

SENATE AGENDA

1:30 p.m., Friday, October 19, 2012
Room 1R40, HBA Building

1. **Minutes of the Meeting of September 21, 2012**
2. Business Arising from the Minutes
3. Report of the President (A. Chakma)
President's Priorities - **EXHIBIT I**
4. Reports of Committees:
Operations/Agenda – **EXHIBIT II** (T. Carmichael)
Academic Policy and Awards - **EXHIBIT III** (M. Workentin)
University Planning - **EXHIBIT IV** (J. Hatch)
University Research Board – **EXHIBIT V** (J. Capone)
5. Report of the Academic Colleague – **EXHIBIT VI** (to be distributed at the meeting) (K. Okruhlik)
6. Announcements and Communications - **EXHIBIT VII** (A. Chakma)
7. Enquiries and New Business
8. Adjournment

Senate meetings are scheduled to begin at 1:30 p.m. and normally will end by 4:30 p.m. unless extended by a majority vote of those present.

To download a complete copy of the Senate agenda, including minutes to be approved at the meeting plus exhibits and their attachments (35 pages) please go to the following website:

http://www.uwo.ca/univsec/senate/minutes/2012/a1210sen_all.pdf

APPROVAL OF MINUTES

REPORT OF THE PRESIDENT

OPERATIONS/AGENDA COMMITTEE

FOR ACTION

Faculty of Social Science – Revised Constitution

FOR INFORMATION

Notice of Motion

Election Schedule for Spring 2013

Candidates for Degrees and Diplomas – Autumn Convocation 2012

SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS (SCAPA)

FOR ACTION

Richard Ivey School of Business: Revisions to the Admission Requirements of the Honors Business Administration (HBA) Program

Faculty of Health Sciences: Revisions to the First-Aid and CPR Certification Policies for Admission to Nursing Programs

FOR INFORMATION

New Scholarship and Award

Report of the Subcommittee on Program Review – Graduate: Cyclical Review of Geology and Geophysics Graduate Programs

SCAPA Representative for the Aboriginal Education and Employment Council

Revisions to the Guidelines for the Structure of the Academic Year

SENATE COMMITTEE ON UNIVERSITY PLANNING (SCUP)

FOR INFORMATION

Oral Report on Strategic Plan Renewal

UNIVERSITY RESEARCH BOARD

FOR ACTION

Revisions to MAPP 7.10: Standardized Training for Animal Care and Use

Revisions to MAPP 7.12: Policy and Procedures for the Use of Animals in Research and Teaching

REPORT OF THE ACADEMIC COLLEAGUE

Report of the Council of Ontario Universities (COU) Meeting

ANNOUNCEMENTS & COMMUNICATIONS

FOR INFORMATION

Standard Report



The UNIVERSITY of WESTERN ONTARIO

MINUTES OF THE MEETING OF SENATE

September 21, 2012

The meeting was held at 1:30 p.m. in Room 224, University College (Conron Hall)

SENATORS:

J. Aitken Schermer	R. Graham	T. Newson
R. Alie	C. Harvey	C. Nolan
B. Barkley	J. Hatch	C. Palmer
C. Beynon	J. Holmes	S. Primak
I. Birrell	J. Hopkins	M. Rothstein
M. Blagrove	A. Hrymak	E. Sadowski
J. Boulter	M. Khalkhali	S. Seck
S. Camiletti	J. Knowles	B. Silverstein
K. Campbell	H. Lagerlund	M. Singh
T. Carmichael	J. Lamarche	D. Stanford
A. Chakma	C. Lee	M. Strong
S. Connor	B. Leipert	K. Sullivan
A. Conway	K. Lovell	T. Sutherland
K. Coughlin	S. Macfie	D. Sylvester
A. Damji	J. Malkin	B. Timney
L. Davies	J. Matthews	K. Veblen
J. Deakin	S. McDonald Aziz	D. Velasquez
C. Dean	A. McGuire	A. Watson
J. Dickey	P. McKenzie	M.E. Wennekers
J. Doerksen	R. Mercer	G. West
L. Elliott	M. Milde	S. Wetmore
K. Foullog	L. Miller	P. Whelan
G. Gao	J. Mitchell	M. Wilson
B. Garcia	B. Neff	B.A. Younker
J. Garnett	S. Nemirovsky	O. Yucel
K. Goldthorp	D. Neufeld	

Observers: D. Abelson, R. Chelladurai, L. Gribbon, C. Shirreff, G. Tigert, A. Weedon
By Invitation: J. Grieve, J. McMullin,

The minutes of the meeting of June 8, 2012, were approved as circulated.

S.12-138 **REPORT OF THE PRESIDENT**

The President's reported on the naming of eight Vanier Canada Scholars and, two Royal Society Fellows at Western, and provided updates on the International Education panel he had chaired for the federal government, activities initiated over the summer by the provincial government, and the university's strategic planning process.. Overhead slides used to highlight his presentation are attached as Appendix 1.

He invited questions from members.

Senator Stanford noted that later in the meeting a notice of motion would be presented with respect to a new process ITS had put in place for instructor log-in to classroom computers. Given that the motion would not be formally before Senate until at least the next meeting, he asked whether the changes to the classroom computers could be delayed until Senate had dealt with the matter. Invited to respond, J. Deakin noted that ITS is tightening security across the board, requiring secure log-ins for all campus computers. Classroom computers are the last set to be dealt with. In response to the member's concerns, ITS has been asked to consider whether there are viable and affordable alternatives for the future, but in the meantime, for security reasons, the log-in project must proceed as planned at this time.

REPORT OF THE OPERATIONS/AGENDA COMMITTEE [EXHIBIT I]

S.12-139 **Senate Membership – Faculty of Law**

It was moved by T. Carmichael, seconded by R. Graham,

That the seat held by Tom Telfer, faculty representative on Senate for the Faculty of Law, be declared vacant effective July 1, 2012 as a result of his resignation and that Sara Seck be elected to complete his term until June 30, 2013.

CARRIED

S.12-140 **Autumn Convocation 2012 – Revised Order of Ceremony**

A revised order of ceremony for the Autumn Convocation 2012 to accommodate the installation of the Chancellor and the scheduling of honorary degree recipients, was provided in Exhibit I.

S.12-141 **Convocation Dates 2013**

Convocation dates for all Western University ceremonies, shown in Exhibit I, were provided for information.

S.12-142 **Officers of Convocation**

The officers of convocation who were reappointed to terms ending June 30, 2014 were listed, for information in Exhibit I.

REPORT OF THE SENATE NOMINATING COMMITTEE [EXHIBIT II]

S.12-143 **Senate Review Board Academic - Membership**

A report on changes to the membership of the Senate Review Board Academic was provided in

Exhibit II.

REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS [EXHIBIT III]

S.12-144 **Faculty of Engineering: Introduction of a Structural Engineering with International Development Option (Option G)**

It was moved by B. Timney, seconded by A. Hrymak,

That a Structural Engineering with International Development Option (Option G) as detailed in Exhibit III, item 1, be introduced in the Faculty of Engineering, effective September 1, 2012.

CARRIED

S.12-145 **Schulich School of Medicine & Dentistry and Faculty of Science: Introduction of Medical Health Informatics as an Undergraduate Subject Area**

It was moved by B. Timney, seconded by A. Watson,

That effective September 1, 2012, Medical Health Informatics, as described in Exhibit III, item 2, be introduced as an undergraduate subject area and be included in the "Medical Science" list in Category C of the Breadth Requirements for Bachelor Degrees.

CARRIED

S.12-146 **Brescia University College: Introduction of a Major in Spirituality and Community Leadership**

It was moved by B. Timney, seconded by J. Mitchell,

That a Major in Spirituality and Community Leadership, detailed in Exhibit III, item 3, be introduced at Brescia University College, effective September 1, 2012.

