



The UNIVERSITY of WESTERN ONTARIO

MINUTES OF THE MEETING OF SENATE

January 23, 2009

The meeting was held at 1:30 p.m. in Room 1R40, Richard Ivey School of Business.

SENATORS:75

I. Ajiferuke	K. Galil	J. O'Sullivan
A. Barnfield	J. Garnett	D. Pennee
J. Barron	T. Garrard	H. Perinpanayagam
D. Bartlett	R. Graham	J. Polgar
A. Beach	E. Heersink	M. Reid
J. Berge	T. Hewitt	B. Sherar
C. Beynon	I. Holloway	D. Shrubsole
I. Birrell	B. Hovius	S. Sims
B. Blumer	M. Hyland	S. Spaulding
S. Brennan	B. Johnson	A. Suksi
N. Caldwell	M. Johnson	R. Telfer
S. Camiletti	M. Jones	A. Thom
A. Chan	E. Karakacili	B. Timney
A. Chant	G. Knopf	M. Tithecott
J. Corrigan	G. Kulczycki	M. Usselman
R. Coulter	F. Longstaffe	R. Van Gaalen
P. Davenport	S. Macfie	K. Veblen
J. Doerksen	J. Mackie	D. Wardlaw
C. Dunbar	B. MacLachlan	J. Weese
C. Ellis	R. Macmillan	J. White
J. Etherington	A. Mandich	C. Wilkins
M. Fan	P. McKenzie	A. Willson
C. Farber	L. Miller	B. Wood
N. Fassina	M. Naish	R. Young
T. Fulton	J. Nash	T. Yurkewich

Observers: M. Carroll, J. Cole, L. Gribbon, R. Lipson, C. Ross, G. Tigert

By Invitation: M. Milde

S.09-01 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of December 5, 2008, were approved with the inclusion of M. Hyland in the attendance list.

S.09-02 REPORT OF THE PRESIDENT

The President's report consisted of the following items: Trip to India, Ottawa Visit and the Mayor's "State of the City" Address. Overhead slides used to highlight his presentation are attached as [Appendix 1](#).

REPORT OF THE OPERATIONS AGENDA COMMITTEE [Exhibit I]

S.09-03 **Senate Membership: Faculty Constituencies**

It was moved by C. Ellis, seconded by A. Chant,

That Pam McKenzie (Information & Media Studies) be appointed to Senate to represent the School of Graduate and Postdoctoral Studies, in the Information and Media Studies and Business constituency for a term from January 1 to June 30, 2009.

CARRIED

S.09-04 **Revisions to the Terms of Reference of UCRE**

With reference to the list of *ex officio* members of UCRE, it was noted that the words "or designate" could be removed after the Vice-President (Research and International Affairs) because all *ex officio* members can send designates.

It was moved by C. Ellis, seconded by S. Sims,

That Senate approve that the Terms of Reference of the University Council on Research Ethics Involving Humans (UCRE) be revised, as shown in Exhibit I, Appendix 1, including striking "or designate" noted above.

CARRIED

S.09-05 **Procedures for Casual Academic Appointments of Faculty at The University of Western Ontario - Revisions**

It was moved by C. Ellis, seconded by M. Naish,

That the Senate approve and recommend to the Board of Governors through the Vice-Chancellor that the Procedures for Casual Academic Appointments of Faculty at The University of Western Ontario be revised as shown in Exhibit I, Appendix 2.

Professor Carroll, referring to Appendix 2, item 11, asked for clarification of the added phrase "and authorized by the designated University representative" because previously the Dean could approve the appointment. Dr. Davenport took the question under advisement as to why the change was made.

The question was called and CARRIED.

S.09-06 **Annual Report of the Senate Review Board Academic**

Senate received for information the Annual Report of the Senate Review Board Academic (SRBA) for the 2007 - 2008 academic year, detailed in Exhibit I, Appendix 3.

REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS [Exhibit II]

S.09-07 **Faculty of Engineering: Option D: Software Engineering - Embedded Systems Option**

It was moved by G. Knopf, seconded by A. Chant,

That effective September 1, 2009, Software Engineering - Embedded Systems Option, detailed in Exhibit II, item 1, be introduced by the Faculty of Engineering.

