diverse list of teaching award winners for 2007-2008. He stated that the list is a testament to the high value the University places on teaching. Senator Deane noted that the Centre for Teaching and Learning (CTL) is responsible for compiling the directory of awards and posting it on its website. Senators were encouraged to monitor the website and inform the CTL if there were any errors or omissions. <http://www.queensu.ca/ctl/scholarship/awards/index.html>

Senator Deane congratulated all of the winners.

e) Associate Vice-Principal and Dean of Student Affairs Annual Report (Distributed at Meeting)

Senator Laker, Associate Vice-Principal and Dean of Student Affairs, introduced the Annual Report and praised the hard work and dedication of the 300+ employees working in the Student Affairs division. It was noted that the activities of Student Affairs are underpinned by three intersecting emphases: social identity and inclusion, health and wellness and sustainability. Senator Laker stated that he was particularly pleased with partnerships that have formed over the past year between departments that previously did not know each other very well and between student groups, faculties and units within Student Affairs.

Major accomplishments from the 2007-2008 academic year included:

1. Revitalization of Health, Counselling and Disability Services which resulted in increased access for students to urgent care clinics. The number of half-day clinics was increased from 45 to 145 per month. Senator Laker thanked the students for agreeing to a modest increase in student activity fees to help fund the renewal of health services;
2. Rebranding of Queen's Athletics and Recreation which included ethical sourcing of the University's athletics apparel. All athletic clothing is now produced by *Adidas* and most is made in Canada;
3. Reorganization of the University Chaplain's Office including the addition of a program coordinator and a Muslim Imam.

Future initiatives include:

1. Launching of a Intergroup Dialogue Program in Residence, and;
2. Continued work on a strategic procurement exercise to reduce costs.

In response to a question from Senator Oosthuizen, Senator Laker replied that students' dissatisfaction with current athletics and recreation facilities, as expressed consistently in past and recent national surveys, should be alleviated with the completion of the Queen's Centre. Senator Laker noted that in the recently released *Globe and Mail* report, progress was made in the areas of campus dining and food.

II QUESTION PERIOD (Appendix F, page 28)

Principal Williams drew attention to the two Questions submitted by Senator J. Welsh and circulated with the Agenda. It was noted that responses would be provided at the November 27, 2008 Senate Meeting.

III REPORTS OF COMMITTEES

1. **Academic Development and Budget Review** (Appendix G, page 29)
 - a) **Proposed MA Program in Gender Studies in the School of Graduate Studies and Research**
Moved by Senator Deane
seconded by Senator Deakin
that Senate approve the establishment of a Master of Gender Studies in the School of Graduate Studies and Research, to commence in September 2009.

Carried 08-56

Senator Deane noted that the introduction of the Master of Gender Studies will be an important element in reaching the University's strategic goal of increased graduate enrolment. There were no questions or concerns.

- b) **Proposed Masters of Engineering Education in the School of Graduate Studies and Research**
Moved by Senator Deane
seconded by Senator Deakin
that Senate approve the establishment of a Master of Engineering Education in the School of Graduate Studies and Research, to commence in September 2009.

Carried 08-57

There were no questions or concerns.

2. **Academic Procedures** (Appendix H, page 91) + (Handout)
 - a) **Policy on Academic Integrity Procedures – Requirements of Faculties & Schools**
Moved by Senator P. Welsh
seconded by Senator Woodhouse
that the *Senate Policy on Academic Dishonesty* (approved June 1989) be rescinded and that the *Senate Policy on Academic Integrity Procedures – Requirements of Faculties and Schools* be approved, effective immediately.

Carried 08-58

Professor R. Crawford, former Chair of the Senate Committee on Academic Procedures (SCAP), thanked R. Coupland, J. Lee, C. Sumbler and members of SCAP for their hard work on the proposed policy over the past two years. When developing the policy, SCAP consulted widely and incorporated a number of suggestions into the final version of the document. It was noted that a friendly amendment was provided to Senators as a handout at the beginning of the meeting.

