

University of Waterloo
SENATE
Minutes of the Monday, January 19, 2009 Meeting

Present: David Johnston (chair), Lois Claxton (secretary), Carol Acton, Aswin Alexander, Samuel Andrey, Allan Babor, David Barton, Dan Brown, Jane Buyers, Kevin Cai, Amit Chakma, Ken Coates, Tom Coleman, Tristanne Connolly, Shannon Dea, David DeVidi, George Dixon, Peter Douglas, Jean Duhamel, Fraser Easton, John Flanagan, Alan George, James Gollnick, Mark Haslett, Geoffrey Hayes, Keith Hipel, John Honek, Dennis Huber, Kevin Lamb, Brendon Larson, Ken Lavigne, John Lawrence, Maria Liston, Roger Mannell, Ron Mathies, Terry McMahon, Elizabeth Meiering, Bruce Mitchell, Christopher Neal, John North, Wayne Oldford, Jim Pankratz, Rashid Rehan, Metin Renksizbulut, Bruce Richter, Sharon Robertson, Bob Rosehart, Leo Rothenburg, Matthew Schumacher, Alan Shonfield, James Skidmore, Craig Sloss, Douglas Stebila, Nancy Theberge, Peter Van Beek, Jenna Van Draanen, Robert Jan Van Pelt, Beth Weckman, Kathleen Wilkie, Justin Williams, Susan Wismer, Frank Zorzitto

Geoff McBoyle, Catharine Scott, Bob Truman, Bud Walker

Absent: Graham Brown, Steve Brown*, Sujeet Chaudhuri, Tara Collington*, Tom Duever, Bob Harding*, Beth Jewkes, Lu Jiang, Bob Kapur*, Richard Kelly, Mike Lazaridis*, John Lewis*, Heather Mair, Paul McDonald, Spencer McEwan*, Stephen Murphy, David Perrin*, Deep Saini*, Selva Selvakumar*, Dermot Sweeny*, Myroslaw Tataryn*, Michael Worswick

*regrets

OPEN SESSION

Consent Agenda

Senate heard an omnibus motion to approve or receive for information by consent items 1-3 [below].

1. REPORT OF THE CHAIR

Recognition and Commendation. Senate received this report for information.

2. REPORTS FROM THE FACULTIES

Senate received these reports for information.

3. OTHER BUSINESS

Appointments / Reappointments to Committees and Councils [revised report at senators' places].
Senate approved the recommended appointments / reappointments.

Delegation of Authority: Chair of the Dean of Applied Health Sciences Nominating Committee.
Senate granted the provost authority to delegate the role of chair of the Dean of Applied Health Sciences Nominating Committee.

Dea and Brown. Carried.

Regular Agenda

4. APPROVAL OF MINUTES

Approval of the minutes of the November 17, 2008 meeting was deferred to the next meeting of Senate, on the understanding that proposed amendments to the minutes would be circulated with the February agenda portfolio.

5. REPORTS FROM COMMITTEES AND COUNCILS

Tenure & Promotion. For information, the report was presented by the chair of the UTPAC, Mary Thompson, who noted that males promoted to professor [p.A18] totalled ten.

With respect to how to address equitable gender goals in recruitment, senators heard that UW's Performance Indicators now show trends and faculties are developing notional goals. Further, from the president of the FAUW, that the matter of advancing equitable gender goals is of concern to the FAUW which is working to improve UW's numbers and welcomes suggestions on how to better effect improvement.

On behalf of Senate, the president expressed his thanks to Professor Thompson and her colleagues for the important work they do for UW.

Administration of Graduate Studies. Senate heard a motion to approve the report of the Task Force on the Administration of Graduate Studies.

George and Coates.

At the provost's invitation, Professor Sedra, chair of the task force, provided introductory comments, noting there had been broad consultation which informed the 19 recommendations relating to all areas of graduate studies and that best practices were offered in the hope they would be implemented to the extent possible. He advised that an informing principle was reducing duplication so that functions would be performed only once and, where practicable, as close to the locus of expertise / decision-making as possible. It was the intent to first design the process and then automate with the expectation this would increase throughput and provide opportunity for increased service.

He proposed to Senate a 'friendly amendment' [Appendix IV, section 3.A]: "The AP-GS is appointed by the Vice-President, Academic & Provost. In doing so, the Provost will seek advice about candidates for the position from members of Executive Council, the President of the GSA, and other individuals and groups as appropriate."

In brief remarks from the deans of graduate studies and of arts, senators heard that much of the document is a confirmation of what is currently in place: the decision to admit is a departmental responsibility where expertise resides and the GSO is a department which expedites and supports all graduate studies activities on campus.