CARRIED

S.12-147 **School of Graduate and Postdoctoral Studies:**

S.12-147a **Introduction of "Composite Materials" as a New Field in the MEng Program (Mechanical and Materials Engineering)**

It was moved by B. Timney, seconded by L. Miller,

That effective September 1, 2012, "Composite Materials", detailed in Exhibit III, item 4a, be introduced as a new field in the Master of Engineering (MEng) in Mechanical and Materials Engineering program in the School of Graduate and Postdoctoral Studies.

CARRIED

S.12-147b **Change from MEd in Educational Studies to MA in Education Studies**

It was moved by B. Timney, seconded by C. Beynon,

That the Master of Education (MEd) in Educational Studies be changed to the Master of Arts (MA) in Education Studies as set out in Exhibit III, item 4b, effective September 1,

2013;

That students enrolled in the MEd program on September 1, 2013, have the option to transfer into the new MA program or to finish their MEd program; and,

That the MEd in Educational Studies program be withdrawn effective September 1, 2015.

CARRIED

S.12-148 **Report of the Subcommittee on Program Review – Graduate: Review of French Studies Program**

SCAPA has approved on behalf of the Senate the recommendations of the Subcommittee on Program Review – Graduate (SUPR-G) with respect to the review of the graduate program in French Studies as detailed in Exhibit III, Appendix 2.

S.12-149 **Report of the Subcommittee on Program Review – Undergraduate**

SCAPA has approved on behalf of the Senate the recommendations of the Subcommittee on Program Review – Undergraduate (SUPR-U) with respect to the cyclical reviews of the undergraduate programs detailed in Exhibit III, Appendix 3.

S.12-150 **New Awards and Bursary**

SCAPA has approved on behalf of the Senate, for recommendation to the Board of Governors through the President & Vice-Chancellor, the Terms of Reference for the new awards and bursary set out in Exhibit III, Appendix 4.

S.12-151 **Faculty of Arts and Humanities: Withdrawal of the Minor in Dramatic Literature**

SCAPA and Senate approved the withdrawal of the Minor in Dramatic Literature effective January 1, 2012; however, there are at least five students still registered in this module and those students have the option to complete the module no later than August 31, 2015.

REPORT OF THE SENATE COMMITTEE ON UNIVERSITY PLANNING [EXHIBIT IV]

S.12-152 **CGA Ontario Professorship in Accounting**

It was moved by J. Hatch, seconded by C. Beynon,

That the terms for the CGA Ontario Professorship in Accounting be approved as detailed in Exhibit IV, Appendix 1.

CARRIED

S.12-153 **MBA'80 Faculty Fellowship in Entrepreneurship**

It was moved by J. Hatch, seconded by G. West,

That the MBA '80 Faculty Fellowship in Entrepreneurship be established at the Richard Ivey School of Business, under the terms of reference for a five-year period based on an expendable gift as detailed in Exhibit IV, Appendix 2.

CARRIED

S.12-154

Strategic Mandate Agreements (SMAs)

J. Deakin provided a detailed report regarding the Strategic Mandate Agreement process initiated by the provincial government in the summer. Essentially, each university was asked to provide an eight-page document outlining its current practices and proposed plans within a framework of key initiatives established by MTCU. MTCU had held consultations over the summer with universities, including major stakeholder groups. She and other representatives of Western had attended those consultations. The deadline for submission of Western's SMA is September 30 and all SMAs are to be submitted directly to the Minister. Once he has read them, they will be submitted to HECQO which would be asked to comment on them. It is not clear on what basis HECQO will make its comments nor is it clear what the outcome of the exercise will be although there is the potential for funding (a pool of up to \$30 million) to be distributed among schools that "show promise" in the Ministry's key areas. Over the course of the summer she had worked with the deans and with student leaders and others to develop Western's response. The draft had been discussed in the deans' retreat, at SCUP and at URB. The final document would be public as soon as it was submitted to the Minister.

In the discussion that followed, the following issues/questions were addressed:

Highlighting areas in which Western is world class – information about areas in which Western excels will be included in the section on research

Credit Transfer – Western is working with some other universities to develop a set of credits that can transfer across the institutions in the consortium. Information about the agreed-upon credits will be available on each university's website.

Resources for internationalization – Western International is developing a range of supports for international students to cover them from the time of admission to graduation. These include:

- Making personal contact with students as soon as they are admitted
- An airport greeting service
- Orientation transition day
- Housing initiatives such as opening the residences early for them and monthly social events
- Increased capacity in English improvement programs
- Increased advising services and mental health supports

For Canadian students who want to study abroad, more programs are being made available and more pre-departure training and orientation is being provided.

Goal of the exercise – While it is not entirely clear what the intent of the Ministry is with respect to the outcome of this exercise, and notwithstanding the frustrations with the way the process has unfolded, the administration is looking at this from a positive perspective as an opportunity to highlight the good work that is happening at Western. Success will depend on being respectful, engaged and data driven.

Involvement of the Affiliated University Colleges – The Affiliates have been working with the Provost's Office to add to the proof points in the document. The narrative has explicit reference to the unique and important role the Affiliates play at Western.

Value of education – The economic value of education and its intrinsic value are not mutually exclusive. The elements of the paper that speak to experiential learning, entrepreneurship and the job market speak to this. Western has very strong professional programs and many liberal arts exemplars that can speak to the government's economic drivers and most of the professional programs have significant breadth requirements.

Knowledge mobilization – Knowledge mobilization encompasses more than technology transfer and commercial development. It was suggested that reference be added to contributions made to policy and professional practice in a range of fields.

The Provost thanked members for their thoughtful input and asked that they forward any additional comments or suggestions through the deans.

REPORT OF THE UNIVERSITY RESEARCH BOARD [EXHIBIT V]

S.12-155

Western's Distinguished Scholar in Residence Program

Senate received for information a report detailed in Exhibit V, Appendix 1, regarding Western's Distinguished Scholar in Residence Program, which is a new initiative intended to attract high-profile internationally recognized leaders to Western University.

REPORT OF THE HONORARY DEGREES COMMITTEE [EXHIBIT VI]

S.12-156

Honorary Degree Recipients – Autumn Convocation 2012

The report of the Honorary Degrees Committee announcing the honorary degree recipients for Autumn Convocation 2012, detailed in Exhibit VI, was received for information. Also included at Autumn Convocation is the installation of Joseph Rotman as the new Chancellor.

S.12-157

Announcements and Communications [EXHIBIT VII]

Announcements and Communications, detailed in Exhibit VII, was received for information.

Enquiries

The President noted that a number of questions had been submitted in advance by Student Senators. Some of those questions had been answered in the SMA discussion. He invited Student Senators to put forward those that had not yet been addressed.

Opportunities for undergraduate students to engage in research – The Provost noted that there are a many opportunities listed now in the Student Success Centre. However, she expected that this would an area of priority in the deans' planning documents being prepared for this planning cycle.

Weekend examinations – Dr. J. Doerksen noted that Western's modular program system is unique. It gives students significant flexibility in building programs that is not available elsewhere. That same flexibility, however, means that designing an examination schedule with minimal conflicts is a serious challenge, hence the need to use every available slot.

Mental health initiatives – While mental health initiatives are not specifically mentioned in the SMA,, the issue remains a key priority for the university and a great many new measures are being put in place.

Ratio of students to academic counsellors – The need for increased academic counselling resources has been noted, especially in Social Science. A multi-pronged approach is needed and the Associate Deans (Academic) are continuing to work on the issue.

ADJOURNMENT

The meeting adjourned at 3:15 p.m.

