![Western University Canada logo]

SENATE AGENDA

1:30 p.m., Friday, November 16, 2018
Arts and Humanities Building, Rm 1R40

The Land Acknowledgment will be read at the beginning of the meeting.

1.   **Minutes of the Meeting of October 19, 2018**

2.   Business Arising from the Minutes

3.   Report of the President – **EXHIBIT I**   (A. Chakma)

4.   Unanimous Consent Agenda – **EXHIBIT II**

5.   Reports of Committees:
     Operations/Agenda – **EXHIBIT III**   (M. Milde)
     Academic Policy and Awards – **EXHIBIT IV**   (J. Hatch)
     University Planning – **EXHIBIT V**   (D. Laird)

6.   Report of the Academic Colleague – **EXHIBIT VI**   (E. Chamberlain)

7.   Announcements and Communications – **EXHIBIT VII**

8.   Discussion and Question Period

9.   New Business

10. 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.

APPROVAL OF MINUTES

REPORT OF THE PRESIDENT

UNANIMOUS CONSENT AGENDA
FOR ACTION

OPERATIONS/AGENDA COMMITTEE
FOR ACTION
Revisions to the Senate Election Procedures
Report of the Provost's *ad hoc* Committee for Freedom of Expression
Notice of Motion regarding Senate Approval of the Freedom of Expression Policy

FOR INFORMATION
Senate Discussion Session and Social Event
Senate *ad hoc* Committee on Renewal – Report on Implementation of Recommendations
Senate Election Schedule for Spring 2019

SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS (SCAPA)
FOR ACTION
School of Graduate and Postdoctoral Studies: Revisions to the MESc and PhD Graduate Programs in Mechanical and Materials Engineering
Brescia, Huron and King's University Colleges: Introduction of the BMOS Internship Program
Policy Revisions:
       Introduction of New Subject Areas: "Biomedical Engineering" and "Information and Media Studies"
       Scheduling of Examinations and Responsibility for Printing

FOR INFORMATION
Policy Revision: Structure of the Academic Year – Scheduling Spring Convocation
Undergraduate Sessional Dates:
       Revisions to the 2019 Sessional Dates
       Faculty-specific Sessional Dates for 2019 and 2020
New Scholarships and Awards

SENATE COMMITTEE ON UNIVERSITY PLANNING
FOR INFORMATION
Faculty Planning Guidelines

REPORT OF THE ACADEMIC COLLEAGUE
FOR INFORMATION
Report on the October 2018 meeting

ANNOUNCEMENTS and COMMUNICATIONS
FOR INFORMATION
Academic Administrative Appointments

MINUTES OF THE MEETING OF SENATE

October 19, 2018

The meeting was held at 1:30 p.m. in Room 1R40, Arts and Humanities Building.

SENATORS: 77

R. Andersen	Y. Hassan	I. Paul
S. Barghi	J. Hatch	W. Pearson
S. Basu	A. Hearn	P. Peddle
G. Belfry	A. Hrymak	A. Pero
L. Beres	L. Jiang	M. Perruzza
A. Borchert	P. Jones	V. Radcliffe
A. Bowlus	J. Kim	A. Ray
D. Brou	S. Knabe	G. Read
S. Burke	R. Konrad	G. Rezai-Rashti
J. Capone	K. Kontogiannis	C. Roulston
A. Chakma	G. Kopp	P. Schmidt
E. Chamberlain	K. Kwan	V. Schwean
A. Chant	K. Lawless	K. Shuey
D. Cheng	A. Leguard	N. Shuva
K. Cole	L. Logan	D. Simmonds
R. Collins	D. Macpherson	Z. Sinel
J. Cuciurean	J. Matthews	V. Smye
V. Dalal	M. McDayter	D. Sowinski
S. Datars Bere	A. Meyer	C. Steeves
M. Davison	J. Michalski	P. Thomlinson
C. Dick	M. Milde	G. Tigert
L. Federking	K. Miller	S. Trosow
J. Garland	S. Mumm	J. Wilson
R. Garno	O. Nadler	B.A. Younker
L. Ghattas	M. Novello	P. Yu
A. Grzyb	D. Olteanu	

Observers: D. Belliveau, T. Belton, K. Campbell, J. Doerksen, L. Gribbon, M. Pratt, M.B. Rose

Land Acknowledgement

G. Belfry read the Land Acknowledgement.

S.18-152   **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of September 21, 2018 were approved as circulated.