Senator Parady asked for clarification regarding Section 2.1.4 on page 94 of the Agenda. It states that academic integrity concerns within a course are to be dealt with under the policies and purview of the Faculty/School offering the course until an appeals process is initiated. At that time the rules and regulations of the Faculty/School in which the student is registered govern the process. Professor Crawford responded that SCAP considered this issue because of similar concerns as Senator Parady that once a process has been started under one set of rules it should be completed under the same set of rules. Professor Crawford explained that for these very reasons, SCAP will be recommending to Senate, under a separate motion, that the policy entitled *Faculty Jurisdiction with Respect to Student Appeals of Academic Decisions* be reviewed.

Referring to Section 2.4.3 on page 97 of the Agenda, Senator Parady questioned the logic behind SCAP approving the recommendation of Faculties/Schools with respect to sanctions that a student is required to withdraw from the University or that a degree is rescinded. Professor Crawford responded that Senate recently designated to SCAP the responsibility of ensuring that proper procedures were followed and that a fair sanction was imposed only in cases where the student does not appeal. This responsibility is in accordance with the Senate Policy on *Student Appeals, Rights and Discipline, S. 10*.

Senator Husain endorsed a procedure where cases of departure of academic integrity are adjudicated according to the standards of the Faculty/School where the course is being taken. He acknowledged that individual Faculties have different practices and assessment tools that may not translate across different parts of the University. Referring to Section 2.2 on page 95 of the Agenda, Senator Husain asked if SCAP considered borrowing concepts, interpretations or ideas as a form of plagiarism. Professor Crawford responded that the examples listed are not exhaustive. The intent of the new policy is to provide guidance for Faculties/Schools as they develop their own guidelines around academic integrity. Faculties/Schools may add to the list of examples as they see fit.

Principal Williams thanked Professor Crawford.

**Moved by Senator P. Welsh
seconded by Senator Deane**

that the Senate Committee on Academic Procedures be asked to review *Faculty Jurisdiction With Respect to Student Appeals of Academic Decision*, approved by Senate March 3, 2005.

Carried 08-59

Principal Williams noted that the Senate Policy on *Student Appeals, Rights and Discipline* (SARD) will be amended to reflect the principles of academic integrity outlined in the new policy.

b) Report on Spring Convocations

Principal Williams drew attention to the documentation with respect to holding Spring 2009 Convocations in Grant Hall. Senator Deane commented on the positive experience of holding Spring 2008 Convocations in Grant Hall. There were no questions or concerns.

c) Modifications to the B.A. and B.A.H. Diplomas

Principal Williams drew attention to the documentation regarding modifications to the Bachelor of Arts diplomas. The changes are that:

1. B.A. and B.A.H. diplomas will be available in English or Latin, and;
2. The concentration or concentrations will be included on all diplomas printed in English.

There were no questions or concerns.

d) Annual Report 2007-2008

Principal Williams drew attention to SCAP's Annual Report. There were no questions or concerns.

e) Report on the Number and Type of Academic Dishonesty Cases Reviewed in 2007-2008

Principal Williams drew attention to the report on the Number and Type of Academic Dishonesty Cases reviewed in 2007-2008. It was noted that the report is required under *Section 10* of the Senate Policy on *Student Appeals, Rights and Discipline*. There were no questions or concerns.

3. Nominating (Appendix I, page 111)

a) Elections

**Moved by Senator Oosthuizen
seconded by Senator Dixon**

that those named in Appendix I, page 111, be elected to the Committees indicated.

Carried 08-60

4. **Operations Review** (Appendix J, page 112)
- f) **Proposed Changes to the Terms of Reference for the Senate Orientation Activities Review Board (SOARB)**
Moved by Senator Stairs
seconded by Senator Barnett
that Senate approve the proposed changes to the terms of reference and composition of the Senate Orientation Activities Review Board, effective January 1, 2009.

Carried 08-61

Nine votes against the Motion were recorded.