A. Chakma
Chair

I. Birrell
Secretary



President's Report to Senate

September 21, 2012

Western 

- 8 Vanier Canada Scholars named
- 2 Royal Society Fellows named
- International education panel update
- Provincial government update
- Strategic planning update

Western 





President's Priorities, 2012-13

Each September, I outline high-level priorities to pursue in the academic year ahead that will help achieve the broader teaching, research and service mission of our university. These priorities are informed through my ongoing interaction with individual colleagues and groups within our campus community, as well as through key external stakeholders who play important roles in Western's success. My 2012-13 report continues this tradition. The following priorities were approved by the Board of Governors at its meeting on September 25, 2012.

1. Engage members of the campus community in shaping Western's future through the next Strategic Planning process.
2. Monitor and contribute to Ontario's post-secondary education policy discussions, while anticipating and managing the impact of policy shifts that may emerge.
3. Review and manage resource allocation and utilization in light of the changing fiscal and education policy environment, while pursuing income diversification strategies.
4. Continue to build, strengthen and expand academic programming, research, and scholarship in Western's signature areas.
5. Continue raising the quality of Western's entering class at the undergraduate level.
6. Promote research intensity and scholarship through continued graduate program expansion, with special focus on course-based Master's programs.
7. Continue strengthening Western's internationalization efforts.
8. Continue pursuing Western's fundraising campaign objectives.
9. Complete major capital projects, including the new Ivey School and the new residence complex, and align capital priorities with strategic academic goals.
10. Strengthen Western's leadership role in championing research and internationalization agendas with the federal government.
11. Enhance Western's visibility through media, communication and event activities.

REPORT OF THE OPERATIONS/AGENDA COMMITTEE

Faculty of Social Science – Revised Constitution

Notice of Motion regarding Classroom Computer Log-in Requirements

Candidates for Degrees and Diplomas – Autumn Convocation 2012

Election Schedule for Spring 2013

FOR APPROVAL

1. **Faculty of Social Science – Revised Constitution**

Recommended: That Senate approve the proposed revisions to the Faculty of Social Science Constitution as outlined in [Appendix 1](#).

The proposed revisions are as follows:

- a simplified definition of Social Science student for membership purposes
- a reduction in the number of required meetings and of quorum for meetings
- provision for electronic voting

The Faculty has been experiencing very low turnout at committee meetings. It is anticipated that reducing the number of required meetings and quorum will allow committees to hold more effective meetings. Allowing for electronic ballots will ensure that committees are kept at full strength between committee meetings.

FOR INFORMATION

2. **Notice of Motion regarding Classroom Computer Log-in Requirements**

See [Appendix 2](#).

The Committee reviewed the notice of motion at its most recent meeting. In its considerations, the Committee acknowledged that information technology security is a significant consideration for all members of the Western community, and noted the sincere concerns and challenges that the proposed motion seeks to address.

The question for the Committee was how best to proceed in response, and here its deliberations were governed by two significant considerations. The first of these has to do with overall responsibility for computing security. University policy in this area is set out in MAPP 1.20, *Computing Resources Security*, which is a policy of the Board of Governors, not Senate. This would mean that any vote on the motion at Senate could only be advisory to the Board and not binding. The second consideration is that Ops/Agenda has neither the expertise nor the authority to recommend a remedy that would address the circumstances that motivated the notice of motion. However, SUIT, the Senate Sub-Committee on Information Technology, does have responsibility for advising SCUP and Senate on IT matters. With the aim of providing a remedy that might address the concerns raised, Ops/Agenda has asked SUIT to review the notice of motion and consider whether there are any practical solutions that might mitigate the concerns raised therein. A response has been requested in time for the next meeting of Ops/Agenda so that a final report on the notice of motion can be provided at the November meeting of Senate.

3. **Candidates for Degrees and Diplomas – Autumn Convocation 2012**

On behalf of the Senate the Provost approves the list of Candidates for Degrees and Diplomas upon the recommendation of the Registrar [S.96-124]. The list of Candidates approved by the Provost will be appended to the Official Minutes of the October 19, 2012 Senate meeting.

4. **Election Schedule for Spring 2013**

Faculty and Administrative Staff Constituencies	
Call for Nominations [WWW, Western News]	Thursday, January 10
Nominations Open	8:30 a.m., Thursday, January 10
Nominations Close	4:30 p.m., Thursday, January 24
Posting of Nominations [Room 4101 STH, WWW]	Friday, January 25
Balloting on the Web - Polls Open	12:01 a.m., Tuesday, February 5
Balloting on the Web - Polls Close	11:59 p.m., Wednesday, February 6
Posting of Results [Room 4101 STH, WWW]	Thursday, February 7

Graduate and Undergraduate Student Constituencies	
Call for Nominations [WWW, Gazette, Western News]	Thursday, January 10
Nominations Open	8:30 a.m., Thursday, January 10
Nominations Close for Graduate and Undergraduate “Academic” Constituencies	4:30 p.m., Thursday, January 24
Nominations Close for Undergraduate “At Large” Constituency	4:30 p.m., Monday, January 28
Mandatory Candidates’ Advisory Meeting [Place TBA – arranged by USC]	evening, Monday, January 28
Posting of Nominations [Room 4101 STH, WWW]	Tuesday, January 29
Campaign Period begins	12:01 a.m. Tuesday, January 29
Campaign Period ends	11:59 p.m., Monday, February 11
Balloting on the Web - Polls Open	12:01 a.m., Tuesday, February 12
Balloting on the Web - Polls Close	8:00 p.m., Wednesday, February 13
Posting of Results [Room 4101 STH, WWW]	Thursday, February 14

FACULTY OF SOCIAL SCIENCE Composition and Rules of Procedure

1. The Faculty of Social Science shall consist of the following Departments and Academic Units: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology, Aubrey Dan Program in Management and Organizational Studies, and Women's Studies and Feminist Research¹.

Admission of other Departments to the Faculty of Social Science will require the following steps:
 - (i) application of the Department concerned to the Senate
 - (ii) approval of this application by the Senate, after consultation with the Faculty of Social Science and any other Faculty concerned
2. The academic and administrative head of the Faculty of Social Science shall be the Dean of Social Science who may be assisted by one or more Associate Deans. Appointments to these positions shall be made in accordance with current University policy.
3. Student enrolment in the Faculty of Social Science shall consist of ~~all first-year students of the University who take three or more Social Science courses, students in Honors programs in Departments and Academic Units of the Faculty of Social Science, all three-year B.A. students taking majors or special-degree programs offered by Departments and Academic Units within the Faculty of Social Science, and any students, who, in the opinion of the Senate, have academic needs which are best met by enrolment in the Faculty of Social Science.~~ **Full- or Part-Time Western students (at the undergraduate, special undergraduate or graduate level) whose current faculty of registration is the Faculty of Social Science.**
4. There shall be a Council of the Faculty of Social Science, responsible to Senate, and composed of:
 - (A) The following ex officio members:
 - (i) The President & Vice-Chancellor
 - (ii) Such Vice-Presidents of the University as the Senate may determine
 - (iii) The Dean (who shall be Chair of the Council) and Associate Deans of the Faculty of Social Science
 - (iv) The Vice-Provost or an Associate Vice-Provost of the School of Graduate and Postdoctoral Studies
 - (v) Such other ex officio members as the Senate may, from time to time, determine.
 - (B)
 - (i) All full-time members of the Faculty of Social Science.
 - (ii) All full-time members of the faculty of the University holding joint appointments with Departments and Academic Units in the Faculty of Social Science.
 - (iii) One member of the Faculty of Social Science Regular Full-Time staff, elected thereby.
 - (iv) Six students, of whom at least two shall be graduate students in the Social Sciences, elected by the appropriate student bodies.
 - (v) The following representatives holding the rank of Lecturer or higher:
 - 2 from the Faculty of Arts and Humanities
 - 2 from the Faculty of Science
 - 1 from the Faculty of Information and Media Studies
 - 1 from the Faculty of Education
 - 1 from the Faculty of Engineering
 - 1 from the Faculty of Health Sciences
 - 1 from the Faculty of Law
 - 1 from each of the Affiliated University Colleges
 - (vi) Such other members as the Senate may, from time to time, determine.
5. Members of the above categories shall be entitled to participate fully in meetings of the Council, i.e., to speak, to propose motions, to vote.