S.18-153 **REPORT OF THE PRESIDENT** [Exhibit I]

The report of the President, detailed in Exhibit I, contained information about the following items:

- Ad Hoc Committee on Freedom of Expression update
- Western shines at international Undergraduate Awards hosted by Trinity College Dublin
- Five Western PhD candidates awarded Vanier Canada Graduate Scholarships
- Recipients of the 2018 Western Award of Excellence named
- Western to host global conference for guidance counsellors and admissions professionals
- Town Hall meetings scheduled for 2019-20 budget cycle
- Western leadership update

The President also acknowledged the successful completion of the Be Extraordinary Campaign which raised $805M. He encouraged Senators to visit the Campaign website to view the impact of the Campaign on various areas of the University.

S.18-154 **UNANIMOUS CONSENT AGENDA** [Exhibit II]

It was moved by M. Milde, seconded by R. Konrad,

That the 12 items listed in the Unanimous Consent Agenda, Exhibit II, be approved or received for information by Senate by unanimous consent.

CARRIED

REPORT OF THE OPERATIONS/AGENDA COMMITTEE [Exhibit III]

S.18-155 **Senate Membership – Undergraduate Student Constituency – Schulich School of Medicine & Dentistry**

C. Davies-Chalmers was nominated by the ad hoc Nominating Committee, as per the Senate Election Procedures, to fill a vacancy that was the result of a resignation. M. Milde explained that the Election Procedures, as they stand, allow for additional nominations from the floor, raising the possibility of Senate filling a particular constituency. He informed Senators that the Operations/Agenda Committee will look to revise the Election Procedures to ensure that constituencies are able to determine their own members in case of a resignation/mid-year vacancy.

There were no nominations from the floor.

Senate approved that the seat held by Kelvin Zhou, representative of the Undergraduate Student Constituency – Schulich School of Medicine & Dentistry, be declared vacant as a result of his resignation and that Cleo Davies-Chalmers be elected to fill this vacancy.

S.18-156 **Revisions to the Terms of Reference of the Senate Committee on Academic Policy and Awards (SCAPA)**

It was moved by M. Milde, seconded by R. Konrad,

That the revisions to SCAPA's terms of reference be approved, as shown in Exhibit III, Appendix 1.

CARRIED (By Unanimous Consent)

S.18-157   **Information Items Reported by the Senate Operations/Agenda Committee**

Exhibit III, Report of the Senate Operations/Agenda Committee, contained the following items that were received for information by unanimous consent:

- Candidates for Degrees and Diplomas – Autumn Convocation 2018
- 2019 Convocation Dates

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

S.18-158   **Faculty of Engineering: Introduction of the Biomedical Engineering Concurrent Degree Programs**

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

> That the Biomedical Engineering Concurrent Degree Programs be introduced in the Faculty of Engineering effective September 1, 2018, as shown in Exhibit IV, Appendix 1:
> Chemical Engineering and Biomedical Engineering
> Electrical Engineering and Biomedical Engineering
> Mechanical Engineering and Biomedical Engineering
> Mechatronic Systems Engineering and Biomedical Engineering

> CARRIED

S.18-159   **Faculty of Engineering: Policy Revision – Registration and Progression in Three-Year, Four-Year and Honors Degrees – Concurrent Degrees**

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

> That the revisions to the Concurrent Degrees policy be revised as shown in Exhibit IV, Appendix 2.

> CARRIED

S.18-160   **Don Wright Faculty of Music: Discontinuation of the Certificate in Piano Technology**

It was moved by M. Milde, seconded by R. Konrad,

> That, effective September 1, 2018, the Certificate in Piano Technology be discontinued in the Don Wright Faculty of Music as shown in Exhibit IV.

> CARRIED (By Unanimous Consent)

S.18-161   **Report of Scholastic Offences**

J. Doerksen, Vice-Provost (Academic Programs) spoke to the Report of Scholastic Offences for the period of July 1, 2017 - June 30, 2018, acknowledging that the document likely underreports scholastic offences at the University. He explained that instructors often opt to deal with minor violations informally, rather than report them as a scholastic offence.

J. Doerksen and J. Hatch (Chair, SCAPA) indicated that an ad hoc committee of SCAPA would be formed to examine the process of reporting scholastic offences, with the goal of revising policy to allow for instructors to exercise judgement in determining whether a particular incident warrants a formal reporting of a scholastic offence.