CARRIED

S.09-08 **Brescia University College: Minor in Religious Studies**

It was moved by M. Naish, seconded by B. Sherar,

That effective September 1, 2008, a Minor in Religious Studies, detailed in Exhibit II, item 2, be introduced at Brescia University College.

Professor Milde said that the effective date of the introduction of the module is retroactive to September 1, 2008, since the module uses current course offerings and the students who are eligible to complete the program this year would appreciate having the Minor recognized on their transcripts.

The question was called and CARRIED.

S.09-09 **Schulich School of Medicine & Dentistry: Renaming of Pharmacology and Toxicology Modules as Pharmacology Modules**

It was moved by D. Shrubsole, seconded by S. Sims,

That Senate approve:

- 1) That effective September 1, 2009, the Honors Specialization, Major, Specialization and Minor modules in Pharmacology and Toxicology offered by the Department of Physiology and Pharmacology in the Schulich School of Medicine & Dentistry be renamed as the Honors Specialization, Major, Specialization and Minor modules in Pharmacology, and,
- 2) That students admitted to one of these modules for September 2009 be admitted to the module with the revised name, and,
- 3) That students enrolled in these modules prior to May 1, 2009, be given the option of either transferring to the module with the new name, or completing the module with the name that includes "and Toxicology" in the title, and,
- 4) That students who opt to complete the requirements for modules with the name that includes "and Toxicology" be permitted to do so with the understanding that they must complete their requirements by September 1, 2012, prior to the October 2012 Convocation, at which time the option of graduating in modules in "Pharmacology and Toxicology" will be discontinued.

CARRIED

S.09-10 **Faculty of Education, Faculty of Social Science and Continuing Studies: Withdrawal of the Diploma and Certificate Programs in Career Development**

It was moved by J. O'Sullivan, seconded by M. Naish,

That effective January 1, 2009, the Diploma and Certificate in Career Development be withdrawn.

CARRIED

S.09-11 **Faculty of Science: Withdrawal of the Joint Three-Year BSc Physics (UWO) and Diploma in Electronics Engineering Technology or Control Engineering Technology (Fanshawe College)**

It was moved by M. Naish, seconded by R. Wood,

That effective January 1, 2009, the joint three-year BSc Physics (UWO) and Diploma in Electronics Engineering Technology or Control Engineering Technology (Fanshawe College) be withdrawn.

CARRIED

S.09-12 **King's University College: Withdrawal of Major in Canadian Studies**

It was moved by M. Naish, seconded by C. Beynon,

That admission to the Major in Canadian Studies be discontinued and, effective September 1, 2009, the module be withdrawn by King's University College.

CARRIED

S.09-13 **Policy on Informing Students of Final Grades**

It was moved by S. Macfie, seconded by C. Beynon,

That the Policy on Informing Students of Final Grades, detailed in Exhibit II, item 7, be revised:

1. to remove the references to: a) deferred examinations, b) posting of grades for first term 0.5 courses, and c) the timing of the release of grade report information; and
2. to require that final grades be communicated in a confidential manner and to specify minimum requirements for the communication of final grades.

INFORMING STUDENTS OF FINAL GRADES

The Registrar records students who are granted Special Examinations, ~~Deferred Examinations~~, Incompletes and Aegrotat Standing by the Dean's office. That information is to be provided to Departmental offices by the Registrar on a regular basis.

Instructors are to submit their final grades electronically or on grade submission forms to the Department Chair for final approval. ***(In the case of an Affiliated University College or a Faculty without departmental structure, the grades will be forwarded electronically to the Dean.)*** Subsequent to this review the Department Chair ***(or Dean)*** will forward the grades electronically or on grade submission forms to the Registrar.

~~Departments shall post final grades for first-term half courses subsequent to final approval of grades by the Department Chair.~~

~~Departments may inform students of final grades from the April~~ ***an*** examination period subsequent to final approval of the grades by the Department Chair ***or Dean, but are responsible for ensuring that grades are communicated in a confidential manner.***

Lists of student grades with personal identifiers (e.g., student identification numbers) must not be posted electronically. Faculty and staff wishing to communicate marks electronically to students must do so on an individual basis only. For optimal security, WebCTVista is the recommended mechanism for doing so.