6. The Council shall meet at least ~~four~~ **two** times each year, **normally in Fall and Spring**, and at such other times as the Council, Chair or Senate may prescribe. A minimum of ~~40~~ **20** members of the Council shall constitute a quorum.
7. A special meeting of the Council shall ~~shall~~ **may** be called on the written notice of twelve (12) of its members, and shall be convened within ~~seven (7)~~ **ten (10)** days thereafter, to consider the matter(s) set out in the notice.
8. The Council shall advise Senate on all matters under the jurisdiction of the Senate which are pertinent to the Faculty of Social Science or referred to the Council by the Senate, and shall determine policy on all such matters if so delegated by the Senate.
9. The Council shall establish ~~an Executive Committee~~ and such other committees as it considers necessary. ~~The Executive Committee shall always have a majority elected by the Council.~~ The Council may delegate authority to its committees but these shall be responsible to the Council.
- 10. Nominations proposed by the Nominating Committee for the election of members to Departmental and Faculty Committees, and to other bodies within the University, shall be circulated electronically with a request for additional nominations.**
- 11. Elections held by Council to appoint members to Departmental and Faculty Committees and to other bodies within the University, may be held by electronic vote.**
12. The by-laws and regulations for the conduct of the Council's proceedings shall, where practicable, be those adopted by the Senate.

Revised: July-2008
April 2012

¹ Jointly with the Faculty of Arts and Humanities

Notice of Senate Motion regarding Unique Classroom Computer Logins

(for September 21st , 2012 Senate meeting)

- 1) Whereas the new login policy to use classroom computers leads to a reduction in the effective teaching time;
- 2) Whereas the policy of a unique login mechanism prevents unregistered new faculty from access to the system;
- 3) Whereas the policy represents a transfer of risk to teaching faculty with regards to the protection of privacy of student information;
- 4) Whereas the policy also represents a transfer of risk to teaching faculty regarding the security of their Western Financial information, including such aspects as bank account information and the ability to redirect it, pension information and the ability to change it, and a general increase in the risk of identity theft; and
- 5) Whereas not all teaching faculty have recourse to use a laptop computer as an alternative to the use of classroom computers;

Therefore, be it resolved that ITS is instructed to suspend its conversion of classroom computers to the new login mechanism, until such time as an alternate login mechanism is provided acceptable to teaching faculty.

Rationale for the Motion:

ITS has embarked upon a policy of requiring users to use their unique Western login on classroom computers. Some classrooms have already been modified in this way, and the process is continuing.

Two meetings involving concerned parties in the Faculty of Science have been held in an effort to obtain an alternate login mechanism. The concern is that, in the event that an instructor's account is hacked, all student information stored on Western systems as well as the instructor's personal financial information is readily available to the hacker.

In these meetings ITS has resisted efforts to maintain more than one account per user as it sees this as a less secure system.

The focus of the August meeting centred on the likelihood that a dedicated hacker could retrieve an instructor's user ID and password electronically. In the September meeting, just held this week, it was pointed out that a much more likely scenario is that a dedicated student or group of students manages to capture the information via cell phone video. (This is not unlike the pickpocket scenario in which one party distracts the victim by bumping into them while the other party steals the wallet.) As is shown repeatedly in the public at large, there is a segment of the population that is highly motivated to inflict this type of damage.

Instructors are already working with a very tight window of 10 minutes during which the departing instructor must log off the system, gather up, handle student questions while the entering instructor must log onto the system, load software, start response software etc --- all the while dealing with students asking questions. In many classrooms, it is virtually impossible to cover up what is entered. In large classes where all of these factors are at play --- of which we have many at Western --- the likelihood of the user ID and password being captured by a party intent on getting it becomes very high. And as is well known in probability, if an event has a positive chance of happening, if you repeat it often enough, it will happen. Access to this secure information will be obtained by parties not entitled to it.

At the same time, Western maintains no “double lock” on the student information we maintain on university grade systems like Sakai, or for that matter our own financial information. As soon as an account has been compromised, grades can be changed, the logins of other students can be found, and even our paycheques can be redirected or our pension choices changed.

In response to this, the advice widely conveyed at the meeting in order to protect this sensitive information was that the only solution was to avoid the use of the classroom computers altogether --- requiring faculty to bring their own laptops to class. This end result effectively renders the classroom computers useless, not to mention a large waste of resources.

It is a reasonable question to ask, in the midst of all of these aspects, whether the Administration is exercising due caution with respect to the protection of the security of these forms of private student and faculty information, in the light of this very real threat.

As an academic matter, it is relevant for Senate to comment as well on the time impact that processes put in place to strive for a secure environment. How much teaching time is being lost?

In the light of this, it seems to me as a Senator that two things are called for:

- 1) In order to exercise due caution for matters of privacy of information, the Administration needs to suspend immediately the conversion of classroom computers to the new login protocol;
- 2) An alternate method for establishing the identity of instructors, so as to enable them to gain access to the classroom computers needs to be found that is acceptable to teaching staff.

In my own limited opinion, the credible solutions appear to be a) for access to be provided by means of swiping the band on our Western IDs, b) the plan for unique IDs to be softened to allow for a unique separate teaching login for all teaching faculty, c) new ID cards with a chip to be issued for use with a smart keyboard, or d) for double locks to be placed on student information systems and faculty financial systems. However, other options may be identified by ITS over the course of the campus wide consultations that such a serious matter requires.

David Stanford,

Senator for Science, 2011-13

September 19th, 2012.

REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS

(SCAPA)

FOR APPROVAL

1. **Richard Ivey School of Business: Revisions to the Admission Requirements of the Honors Business Administration (HBA) Program**

Recommended: That the admission requirements for the Honors Business Administration (HBA) program at the Richard Ivey School of Business be revised as set out below, effective October 1, 2012 (for September 1, 2013 intake).

REVISED CALENDAR COPY

<http://www.westerncalendar.uwo.ca/2012/pg261.html>

ADMISSION REQUIREMENTS FOR THE HONORS BUSINESS ADMINISTRATION (HBA) PROGRAM

no changes

Admission Requirements

The Ivey Honors Business Administration Program requires the successful completion of no fewer than 10.0 courses of university study **with a minimum overall average of 70%**. All students seeking admission to the Honors Business Administration Program must achieve a minimum 70% in Business Administration 2257 (or an equivalent) and one Grade 12 Mathematics course for university-bound students, or Mathematics 0110A/B or Mathematics 1229A/B, in their prior program of study.

~~In selecting optional courses, students are urged to keep in mind a goal of becoming a well-educated person with a breadth and variety of experience. The School is looking for individuals with demonstrated competence in any academic program.~~

Candidates from Accredited Degree-Granting Institutions

No further changes

Background:

As application numbers continue to increase for the HBA program, Ivey must continue to find ways to conserve time and resources used in the assessment process. The proposed amendment is meant to deter applicants who are not competitive from applying by making them ineligible for consideration.

2. **Faculty of Health Sciences: Revisions to the First-Aid and CPR Certification Policies for Admission to Nursing Programs**

Recommended: That effective September 1, 2012, the program policies related to First Aid and CPR certification for admission to the Western-Fanshawe Collaborative BScN Program and the Compressed Time Frame BScN Program be revised as highlighted below to reflect current practice.