Discussion which follows is arranged according to sections / recommendations / appendices:
Section 7: Concern expressed that there is insufficient appreciation for the time / skill needed to develop effective sites and, in response, that UW, through the vice-president, external relations, has a campus-wide strategy under development.

Recommendation 7: It was offered that the role will be changed when associate deans are freed from 'daily oversight' and, working with the deans, can direct their energies to new initiatives.

Recommendation 8: Agreement expressed.

Recommendation 15: Relating to the lump sum payment (an advantage to grad students to receive it up front) and the problems that can arise if students finish early or withdraw, the response that this model provides students with the greatest tax advantage (serves to differentiate it as 'scholarship' not 'salary') and that discussions are being held with Finance about models that would provide easier recovery, when necessary.

Recommendation 16: Replace “NSERC” with “Tri-Council”; the hope expressed that the pooled funds would be distributed with more generosity than is described under Recommendation 15.

Recommendation 17: Replace “NSERC” with “Tri-Council.”

Appendix IV: Latitude with respect to the term of office was intentional, however, the initial term will be at least three years. As to recruitment, although not prescribed by policy, it is the provost’s intent, as part of the process, both to consult on and advertise the position. Sequence under item 3 should be A., B., C.

Appendix V: Best efforts are being made through OCGS to convince MTCU to raise the \$10,000 maximum in additional scholarship funding that can be received by OGS holders; nothing proposed will reduce the TA / scholarship funding currently available; agreement to take under advisement that graduate students serving as course instructors should be appointed as sessional lecturers and paid at least the minimum sessional instructor stipend which is established annually; agreement to strike from the document, for purposes of approval, the final partial sentence: “The minimum level of support includes” and to advise Senate subsequently of its revision / conclusion.

General concerns raised: Increasing duplication as every faculty member must have facility with GAP, and concomitant inefficiencies given the time to learn GAP and, in response, that there will be upfront costs in time and money as well as ‘teething problems,’ but that such systems work well elsewhere and suggestions on improvements (e.g., a help line) are welcome. Another, that graduate studies will not be well served by decentralization, which the senator suggested encouraged the status quo and discouraged ‘responding’ and, in response, this system is to improve the admission process whereas the locus for initiating new programs / development is in the faculties and the departments, not in the GSO. Finally, it appears much is being ‘downloaded’ to faculties and the question whether a cost / benefit analysis has been done.

It was understood that, if approved, Graduate & Research Council would monitor the implementation of recommendations and best practices.

For clarity, in addition to approving the report, Senate understood it was also approving the friendly amendment and the revisions to recommendations 16 and 17 and Appendix V.

The motion carried.

6. BUSINESS ARISING FROM THE MINUTES

There was no business arising.

7. PRESENTATIONS

Federation of Students. The president of the Federation of Students provided an overview of the Feds’ structure and mandate, an account of his administration’s accomplishments to date, including: changes to governance structures to provide better oversight and to better serve; mechanisms to ensure continuity of initiatives between administrations with respect to matters such as long range planning, orientation, plans for the Student Life Centre, first year transition program, communication strategy. He advised that the Feds is looking into how UAE campus students will be represented on the council, including through teleconferencing.

Graduate Student Association [www.secretariat.uwaterloo.ca/20090119gsa.pdf]. In his presentation, the president of the GSA outlined the structure and mandate of the GSA, and focused mainly on student funding which is its top priority (addressing minimum funding, teaching assistant policies, graduate research studentships) and long-term planning (addressing its advocacy plan and

the GSA facilities). It was offered that students are not disadvantaged based on discipline with respect to GRA / GRS funding; rather, that this distinction recognizes that in some areas funding may be entirely thesis-related. Further, compensation is negotiated with UW and normally mirrors the faculty settlement.

8. REPORT OF THE CHAIR

Environmental Scan [www.secretariat.uwaterloo.ca/20090119uga.pdf]. In the interests of time, the president deferred his remarks but invited the registrar to provide an update on undergraduate admissions: year one target is 5910; OSS first choice and all applications are at +.6 percent and -1.4 percent, respectively, over last year; non-OSS applications are up by 9.1 percent and non-OSS visa applications by 8.7 percent; admissions are at 755 (671 last year) and entrance scholarship candidates at 637 (550 in 2008). A further update will be presented in February.

9. REPORT OF THE VICE-PRESIDENT, ACADEMIC & PROVOST

The provost did not report.