For large classes, a paper list of student grades linked to student identification numbers may be posted in a Department location for a limited time provided that the grades cannot reasonably be linked to individual students. Such postings should contain truncated student identification numbers (last five digits) listed in random order. For classes with fewer than 15 students, public posting must always be avoided. Faculties have the discretion to establish higher thresholds based on local needs and concerns.

~~Within ten days of the last class in April or within one week of the last day of class for each of the summer sessions the Registrar will permit electronic access of grade report information by all students.~~

~~Access through this method for first-term half courses shall begin no later than the first day of classes in January.~~

Professor Carroll asked if professors can transmit their grades electronically using any system given that no particular system is recommended as noted in the second paragraph of the policy. Professor Milde stated that instructors can submit their grades using a system that is encrypted.

Professor Macfie remarked knowing of a lower than expected grade could have an adverse affect on a student preparing for other exams and asked whether consideration had been given to delaying the release of any grades until the end of the examination period. Professor Milde stated that SCAPA did not consider this point and suggested that she submit her concern to the Committee.

The question was called and CARRIED.

S.09-14

Policy on Student Access to Examinations and Other Work

It was moved by S. Macfie, seconded by M. Naish,

That the Retention of Examination Papers and Records section of the Student Access to Examination Papers and Other Work policy be revised to include reference to online (WebCT) courses and references to the retention periods set out in Western's Records Retention and Disposal Schedules, as outlined in Exhibit II, page 5, item 8.

Professor Carroll remarked that while no substantive change is proposed because the Records Retention and Disposal Schedules simply echoes the 12-month retention period currently in the policy, he was concerned Senate would be losing its authority to change the policy in the future. Western's Records Retention and Disposal Schedules is an administrative document that is not approved by Senate. Professor Milde noted that the minimum retention schedules are now by law not by Senate.

Professor Usselman suggested that the phrase "for a period of twelve months from the date of the last use" should be retained in the policy. It is a clear statement and readers would not have to access another website to learn the same thing.

It was moved by M. Usselman, seconded by R. Coulter,

That the phrase "for a period of twelve months from the date of the last use" and the * paragraph at the end of the policy not be struck but that "in accordance with Western's Records Retention and Disposal Schedules" be struck in all cases from the policy.

Ms. Garnett remarked that the revisions to the policy were an attempt to simplify matters by eliminating the constant need to revise this and other policies with respect to retention issues. Ms. Cline said that SCAPA is seeking to direct retention enquiries to the site where all the retention schedules are listed.

The amendment was called and CARRIED.

The policy revision, as amended, now read:

STUDENT ACCESS TO EXAMINATION PAPERS AND OTHER WORK

In the event that a student requests it, an instructor shall produce and review* with the student all papers (final examination or other) not returned to the student and for which a mark has been assigned. A student who has appealed in writing to a departmental chair (or dean in faculties without departmental structure) shall be granted access, upon his or her request, to such papers under supervisory arrangements established by the appropriate dean.

*In the course of this review, the student shall be entitled to see the paper.

[Note: Students are reminded that there are deadlines for submitting requests for relief. See Academic Rights and Responsibilities section of the Calendar.]

Submitting or Returning Student Assignments, Tests and Exams

All student assignments, tests and exams will be handled in a secure and confidential manner. Particularly in this respect, leaving student work unattended in public areas for pickup is not permitted.

Retention of Examination Papers and Records

Departments (or Faculties without departmental structure) shall require all instructors to maintain complete records of all marks/grades (and their relative weights) for individual assignments, tests, etc., which are used in calculating the final overall mark/grade in a course for a period of twelve months from the date of the last use*.

Departments (or Faculties without departmental structure) shall retain all papers (final examination or otherwise), which have not been returned to the student and for which a mark has been assigned, for a period of twelve months from the date of the last use*.