REVISED CALENDAR COPY

<http://westerncalendar.uwo.ca/2012/pg450.html>

ARTHUR LABATT FAMILY SCHOOL OF NURSING

PROGRAM POLICIES

~~**Compressed Time Frame BScN Program** – *Delete this section*~~

Clinical Placements - *No changes*

Attendance - *No changes*

Professional Practice Settings Include: - *No changes*

First Aid Certificate – *Delete this section*

First Aid Certification

Students in the Western-Fanshawe Collaborative BScN program must present this certificate to ParaMed (London) by the advertised deadline date in Year 2 as communicated by the Placement Coordinator, Requirements & Information.

Students in the Compressed Time Frame BScN program must present this certificate to ParaMed (London) by the advertised deadline date in Level 1 as communicated by the Placement Coordinator, Requirements & Information.

Students who fail to comply with this policy will be denied access to their professional practice courses.

C.P.R. Certification – *Delete this section*

CPR-HCP Certification

Students are required to obtain a valid certificate in Cardiopulmonary Resuscitation at the Health Care Provider level. This certificate must be renewed annually.

Students in the Western-Fanshawe Collaborative BScN program must present this certificate to ParaMed (London) by the advertised deadline date in Years 2, 3 and 4 of the program, as communicated by the Placement Coordinator, Requirements & Information.

Students in the Compressed Time Frame BScN program must present this certificate to ParaMed (London) by the advertised deadline date in each of Levels 1 through 5 of the program, as communicated by the Placement Coordinator, Requirements & Information.

Students who fail to comply with this policy will be denied access to their professional practice courses.

No further changes

Background:

The current information regarding First Aid and CPR certification in the Academic Calendar is out-of-date and does not reflect the School's current practice, policies and/or curriculum.

The updated Western-Fanshawe Collaborative BScN program curriculum, which begins September 1, 2012, includes only a simulated clinical component in first year and, therefore, no longer necessitates that students entering the program have First Aid and CPR certification prior to commencing their first year.

The proposed changes to the First Aid certificate section include an addition to the agencies from which students may obtain their certification, and a change to whom that certification must now be submitted. The proposed changes to the CPR section include a change to the level of certification required, and a change to whom that certification must now be submitted.

FOR INFORMATION

3. **New Scholarship and Award**

SCAPA has approved on behalf of the Senate, for recommendation to the Board of Governors through the President & Vice-Chancellor, the Terms of Reference for the new scholarship and award set out in [Appendix 1](#).

4. **Report of the Subcommittee on Program Review – Graduate: Cyclical Review of Geology and Geophysics Graduate Programs**

SCAPA has approved on behalf of the Senate the recommendations of the Subcommittee on Program Review – Graduate (SUPR-G) with respect to the cyclical review of the graduate programs in Geology and Geophysics, as detailed in [Appendix 2](#).

5. **SCAPA Representative for the Aboriginal Education and Employment Council**

SCAPA has elected B. Timney to membership on the Aboriginal Education and Employment Council for a two-year term (November 1, 2012 to October 31, 2014).

6. **Revisions to the Guidelines for the Structure of the Academic Year**

The Guidelines for the Structure of the Academic Year have been revised to reflect the changes in the 2013 Fall Convocation dates as approved by Senate on September 21, 2012, as set out in [Appendix 3](#).

Current policy is located here: <http://www.uwo.ca/univsec/handbook/general/structure.pdf>

REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS

(SCAPA)

Joe Shlesinger MBA Leaders Scholarship (School of Graduate and Postdoctoral Studies, Business)
Awarded annually to a full-time student entering the Master of Business Administration program at the Richard Ivey School of Business, based on academic achievement and demonstrated community leadership. Candidates may submit their application for this award at the time of application to the MBA Program at the Richard Ivey School of Business. The MBA Scholarship Committee at Ivey will make the final selection of the recipient. At least one member of the selection committee will hold membership in the School of Graduate and Postdoctoral Studies. Recipients will be notified at the time of acceptance into the program. This award is made possible through the generosity of Joe Shlesinger, MBA '86.

Value: 1 at \$35,000

Effective: May 2013 to April 2018

Sapunjis Family Award (Any Undergraduate, Graduate or Affiliated University College Student - Athletic Award [Football, Women's Varsity])

Awarded to a full-time undergraduate or graduate student in any year of any degree program at Western, including the Affiliated University Colleges, who is making a significant contribution as a member of the football team (during odd years) or a women's varsity team (during even years). As per OUA and CIS regulations, an entering student athlete must have a minimum admission average of 80% and a non-entering student must have an in-course average of 70%. Candidates must be in compliance with current OUA and CIS regulations. The Western Athletic Financial Awards Committee will select the recipient based on its evaluation of academic performance/potential (20%) and the written recommendation from the Head Coach assessing athletic performance/potential and team/campus leadership (weighted as 60% and 20% respectively). This award is held with Foundation Western and is made possible through the generosity of Mr. David Sapunjis, BA'95, and Mrs. Jodi Sapunjis, BA '89.

Value: 1 at \$1,000

Effective: 2012-2013 academic year

Final Assessment Report
Submitted by SUPR-G to SCAPA

Program:	Geology and Geophysics Programs in Department of Earth Sciences
Degrees Offered:	MSc (Thesis-based), MSc (course-based) and PhD in Geophysics; MSc (Thesis-based), MSc (course-based) and PhD in Geology
Approved Fields:	Earth and Planetary Systems Resource Geosciences Tectonic Processes and Natural Hazards Earth Evolution: Surface, Life and Climate
Date of Site Visit:	April 17-18, 2012
Evaluation:	<i>Good Quality</i>

Summary:

The Geology and Geophysics programs are very strong and have strong leadership. They have experienced significant growth in graduate student enrolment since the last review, making these programs now a destination of choice for quality BSc graduates in earth sciences from across Ontario and beyond. Completion times for the MSc and PhD programs are good.

The faculty complement provides the necessary expertise to cover a number of subdisciplines in the areas of Geology and Geophysics that are the basis for a request to realign/change the names of Approved Fields to those noted above. These new fields better reflect the areas of concentration of the current faculty members.

The model for the “accelerated MSc” programs (course and project-based) is appropriate, but the reviewers recommend that these accelerated MSc degrees have a different name to better differentiate them from the traditional thesis-based MSc degree programs. Different names would also highlight the differences in the training the students in these two streams receive.

In summary, the programs are strong and produce high-quality graduates.

Recommendation:	Responsibility
Develop an alternative nomenclature for the accelerated MSc programs to differentiate them from thesis-based MSc programs.	Grad Chair and Chair
Continue to monitor admission standards, especially for those entering the accelerated MSc.	Grad Chair
Work to concentrate faculty, research labs and student space to encourage communication and discussion across the areas and programs.	Chair and Dean
Improve program communication (especially on the web).	Grad Chair, Chair
Clarify the grad student funding model and improve communication regarding funding.	Grad Chair, Chair

GUIDELINES FOR THE STRUCTURE OF THE ACADEMIC YEAR

Unchanged

4. Scheduling Convocation Ceremonies

- The *in absentia* February Convocation will be scheduled for the last Friday in February.
- June Convocation ceremonies will be scheduled from Tuesday to Friday in the second full week in June and from Monday to Wednesday in the third week of June.
- October Convocation ceremonies will **normally** be scheduled on the fourth Thursday and Friday in October. [If October 1 is a Friday, it will not count as week 1.]