10. REPORT OF THE VICE-PRESIDENT, UNIVERSITY RESEARCH

The vice-president encouraged senators to attend lectures presented on campus by three eminent scholars over the next couple of days: Sydney Brenner, Nobel Prize winner 2002, and John Bell, University of Oxford, "The Architecture of Biological Complexity"; and Nina Fedoroff, Penn State University, "Seeds of a Perfect Storm: The Global Food Security Crisis."

He advised senators of official funding announcement which would follow later in the week: a \$5.35 million federal government grant to launch a digital media research centre in downtown Kitchener and \$5.3 million for the Stratford Institute for its digital media research centre. The federal funds, to be paid over five years, comes from a program that provides funding for Centres of Excellence for Commercialization and Research and is in addition to the \$500,000 the City of Kitchener has set aside for the centre and the \$12 million the private sector has committed to the project.

11. REPORTS FROM COMMITTEES AND COUNCILS

Graduate & Research

- **Master of Actuarial Science.** Senate heard a motion to approve this new program as described in the report.

George and Coleman.

It was noted that external funding from Fairfax Financial (\$1 million) as well as tuition income will support the faculty / 15 'new courses' offered in this program.

The motion carried.

Note: these courses will be for MActSc students only and are still to be approved by council.

- **Master of Biology.** Senate heard a motion to approve the termination of this program.

George and McMahon. Carried.

The remaining items in the report were received for information.

Long Range Planning

- **Task Force on Online Learning Report.** Having heard from the associate vice-president, academic that this report provides a way forward for DE at UW and, from the president of the

FAUW, appreciation for how feedback has been incorporated into this version and that the FRC will continue to monitor this initiative given IP complexities, Senate heard a motion to approve the report.

Chakma and George.

In discussion, Senate heard: faculties will have to consider whether / what offerings they wish to make online and having made that determination work with the departments on how to manage / execute, including course relief for instructors (the majority of DE courses are currently prepared based on compensation rather than course relief); ~75 percent of online course enrolments are by on-campus students, a phenomenon which began in 2001 with Quest which allowed students to see online courses listed, online, along with on-campus courses; online course evaluation is currently done using traditional evaluation and is under review with the intent of creating one more suitable to online course evaluation; as to financial resources for UW to be pedagogically innovative and a concern that this be coordinated / centralized and will cost money, in response, that this is the next stage of the plan; further, that admissions materials should advise re: need for laptops, etc., given demands for online courses and that adequate on-campus space (there appears to be) and labs (access is problematic) need to be available.

With respect to specific recommendations: 1.b, the non online courses with old technology will need to be converted if the faculty continues to offer them; 7, for clarity, a faculty member who offers an online course will get a course credit, and acknowledgement that online courses should receive the same level of support as on-campus courses.

As to effectiveness of online courses, literature reflects increasingly that they're as good as, and in some cases better than, traditional delivery. Effectiveness will be influenced by how the instructor uses the medium which now has good interactive capabilities, though it was acknowledged that it 'removes' students from the instructor.

Kudos to Director Cathy Newell-Kelly, DCE, for her leadership.

The motion carried.

- **6th Decade Plan Progress Reports.** Senate heard a motion to approve that the Long Range Planning Committee review faculty and federated university and affiliated colleges' progress reports and generate brief written reports to Senate along with items to focus discussion, as appropriate. Deans (principals / presidents) would not present at Senate but respond to questions.

Chakma and Dea. Carried.

- **Satellite Campuses.** Arising from discussion at the last meeting of Senate re: monitoring development of satellite campuses, Senate heard a motion to approve that the Long Range Planning Committee serve as the body responsible for strategic development and oversight of current and future plans for satellite campuses and report as appropriate to Senate.

Chakma and Dixon.

In response to a question of Senate's role in the event an instructor in the UAE encountered what he / she believed to be interference with his / her academic freedom, senators heard, from the provost, that, at this point, Senate's role in the matter isn't clear, and that the instructor would have other 'contact' points, including the director of the UAE campus, his / her chair / dean as well as faculty and, as appropriate, student relations committees. Further, that the UAE initiative

continues to be a 'learning process' and, with respect to establishing a mechanism to bring issues to Senate, the Long Range Planning Committee is seen as a good channel.

The motion carried.

Undergraduate

- **Undergraduate Admission Requirements.** Senate heard a motion to approve these requirements for 2010 as detailed in the report.

Chakma and Lavigne. Carried.

- **Academic Calendar Dates 2009-10.** Having heard the opinion expressed that most classes won't take place on Saturday and the observation that a 'breather' before classes start in January would be appreciated (depending on when New Year's day falls, this may happen), Senate heard a motion to approve the adoption of these dates established in accordance with the "Guidelines for Determining Academic Calendar Dates."