Department Chairs will make arrangements for storing such papers either with instructors or in a departmental depository. Instructors are expected to provide complete records to the Department or Faculty upon request. It is the duty of every faculty member who will be leaving the University temporarily or permanently at the end of the teaching term to formally transfer his/her records and exam papers to the Chair of a Department (or his or her designate) or the Dean of the Faculty (for Faculties without departmental structure).

Records for online (WebCT) courses which have been graded will be retained by the Department of Information Technology Systems in accordance with Western's Records Retention and Disposal Schedules, at which time they will be erased. Only the final submission on WebCT will be retained. "Wiki" records, which allow students to interact on group assignments, will not be retained once the course is finished.

The Teaching and Learning records retention and disposal schedule is at the following website: <https://www.lib.uwo.ca/archives/westernsretentionanddisposalschedulesteaching.html>

* Last use will be interpreted as the date of the last class if there is no final examination, the date that the marks were submitted after the final examination, or, if an appeal has been made, the date the student is informed of the decision on the appeal, whichever is later.

The motion, as amended, was called and CARRIED.

S.09-14

New Scholarships and Awards

SCAPA has approved on behalf of the Senate the Terms of Reference for the following new scholarships and awards, for recommendation to the Board of Governors through the President & Vice-Chancellor:

South Asian Bar Association Student Award (Faculty of Law)
Dr. and Mrs. Charles Lin Clinical Award (Schulich School of Medicine & Dentistry, Dentistry)
Dr. and Mrs. Charles Lin Humanitarian Award (Schulich School of Medicine & Dentistry, Dentistry)

S.09-15

Revised Faculty of Law Sessional Dates 2009-2010

Senate received for information the revised Faculty of Law Sessional Dates detailed in Exhibit II, item 10.

REPORT OF THE SENATE COMMITTEE ON UNIVERSITY PLANNING (SCUP)

S.09-16

Stephen Dattels Chair in Corporate Finance

It was moved by C. Dunbar, seconded by I. Holloway,

That Senate approve and recommend to the Board of Governors, that the Stephen Dattels Chair in Corporate Finance be created in the Faculty of Law.

Stephen Dattels Chair in Corporate Finance

Donor and Funding: The creation of this Chair is made possible through a generous donation from Mr. Stephen Dattels.

The donor will make an expendable gift of \$100,000 annually for five years with the first payment being made on or before November 30, 2008 and the final payment being made on or before November 30, 2012. The Faculty of Law will

provide additional funding to ensure the minimum funding of \$135,000 per year for a named Chair.

Effective Date:	July 1, 2009
Purpose:	<p>The <i>Stephen Dattels Chair in Corporate Finance</i> will, in addition to his or her duties in the area of corporate finance law, be responsible for further developing a special natural resources corporate finance initiative within the Faculty of Law.</p> <p>The expenditure of funding to support the <i>Stephen Dattels Chair in Corporate Finance</i> will be the responsibility of the Dean of the Faculty of Law.</p>
Criteria:	Appointments to the Chair will be conducted in accordance with the relevant policies and procedures of the University. The appointment will be for a period of five years.
Reporting:	The University will provide Mr. Dattels with annual reports regarding the activities of the Stephen Dattels Chair in Corporate Finance.

Some Senators raised concerns with respect to corporate support and assessment of social responsibility issues when the University receives funding from donors. Mr. Garrard explained that Western's Gift Acceptance Policy clearly sets out the parameters regarding accepting and declining a gift. He stressed that extensive vetting is done prior to accepting a gift. The litmus test is whether or not the gift will bring ill-repute to the University. The Dean and Senators from the Faculty of Law endorsed the creation of this Chair which will support an annual teaching position in the Western Law January Term Program. Mr. Dattels is a strong supporter of universities and this is his second significant gift to Western and the Faculty of Law. A Fellowship was established in his name in 2005.

Responding to a question regarding the financial implications given that the Faculty of Law will provide an additional \$35,000 to ensure the minimum funding of \$135,000 per year for a named Chair, Dean Holloway stated that the Faculty will save money because of this donation and that the Chair will be used as a retention tool. It is the Faculty's intention to explore every avenue in order to meet necessary budget reductions without any reduction in staff.