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Labour Day	Sept. 5	Sept. 3	Sept. 2	Sept. 1	Sept. 7
Registration	Sept. 6-7	Sept. 4-5	Sept. 3-4	Sept. 2-3	Sept. 8-9
Rosh Hashanah	Sept. 29	Sept. 17	Thurs., Sept. 5	Sept. 25	Sept. 14
First Term	Sept. 8 - Dec.7 (64 days)	Sept. 6-Dec. 5 (64 days)	Sept. 9-Dec. 4 (62 days)	Sept. 4-Dec. 3 (64 days)	Sept. 10-Dec. 9 (64 days)
Thanksgiving Monday	Oct. 10	Oct. 8	Oct. 14	Oct. 13	Oct. 12
October Convocation	Oct. 27-28	Oct. 25-26	Oct. 24-25 Oct. 31– Nov. 1	Oct. 23-24	Oct. 22-23
Study Days	Dec. 8-9	Dec. 6-7	Dec. 5-6	Dec. 4-5	Dec. 10
Exams	Dec. 10-21 (12 days)	Dec. 8-19 (12 days)	Dec. 7-18 (12 days)	Dec. 6-17 (12 days)	Dec. 11-22 (12 days)
Holiday	Dec. 22-Jan. 8 (18 days)	Dec. 20-Jan. 6 (18 days)	Dec. 19-Jan. 5 (18 days)	Dec. 18-Jan. 4 (18 days)	Dec. 23-Jan. 3 (12 days)
Second Term	Jan. 9-Apr. 11 (62 days)	Jan. 7-Apr. 11 (63 days)	Jan. 6-Apr. 8 (62 days)	Jan. 5-Apr. 8 (62 days)	Jan. 4 - Apr. 6 (62 days)
Family Day	Feb. 20	Feb. 18	Feb. 17	Feb. 16	Feb. 15
Reading Week	Feb. 20-24	Feb. 18-22	Feb. 17-21	Feb. 16-20	Feb. 15-19
In Absentia Convocation*	Feb. 24	Feb. 22	Feb. 28	Feb. 27	Feb. 26
Good Friday	Apr. 6	Mar. 29	Apr. 18	Apr. 3	Mar. 25
Easter Sunday	Apr. 8	Mar. 31	Apr. 20	Apr. 5	Mar. 27
Passover	Apr. 7-8	**	Apr. 15	**	Apr. 23-24
Study Day	Apr. 12-13	Apr. 12-13	Apr. 9-10	Apr. 9-10	Apr. 7-8
Exams	Apr. 14-30 (17 days)	Apr. 14-30 (17 days)	Apr. 11-30 (17 days)	Apr. 11-30 (20 days)	Apr. 9-30 (20 days)
June Convocation***	June 12 – 15 and 18 - 20	June 11 - 14 and 17 - 19	June 10 – 13 and 16 - 18	June 9 – 12 and 15 - 17	June 14 – 17 and 20 - 22

* Application deadline for the In Absentia Convocation is January 22, or, if the deadline falls on a weekend or holiday, the next business day. No ceremony is held.

** Passover does not fall during the examination period this year. No accommodation necessary.

*** Application deadline for Spring Convocation is March 15.

The rest of the policy is unchanged

REPORT OF THE SENATE COMMITTEE ON UNIVERSITY PLANNING

(SCUP)

Renewal of the University Strategic Plan

FOR INFORMATION

1. **Renewal of the University Strategic Plan**

Recommended: The Provost will give an oral report at the meeting. The slides are attached in **Appendix 1**.



Renewal of the University Strategic Plan



Western's Strategic Plan

In the fall of 1995 Western's Senate and Board of Governors approved *Leadership in Learning: Western's Strategic Plan*. . Significant themes in *Leadership in Learning* were:

- Actions to improve recruitment of excellent students such as reducing the first year class size to 3750, building residences to accommodate all first year students wishing a place, creation of entrance scholarships for students with high secondary school averages, increasing course offerings to offer students greater choice and enable a first year course guarantee
- Development of faculty through an emphasis on performance evaluation and merit pay
- Amalgamation of Academic units and of Support units, and selectivity in budgetary allocations



Western's Strategic Plan

In the fall of 2001 Western's second Strategic Plan appeared with the title *Making Choices: Western's Commitments as a Research Intensive University*. Priorities identified in *Making Choices* included:

- In each academic unit, identification by stakeholders of areas of priority through the development of Academic Plans that would then be used to guide budgetary and planning decisions
- Expansion and renewal of the professoriate, with special regard for increasing representation of women
- A continued focus on enhancing the quality of undergraduates students and a restructuring of undergraduate programming
- Maintenance of a cap of between 4200 and 4500 on first year undergraduate enrolment and expansion of graduate enrolment



Western's Strategic Plan

Western's current Strategic Plan, *Engaging the Future* was finalized in January of 2007. The commitments in the Plan include:

- Maintenance of a cap of 4350 on first year undergraduate enrolment and expansion of graduate enrolment
- A focus on internationalization
- Enhancement of diversity in the professoriate
- Continued commitment to the use of unit-level Academic Plans to drive differential budget allocations to areas of priority
- Enhancing Western's research profile



Western's Strategic Plan

The 2007 Strategic Plan was reviewed in the spring of 2010, and this led to commitments to:

- Increasing the cap on the number of first year undergraduate admissions while maintaining or enhancing academic standards for admission
- Increasing the number of international undergraduate students at Western.



Western's Strategic Plan

We are asking SCUP to solicit advice from members of the Western Community and thereby recommend the priorities to be addressed in a renewed Strategic Plan.

The composition of SCUP makes it well placed to do so. The membership of SCUP includes faculty members, students and staff, as well as representation from the Senate, the Board, and the Affiliated University Colleges.



Western's Strategic Plan

Drawing on the mandate of the Committee struck to recommend the 2007 Strategic Plan, we suggest that SCUP undertake the following:

- review the mission and vision statements in the 1995 Strategic Plan, *Leadership in Learning*, the commitments set out in the 2001 Strategic Plan, *Making Choices*, and the directions and commitments identified in the 2007 Strategic Plan, *Engaging the Future*, all in the context of the current postsecondary environment;
- identify key priorities which Western should pursue in support of its mission, vision and basic principles;
- examine areas including graduate and undergraduate programming and enrolment; recruitment and support of faculty, staff and students; research; and internationalization; and propose ways to recognize and build on strengths in research, teaching and the learning environment;
- determine Western's placement nationally and internationally in scholarship and learning, and establish effective means to measure our progress in the future.



Western's Strategic Plan

Timeline

October, November and December:

- Solicit submissions from the University Students Council, the Society of Graduate Students, Alumni Western, the 11 Faculty Councils, Western Leader's Forum, Campus Council, and all members of the Western community

January and February:

- Consider submissions
- Draft an outline for the report

March and April:

- Consider a draft report
- Provide a final draft report to Senate and Board for consideration

June:

- Provide a final report to the Senate and the Board for approval

THE UNIVERSITY RESEARCH BOARD

(URB)

Revisions to MAPP 7.10: Standard Training in Animal Care and Use

Revision to MAPP 7.12: Policy and Procedures for the Use of Animals in Research Testing and Teaching

FOR APPROVAL

1. Revisions to MAPP 7.10: Standardized Training in Animal Care and Use

Recommended: That Senate approve and recommend to the Board of Governors through the Vice-Chancellor, changes to the policy on Standardized Training for Animal Care and Use (MAPP 7.10) as set out in [Appendix 1](#).

Background

The majority of the revisions incorporate non-substantive updates, or provide clarification to accurately reflect current procedures and processes.

Substantive changes:

- The policy was revised to comply with the new MAPP policy protocol, where a policy is separated from its procedure.
- The requirement to update the Animal Care and Use on-line course was removed as it is no longer required under CCAC rules.
- Accountability for animal user training and competence was defined.

2. Revisions to MAPP 7.12: Policy and Procedures for the Use of Animals in Research Testing and Teaching

Recommended: That Senate approve and recommend to the Board of Governors through the Vice-Chancellor, changes to the Policy and Procedures on Use of Animals in Research, Testing and Teaching (MAPP 7.12) as set out in [Appendix 2](#).

Background

Some of the revisions incorporate non-substantive updates, or provide clarification to accurately reflect current procedures and processes.