Coates and Lavigne. Carried.

- **Honours Mathematical Studies, Business Specialization.** Senate heard a motion to approve this new plan.

Coleman and Neal. Carried.

- **Honours Health Studies & Gerontology (Regular and Co-op).** Senate heard a motion to approve the restructured curriculum for these plans as detailed in the report.

Mannell and Mitchell. Carried.

- **New Transfer Credit Policy for Caribbean Advanced Proficiency Examination Unit 2 Level Courses.** Senate heard a motion to approve the new transfer credit policy for these courses as detailed in the report.

Mannell and Mitchell. Carried.

- **Examinations and Standings, Applied Health Sciences.** Senate heard a motion to approve the proposed additions and changes to these rules as specified in the report.

Mannell and Mitchell. Carried.

Note: In response to questions re: bullet two, following the meeting, the associate vice-president, academic advised that this plan is modeled after the approach taken by arts; the average will be calculated on a cumulative basis; and AHS focuses on the student's overall average, not just the major average.

- **English Language Proficiency Requirement, Engineering.** Senate heard a motion to approve the proposed change to the requirement.

Rothenburg and Hipel. Carried.

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- **Examinations and Promotions, Engineering.** Senate heard a motion to approve the proposed additions and changes to the rules regarding examinations and promotions.

Rothenburg and Hipel. Carried.

- **Conditions for Remaining in Co-op, Mathematics.** Senate heard a motion to approve the addition of the proposed rule specifying the consequences of not passing PD courses and / or work reports at a satisfactory pace.

Coleman and George.

Having heard a student senator express his views that the PD courses are not value added, can create a conflict of commitment with the employer and have not been well implemented, the response that student surveys reflect an opinion more positive than his (prompting another senator to request the survey results). Further, these are 'academic' courses and a program requirement and the Co-op Education Council, which gets survey results each term, works with instructors to improve the quality. There followed a suggestion for a discussion / development of methodology to evaluate individual PD courses and their cumulative effect and, in response, that engineering, in preparing for an external review, is doing a self-study of its PDEng courses. As to the consequences of failing two work reports, the response that students would be 'put up for review' or required to withdraw from co-op.

The motion carried.

Note: In response to questions, following the meeting, the associate vice-president, academic advised that the formal consequence is that the student would be required to leave the co-op program; however, in practice, the associate dean, co-op and the student, in most cases, come to some mutually acceptable way of dealing with this issue.

- **Transferring in a Co-op System of Study, Mathematics.** Senate heard a motion to approve the proposed changes to this rule.

Coleman and George. Carried.

- **Co-op Designation for Undergraduate Programs.** Senate heard a motion to approve the proposed conditions regarding the co-op designation.

Coleman and George. Carried.

- **English Language Proficiency Examination, Arts.** Senate heard a motion to approve the proposed changes to the ELPE requirement.

Lavigne and Skidmore.

With respect to ELPE, senators learned from the dean of arts that faculties set their own ELPE requirements, high school grades are not a good indicator of success, and first-year students generally require a good deal of remedial assistance re: written English communication of which ELPE is only one instrument. Further, that other instruments / approaches are needed to assist students but difficult to effect with limited resources.

The motion carried.

The remaining items in the reports were received for information.

12. OTHER BUSINESS

University Teaching Chairs. Senate heard a motion to approve in principle the University Teaching Chairs program.

Chakma and DeVidi.

Comments expressed concerning this proposal included: lack of robustness / vagueness re: role and responsibilities of the UTC recipients to warrant spending \$200,000 annually which, it was suggested, could be better spent on hiring more faculty / improving classroom facilities; excellent teachers are not necessarily the best teachers of teaching; concerns that the chairs were more likely to favour faculty in the social sciences and humanities and, in response, the example of the successful teaching chair in engineering; how these criteria compare to those of University Research Chairs.

From another senator that these chairs are better than the DTA since they provide encouragement to holders to become actively involved in teaching / teaching research, irrespective of discipline, and, further, that “researching teaching is reputable.” From the associate vice-president, academic, these chairs can be held for up to five years, are similar to what is set out for University Research Chairs and differ from the DTAs which are student-driven and of one-year duration, providing limited time for mentoring / pedagogical development.

Senate heard a motion to table to the next meeting of Senate.

Meiering and North. Carried.

Senate convened in confidential session.

LC:tad
February 6, 2009

Lois Claxton
Secretary of the University