The question was called and CARRIED.

S.09-17

First-Year, First-Entry Undergraduate Enrolment for the Constituent University and Affiliated University Colleges

It was moved by C. Dunbar, seconded by D. Shrubsole,

That Senate approve the following targets and processes for first-year, first-entry undergraduate enrolment for the Constituent University and Affiliated University Colleges.

1. The first-entry undergraduate enrolment objective for 2009-10, 2010-11 and 2011-12 be set at 4,350; and that the approximate program-specific objectives for 2009-10 be as described in Exhibit III, Appendix 1.
2. For the Affiliated University Colleges, the targets for 2009-10 are:

Brescia	265 students
Huron	405 students
King's	870 students
3. The process for the Constituent University includes the following elements:
 - (a) The Provost be granted permission to alter the enrolment objective for 2009-10, following consultation and approval from SUEPP, as might be appropriate given the particulars of a government funding announcement.
 - (b) Entrance requirements be set by the Provost to achieve the enrolment objective for 2009-10 as a function of final admission numbers, qualifications of applicants, and estimates of the rate of offer confirmations in each program.
 - (c) No program-specific entrance requirement be set below 80% in 2009-10 except where an audition is a major element of the selection process. Although the exact

value will ultimately be determined by this initial admission minimum, confirmed admission to any program will be contingent on a final average grade of no lower than 77%, except in those programs involving performance criteria and in particular limited enrolment programs where the value may be higher.

- (d) The enrolment projections (Exhibit III, Appendix 2) be used for purposes of tuition revenue estimates in the University's budget projections.
4. The process for the Affiliated University Colleges includes the following elements for 2009-10:
- (a) General entrance requirements will not be set until more complete information on applicant qualifications is available.
 - (b) Offers will be extended to current Ontario high school students using the same process as described for the Constituent University.
 - (c) Each College will determine its own timelines for extending offers of admission and response dates
 - (d) No student will be admitted to first-year study directly from the Ontario secondary school system with final grades below 75%, unless detailed academic assessment deems this appropriate.
 - (e) All Affiliated University Colleges will be bound to the minimum entrance requirements established by the Constituent University for limited enrolment programs, where applicable, including Media, Information & Technoculture, BHSc, and Kinesiology.

Senate received for information the following Implementation Notes for 2009-10 for the Constituent University

- 1. Given the experience of recent years, we expect that minimum entrance requirements will continue to be above 80%.
- 2. Students receiving offers at Ontario universities will now be required to accept their offer by May 28th and pay various deposits (tuition, residence, etc) or lose their place.

The timing of the application and offers process for current Ontario secondary school students will begin with offers of admission in January on a rolling basis to exceptional students, made largely on the basis of performance prior to Grade 12.

The subsequent rounds of offers will begin in February/March as soon as the first term or mid year Grade 12 grades are available. **Specific minimum grades required for an offer will be set as a function of final information regarding applicant numbers and qualifications in each program.**

Marks used for early offers in February/March 2009 will be determined by the size and quality of the applicant pool.

- 3. Every effort will be made to maintain single minimum standard of admission across all programs. However, a higher standard may be necessary in some programs to avoid exceeding program capacity.
- 4. As indicated in the Senate resolution of past years, consideration may be given in the admissions process to factors such as performance in program-relevant courses (e.g., mathematics and sciences in Science and Engineering), and the academic record of the secondary school. As well, consideration will be given to students based on special circumstances and extraordinary extracurricular activities and/or contributions to citizenship and on the recommendation of the Principal of the school for demonstrated leadership ability.
- 5. As was the case in past years, the period between the availability of initial application information (still not including final year, winter semester applicant grades) and the offer date,

does not permit an admissions proposal that includes detailed program-specific admissions criteria to be brought to Senate for consideration before initial offers are made.

6. A final round of offers, based on complete grade information, will be made in May 2009. Criteria used for those offers will be set as a function of additional information on applicant qualifications, historical program-specific patterns of acceptance of early offers, and student responses to date, but will observe the general entrance requirements established in this recommendation.