Substantive changes:

- The policy was revised to comply with the new MAPP policy protocol, where a policy is separated from its procedures.
- A reference to Non-Arms-Length-Managed (NALM) Certification was included and clarification regarding animal procurement was added to the policy.



MANUAL OF ADMINISTRATIVE POLICIES and PROCEDURES

POLICY #7.10 – Standardized Training in Animal Care and Use

Policy Category:	Research
Subject:	Standardized training in animal care and use
Approving Authority:	Board of Governors
Responsible Officer:	Vice-President (Research)
Responsible Office:	Office of the Vice-President (Research)
Related Procedures:	Procedures for Standardized Training in Animal Care and Use [web link]
Related University Policies:	MAPP 7.12 [http://www.uwo.ca/univsec/mapp/section7/mapp712.pdf]
Effective Date:	November 22, 2012
Revised:	January 27, 2005, November 29, 2009

I. PURPOSE & SCOPE

This policy applies to all individuals who care for and/or use animals, as defined by the Canadian Council on Animal Care (CCAC), in academic endeavours for research, teaching, and/or testing, or through their employment at the University and its affiliated institutions, herein referred to as “Animal Users,” describes the training required by CCAC for such individuals, and assigns responsibility for the oversight of that training.

II. POLICY

1. “Animal Users,” are required to complete the following CCAC-mandated animal training:
 - 1.1 *Animal Care and Use Sakai* course;
 - 1.2 Appropriate ‘hands-on’ workshops and their associated Sakai prerequisites.
2. Evidence that an equivalent course or experience has been obtained elsewhere *may* exempt the Animal User from the requirement outline in paragraph 1, above. Detailed information with respect to potential exemptions is found in the associated procedures for this policy [[web link](#)].
3. Documentation that the *Animal Care and Use Sakai* course and applicable workshops have been completed successfully must be confirmed prior to performing procedures on animals.
4. On behalf of the Animal Use Subcommittee (AUS), the Animal Care and Veterinary Services (ACVS) Research Education Team will administer the University’s CCAC-mandated training programs.

5. The responsibility for institutional animal user training and competence assurance is shared among ACVS Research Education Team, as well as Principal Investigators and other supervisors, e.g. facility managers. Principal Investigators and supervisors are responsible to oversee all new animal users and ensure demonstrated competence of all individuals working with animals associated with AUS-approved Animal Use Protocols within AUS-approved areas,
6. Competence in animal procedures is defined as meeting the appropriate standards in accordance with all regulatory guidelines.

Procedures for Standardized Training in Animal Care & Use

I Training Program

1. On behalf of the AUS, the ACVS Research Education Team will:
 - 1.1 Develop appropriate training programs with reference to CCAC requirements;
 - 1.2 Assess the training requirements of all personnel at the University and its affiliated institutions that have been added to the *Personnel Training Requirements* section within *Animal Use Protocol*, *Annual Renewal*, and *Protocol Modification* forms, and those associated with animal care and use as employees of the University and its affiliates;
 - 1.2.1 Where problems of animal care and use occur, the AUS may require further individual training before animal work may resume.
 - 1.3 Communicate outstanding training requirements and associated processes to individuals and their supervisors (Principal Investigator or Manager);
 - 1.4. Implement training programs;
 - 1.5 Document training requirements and history using a training database for all individuals requiring CCAC-mandated training.
2. Non-Compliance Response – Instances of procedural non-compliance will be pursued in accordance with the AUS Post Approval Monitoring Policy.

II Training Exemptions

1. Competency Assessment – Principal Investigators may request a competency assessment for themselves and their research staff in lieu of hands-on workshop completion. Competency assessments are available only to individuals with extensive and demonstrated experience in animal care and use. In lieu of instruction, participants will be asked to demonstrate skills as outlined within their Animal Use Protocols. The AUS Chair and/or the ACVS Director and/or an ACVS Veterinarian and/or arms-length Principal Investigators with recognized expertise may be asked to assist the ACVS Research Education Team in evaluating the Animal User's eligibility for a competency assessment or other training exemption.
2. Training exemptions *may* be considered if written documentation illustrating equivalent training obtained elsewhere is provided to the ACVS Research Education Team.
 - 2.1 The AUS has final authority for the granting of training exemptions
3. Individuals exempted through a competency assessment (2.1) will receive a *Certificate of Competence* from the ACVS Research Education Team.
4. The AUS may revoke a *Certificate of Competence* if evidence is presented to the Committee that the individual is no longer competent in a defined procedure or specialty. The individual will be required to take training indicated by the AUS Chair before resuming animal work.



MANUAL OF ADMINISTRATIVE POLICIES and PROCEDURES

POLICY #7.12 – POLICY FOR THE USE OF ANIMALS IN RESEARCH, TESTING AND TEACHING

Policy Category:	Research
Subject:	Use of Animals in Research, Testing and Teaching
Approving Authority:	Board of Governors
Responsible Officer:	Vice-President (Research)
Responsible Office:	Office of the Vice-President (Research)
Related Procedures:	Procedures for the Use of Animals in Research, Testing & Teaching [web link]
Related University Policies:	MAPP 7.10 [http://www.uwo.ca/univsec/mapp/section7/mapp710.pdf]
Effective Date:	November 22, 2012
Revised:	September 26, 2006, November 26, 2009

I. PURPOSE & SCOPE

This policy and its associated procedures apply to all instances of research, testing and teaching involving animals performed at Western, its affiliated hospitals, affiliated university colleges and research institutes, to field research that involves more than simple observation (e.g., trapping, artificial provisioning), and to Principal Investigators or instructors.

The policy outlines the responsibilities and accountabilities of university officers and the various committees and subcommittees established in accordance with the regulations of the Canadian Council on Animal Care (CCAC).

Failure to comply with this policy and its associated procedures may prevent approval of *Animal Use Protocols* (AUPs), and may result in the withdrawal of AUP approval by AUS. As warranted by the severity of circumstances, this may also include revoking University approval for research, testing and teaching involving animals, and notification of this decision to Department Chairs, Institute Heads, and appropriate granting and licensing agencies.

II. POLICY

1. The University Council on Animal Care (UCAC), chaired by the Vice-President (Research), is responsible to Senate for all aspects of procurement, maintenance and use of animals as defined by the Canadian Council on Animal Care (CCAC), hereafter referred to as “animals,” in research, testing and teaching. UCAC shall ensure adequate institutional oversight according to the outlined procedures in this document, and as outlined within its *Terms of Reference*.
2. The Vice-President (Research) is the senior administrative officer of the University responsible for the care and use of animals at the University and its affiliated institutions - London Health Sciences Centre/Lawson Health Research Institute, St. Joseph’s Hospital, Robarts Research Institute, Siebens-Drake Medical Research Institute, Huron University College, Kings University College, Brescia University College, Child and Parent Resource Institute.
3. A subcommittee of the UCAC, the Animal Care Governance Steering Committee (ACGSC) is responsible for reviewing and administering matters on behalf of the UCAC and advising the Animal Use Subcommittee on matters requiring time-sensitive consideration, as outlined within its *Terms of Reference*.
4. A subcommittee of UCAC, the Animal Use Subcommittee (AUS) is responsible to UCAC for ensuring that the care and use of animals associated with the University’s research, testing and teaching activities are in compliance with all Federal, Provincial, and University policy statutory requirements, regulations and guidelines, as outlined within the *Terms of Reference* of ACGSC.
5. The Department of Animal Care and Veterinary Services (ACVS), under the leadership of its Director and directly accountable to the Vice-President (Research), serves the University and its affiliated institutions, its associated committees, and the research community, by ensuring animal care and use meets all Federal, Provincial, and University policy statutory requirements, regulations, and guidelines, and by facilitating the research of scientists using CCAC-defined animal models.
6. ACVS Veterinary Services staff, Institutional Compliance Officers, Facility Managers, Animal Care staff, Principal Investigators, and research staff, share responsibility for the ongoing assessment and maintenance of appropriate animal care and welfare.
7. Any Principal Investigator or instructor intending to use animals for research, testing or teaching in association with the University or its affiliates must be a University faculty member or veterinarian or LHSC-Lawson appointed scientist, unless otherwise approved by the AUS.