Senator Stairs noted that the proposed amendments would bring SOARB's terms of reference in greater alignment with the Senate approved policy on the *Goals of Orientation* and also clarifies the roles and responsibilities for executing orientation policies.

Senator Radcliffe asked for clarification on Principal Hitchcock's March 2007 statement regarding Orientation and what the term "responsible for orientation" meant. Ms. L. Woodcock, Co-Chair of SOARB responded that in 2006, a decision was made by the Acting Dean of Student Affairs to cancel house parties as sanctioned events during Orientation week. This decision prompted SOARB to ask Senate who ultimately was responsible for Orientation and who had the authority to cancel events. In March 2007, Principal Hitchcock responded that SOARB has responsibility to ensure that the planning, organizing and conduct of Orientation are in line with the Senate's *Goals of Orientation*. Notwithstanding that jurisdiction, senior management has the authority and duty to act if it feels that students have been placed in an unsafe situation or if the institution has been exposed to any unnecessary risk of liability. Senator Laker reaffirmed that the Associate Vice-Principal and Dean of Student Affairs would only intervene in situations where the University was placed at unnecessary risk and that the Associate Vice-Principal and Dean of Student Affairs has the authority to reverse any decision that SOARB has made.

In response to a question from Senator Brown, Senator Stairs explained that the nomination statement was deleted in the proposed terms of reference because it was considered redundant. Nominating procedures are outlined in the Senate *Rules of Procedures* and pertain to all Senate Committees.

IV REPORTS OF FACULTIES AND AFFILIATED COLLEGES
None Received

V MOTIONS
None Received

VI COMMUNICATIONS (Appendix K, page 115)

1. Annual Report of the Council on Employment Equity

Senator Deane noted that the Council on Employment Equity exists to oversee the day to day activities of the University and to safeguard just relationships and fair treatment of employees. The Council on Employment Equity is very committed to ensuring the concept of employment equity and the values that it to protect are disseminated and integrated as widely as possible within the University. There were no questions or concerns.

VII MATTERS REFERRED TO STANDING COMMITTEE
None Received

VIII OTHER BUSINESS
None Received

There being no Other Business, Senate moved into Closed Session.

Proposed Friendly Amendment From SCAP regarding the Senate Policy on Academic Integrity Procedures – Requirements of Faculties and Schools – Appendix Ha, page 99

3.5 Education

Each Faculty/School is required to ensure that its instructors are fully informed of these procedures. Furthermore, instructors must insure that students in their courses are aware of these procedures.

3.6 Annual Reporting Requirements

Faculties/Schools are required to report each year, in writing, to the Senate Committee on Academic Procedures on the ~~number and types of~~ academic integrity issues or cases they have dealt with in accordance with a SCAP-designed form, along with any suggested revisions to this Policy or their own procedures.

A report should be sent no later than August of each year, to the Secretary of SCAP, reporting on the cases from the previous academic year.

SCAP will report annually to Senate on the number and type of academic integrity issues as well as with any recommendations with regard to policy changes. SCAP will correspond with Faculties/Schools on suggested updates to their procedures.

4. Procedural Guidelines

The purpose of this section is to provide guidance to Faculties/Schools in the development of their procedures, incorporating requirements outlined in Section 3.0 of this document. In developing their procedures, Faculties/Schools should use this section as a model or template, while adding the specificity required to transform these guidelines into specific procedures. The diagram in Appendix A illustrates the general steps to be taken in pursuing academic integrity cases.

4.1 Instructor Guidelines for Investigation, Decision Making, Referral and Notification

4.1.1 The instructor has the responsibility to initiate the investigation. If at any point the instructor does not feel they are able to proceed as stated in *Section 2.1.2*, the Faculty/School office offering the course may assume the investigation responsibilities under the guidelines of *Section 4.2*.

4.1.2 When an instructor has a basis for alleging a departure from academic integrity, he/she shall notify the student, in writing, of his/her allegations. The student must be informed of the basis of the allegation(s), including a copy of the work in question, the possible sanctions, and his/her right to respond. The student