Senate received for information the graduate enrolment plan, detailed in Exhibit III, Appendix 3.

Asked why the minimum entrance average for the Affiliated University Colleges is 75% while the minimum average for the constituent University is 80%, Dr. Longstaffe replied that the gap between the entering average for the constituent University and the Affiliated University Colleges recognizes the special characteristics of the programs offered at the Affiliated University Colleges. Professor Fulton added that at Huron 75% is the minimum average on the final grades and the corresponding average for the Constituent University is 77%. With respect to the differences in the offer average, she explained that Huron draws from a subset of the pool of applicants to the University and does not admit to science and MIT programs but to liberal arts programs.

Professor Usselman asked what the error limits are on the enrolment target - is there room to slide the entrance number up. Dr. Longstaffe explained that the enrolment targets are based on historical experience. The risk exists that more or fewer students than planned could accept offers of admission. Ms. Gribbon noted that the admission average will fluctuate based on the quality of the applicant pool. Professor Usselman commented that if a program/faculty works very hard to increase the public visibility of their program it is difficult to grow in this scenario because the same number of students will be admitted but with higher averages.

The question was called and CARRIED.

BG.09-18 **2007-08 Survey of Student Finances**

Senate was advised that the 81-page report on the 2007-08 Survey of Student Finances may be obtained from the Secretariat upon request.

BG.09-19 **Budget update**

Dr. Longstaffe reported that an operating budget update was issued to the University community via email on January 9th. He noted that the initial budget adjustment will increase by 2.5% instead of 2.0% and that new hires and reappointments will require approval of the appropriate Vice-President.

BG.09-20 **ANNOUNCEMENTS & COMMUNICATIONS**

Announcements & Communications detailed in Exhibit IV, was received for information.

Dr. Davenport urged all Senators to attend the open reception for Dr. Amit Chakma, Western's President-elect.

Professor Carroll asked if the new President's contract will be made available. The Secretary stated that the contract would be made available upon request when it was finalized.

ADJOURNMENT

The meeting adjourned at 2:40 p.m.

P. Davenport
Chair

I. Birrell
Secretary

The University of Western Ontario

President's Report to Senate

- Trip to India
– December 11-13, 2008
- Ottawa Visit
– January 19, 2009
- Mayor's "State of the City" Address
– January 22, 2009

Dr. Paul Davenport
January 23, 2009



The University of Western Ontario

India

Accompanied by VP Ted Hewitt and Professor Shiva Singh (Biology) and Mark Perry (Computer Science / Law)

- Canadian High Commission –Delhi
– Ambassador Joseph Caron
– Trade Commissioner Faisal Beg
- Overview of research collaborations with Indian Institutes of Technology (IITs) and student exchange programs and recruitment initiatives



The University of Western Ontario

India

- Banaras Hindu University – Varanasi
– Met with Vice-Chancellor and Deans
– Explored links in Law, Engineering, Environmental Studies, Music
– Discussed internships and student exchanges



The University of Western Ontario

India

- Indian Institute of Technology-Roorkee
– Met with Director, Deans and Department Heads
– Strong Engineering collaborations, including joint degree
– Discussed future links – wind tunnel and disaster mitigation
– Collaborative mentorship of newly – established IIT near Roorkee



The University of Western Ontario

Ottawa

Accompanied by VP Ted Hewitt

- Dr. Suzanne Fortier – NSERC
- Mr. Robert Davidson – CFI
- Dr. Chad Gaffield – SSHRC
- Stressed the importance of continued and enhanced federal support of research through the Granting Councils and CFI



The University of Western Ontario

Mayor's State of the City Address – January 22, 2009

Mayor Anne-Marie DeCicco-Best

- Western's impact on London and region
– Hub of Research: Research Park and LANXESS, Biotron, Robarts and Lawson
– *Globe & Mail* Report Card: Western is a great place to live and study
– Collaboration in London Green Development Strategy



The University of Western Ontario

Mayor's "State of the City"

- HIV-AIDS Vaccine manufacturing facility proposal: \$88 Million from the Government of Canada and Gates Foundation – Western (led by Dr. Yong Kang) is one of four Canadian competitors