Procedures for the Use of Animals in Research, Testing & Teaching

I Animal Use Protocols (AUPs)

1. AUP form content, review and approval policies and processes will be developed and undertaken in accordance with all Federal, Provincial, and University policy statutory requirements and guidelines, and as detailed within the *Animal Use Subcommittee's Terms of Reference*.
2. If any AUP content is at variance with the aforementioned guidelines, scientific justification will be required.
3. The review and approval of AUP forms by the AUS is required prior to the commencement of all research, testing and teaching involving animals.
4. Assurances to funding agencies will be provided upon AUP approval.
5. Pursuant to existing policy of the University and of the broader scientific community, the Protocol is considered to be the intellectual property of the researcher, available only for confidential use by authorized individuals and not for distribution.

II. Post Approval Monitoring and Non-Compliance Response

1. The *AUS Post Approval Monitoring Policy* will be followed in order to monitor animal care and use and ensure compliance with the approved AUP.
2. Post approval monitoring (PAM) is undertaken by multiple sources and centralized through the ACVS Protocol Support Veterinarian (PS Vet), as outlined within the *AUS Post Approval Monitoring Policy*.
 - 2.1 All individuals under the jurisdiction of UCAC, including animal users, scientists, research staff, animal care workers, compliance officers, facility managers, and ACVS staff are required to report any and all unanticipated animal welfare, care or use problems, or complications to the AUS through the PS Vet.
3. Procedural and Ethical non-compliance are defined, and the associated response steps are outlined within the *AUS Post Approval Monitoring Policy* document.
 - 3.1 When matters of non-compliance are identified through PAM sources, non-compliance response involves the collaboration of the PS Vet or another ACVS veterinarian, AUS PI Representatives, other AUS members, as required, and animal users towards collegial issue resolution.
 - 3.2 The Principal Investigator will be informed in writing of the decision of AUS and the reasons for the decision.
 - 3.3 The Principal Investigator and any other personnel involved must comply with the decision of AUS pending the outcome of any appeal.
 - 3.4 If the decision is appealed by the investigator and AUS did not terminate animal use or procedures, the ACVS Director will determine whether or not animal use may continue during any period of appeal. If the Director of ACVS decides that there is an immediate and serious threat to the health or safety of the animals or personnel, he or she may suspend animal use until disposition of the appeal. Such a decision cannot be appealed.
4. Non-Arms-Length-Managed (NALM) Certification – The AUS will ensure that all NALM areas will undergo inspection and pre-approval prior to initial use and yearly recertification, as described within the Animal Certification of Animal Holding/Housing within Non-Arms-Length-Managed Facilities policy. This policy applies to all research groups intending to and/or actively holding animals, including overnight housing or housing beyond 12 hours, in an area not daily overseen by a facility manager or designate that is considered to be at arm's length from the research group.
5. Facility Access - In order to facilitate post approval monitoring and non-compliance response, the AUS Chair or designate(s) and ACVS Veterinarians will have unrestricted access to all

animal facilities at all times. The associated AUS-approved Standard Operating Procedure will be followed to ensure that access does not adversely impact the health status of any facility.

6. CCAC-Mandated Training - The AUS will ensure that all personnel listed on the AUP have been appropriately trained according to the expectations defined in the CCAC Guidelines and Policy Statements and as provided for in [MAPP 7.10](#) "Standardized Training in Animal Care and Use". The ACVS Research Education Team will facilitate CCAC mandated training on behalf of the AUS.

III Other Procedures

1. Animal Procurement – Animals may only be acquired on an approved AUP. With the exception of wild-caught animals, animal procurement must be managed centrally through an AUS-approved arm's-length facility manager, as per the AUS Animal Procurement Policy.
2. Animal Transfers – When animals are transferred from Western or its affiliates to an external institution, the AUS will ensure that an associated *Animal Use Protocol* approved by the external institution's animal care committee is in place.
3. Health Monitoring - Surveillance of animal health will follow AUS-approved standard operating procedures and will be centrally coordinated by ACVS so as to facilitate the transfer of animals between rodent barriers of equivalent health status; conventional facilities of equivalent health status; and specialized areas such as imaging equipment.
 - 3.1 Principal Investigators and Facility Managers shall:
 - 3.1(a) record all animal deaths in a log available readily available at all times and to be made available upon request to ACVS veterinarians, AUS members, and regulatory inspectors
 - 3.1(b) notify ACVS or an ACVS-assigned designate. Unless directed by an ACVS veterinarian, all bodies are to be held for post-mortem examination by an ACVS Veterinarian.
4. Cell Line & Biological Testing – Testing of cell lines and biologicals shall follow AUS-approved standard operating procedures.

IV Appeals

1. Appeals of AUS decisions must be made to the Chair of the Animal Care Governance Steering Committee (ACGSC), c/o the University Secretariat, in writing, within 30 days of a decision.
2. The Letter of Appeal must set out in detail a full description of the matter under appeal; the grounds of appeal; a copy of the AUS decision; and all supporting documentation. Appeals may be made on either, or both, of the following grounds: that the decision was inappropriate or unreasonable in light of the evidence (scientific or other) presented to AUS, and that the review of AUS lacked procedural fairness.
3. Within three weeks of receipt by the Chair of the ACGSC of an appeal notice, the ACGSC will hold a preliminary meeting and AUS will forward to the ACGSC Chair, c/o the University Secretariat, full documentation pertaining to the appeal.
4. Parties to the appeal shall be given copies of all material filed with the ACGSC, and given an opportunity to be heard. Opinions of external experts may be provided to the ACGSC by the parties.
5. Meetings of the ACGSC held for consideration of appeals shall include as non-voting members University legal counsel and the Secretary of Senate (or designate).
6. At the preliminary meeting the ACGSC will establish its own procedures for hearing an appeal and will determine its decision-making basis preference for either written submissions or an oral hearing.

- 6.1 If the appeal is made regarding a decision to disallow animal use or to terminate a research, testing, or teaching activity, the ACGSC must hold an oral hearing.
7. The parties will be advised of this decision.
8. In the case of an appeal by a Principal Investigator or instructor, the parties to the appeal are the Principal Investigator, AUS and the ACVS Director.
9. In the case of an appeal by an ACVS Veterinarian, the parties to the appeal are the ACVS veterinarian, AUS, the ACVS Director, and the Principal Investigator.
10. The right to be represented by counsel will be accorded to the principal parties to the appeal. The ACGSC also reserves the right to retain counsel.
11. Deliberations of the ACGSC will be held in camera.
12. The Committee's decision will be based on a "balance of probabilities" standard.
13. Each voting member of the Committee must cast a vote; there will be no abstentions.
14. The ACGSC may:
 - 14.1 Deny the appeal,
 - 14.2 Grant the appeal and quash or modify the original decision, or
 - 14.3 Direct AUS to re-hear the matter or reconsider some pertinent aspect of its decision.
15. The parties to the appeal will be informed in writing of the decision of the ACGSC, and the reasons for the decision, within a reasonable time following the hearing. The decision, including reasons, will be reported to UCAC and AUS at their next regular meetings. Other individuals will be notified of the decision on a need to know basis only as determined by the ACGSC.
16. The decision of the ACGSC is final.
17. Costs will not be awarded by the ACGSC.

ANNOUNCEMENTS & COMMUNICATIONS

Appointments

FOR INFORMATION

Appointments

Schulich School of Medicine & Dentistry

S.P. McKellar, Hannah Chair in the History of Medicine, July 1, 2012 – June 30, 2017