S.18-162   **Information Items Reported by the Senate Committee on Academic Policy and Awards**

Exhibit IV, Report of the Senate Committee on Academic Policy and Awards, contained the following items that were received for information by unanimous consent:

- SUPR-G Report: Cyclical Reviews of the Graduate Programs in Pathology; Theory and Criticism
- Faculty of Education, Bachelor of Education (B.Ed.) Program: Guaranteed Admission of Graduates from Brescia University College, Honors Specialization, Specialization and Major in French Studies Programs and from King's University College, Catholic Studies for Teachers Program
- Undergraduate Sessional Dates for 2019 and 2020
- New Scholarships and Awards

ANNOUNCEMENTS AND COMMUNICATIONS [Exhibit V]

S.18-163   **Information Items Reported in Announcements and Communications**

Announcements and Communications, detailed in Exhibit V, contained the following items that were received for information by unanimous consent:

- Senate Committee on University Planning – Election Results – September 2018
- Academic Administrative Appointments
- Report from the Board of Governors on the September 2018 Meeting
- Update on Freedom of Expression Policy

DISCUSSION AND QUESTION PERIOD

S.18-164   **Discussion on the Freedom of Expression Policy**

M. Milde, Chair of the Provost's ad hoc Committee for Freedom of Expression, provided an overview of the consultation process. He reported that the Committee has reviewed all feedback provided and has established a draft policy for Senate's deliberation and comment.

Discussion included the following points:

- The definition of "members of the University community" includes all individuals associated with the University (e.g., visitors).
- Freedom of Expression policies at other universities, both Canadian and international, were reviewed in the development of the draft policy.
- Ontario universities are taking slightly different approaches in addressing the government's directive to establish Freedom of Expression policy; Western's process has been one of the most consultative.
- A suggestion was made to omit the reference to UWOFA in the last sentence of the policy as there are other organized unions and groups at the University.
- The Freedom of Expression Policy is intended to be a high level statement of principles; other University policies are already in place to address process.
- Clarification that it is not the Freedom of Expression Policy that will determine if the University is required to intervene, or what the course of redress might be. Complaints will be brought through other University policies (e.g., the Collective Agreement, Code of Student Conduct). A statement will be included at the end of the policy directing individuals to the specific processes in place to address violations.
- The policy does not modify the University's commitment to academic freedom.

- An Official Observer expressed concern regarding stipulations within the government mandate regarding student groups and unions, and said that student groups and unions, as autonomous bodies, should not be directly mentioned or impacted by this policy. The President responded that the policy will apply across the University community and include students.
- The Higher Education Quality Council of Ontario (HEQCO) will review the Freedom of Expression Policies from all Ontario universities and provide advice to the provincial government.
- A revised draft of the Freedom of Expression Policy will be brought to the November Senate Meeting.

S.18-165   **Broughdale Issue and Homecoming Date**

The Western Student Senators asked Senate to begin a discussion regarding the Broughdale issue and Homecoming, noting in particular a concern that the University's decision to move the Homecoming date may provide an opportunity for two large-scale street parties.

The President acknowledged that the University's efforts to reduce the issues and risks associated with the Broughdale party have not been successful, with numbers of attendees steadily increasing. He said that the decision to move Homecoming ensured that Homecoming can continue.

K. Cole, Vice-President (External) addressed a number of queries regarding street parties and Homecoming, including the following areas:

- student parties have been happening for many years on what was at the time, the Homecoming weekend
- what happens on Broughdale is not a Homecoming activity
- several years ago a decision was taken to move Homecoming to later in October to separate the alumni celebration of Homecoming from the unsanctioned street party
- Western has not experienced the two party scenario that was the basis for the concerns expressed by the Student Senators – there has not been a doubling of the street parties since the move of the date for Homecoming
- if the street party issue were resolved and there was little risk of it re-emerging, Western could consider moving the date of Homecoming back to September

L. Logan, Vice-President (Operations & Finance) spoke to the meetings that the University is holding with its Community Partners to consider what strategies and tools can best be used to make an impact on Broughdale.

Discussion included the following points:

- Western is consulting with Queen's and other Universities who have experienced similar issues.
- A Senator requested that the University engage the relevant community associations, noting that they have been excluded from the consultation process to date.
- Senators discussed the issue of penalizing students using the Code of Conduct or academic penalties, and several Senators expressed concern to have this type of disciplining used
- A Senator suggested that the University consider incentivizing faculty and staff to move onto Broughdale.
- An Official Observer stated that the alternative programming offered by USC sold over 11,000 tickets to Western students, and that many of the people attending Broughdale are not Western students. L. Logan noted that the University cannot take a community policing role, and can only intervene with respect to Western students.
- Responding to a question, L. Logan said that she is working with USC to develop a survey of students.

- L. Logan indicated that significant work is underway to develop concrete next steps to address the concerns regarding this street party
- Western tries to engage students with official Homecoming programming (e.g., free tickets to the football game).
- A Senator made a suggestion that Faculties consider how to engage students in their Homecoming events (e.g., giving tours of buildings).

S.18-166   **Notice of Motion – Senate Approval of the UWO Freedom of Expression Policy**

Senator A. Grzyb presented the following Notice of Motion:

> Whereas in response to a mandate from the Province, The University of Western Ontario, through a special task force appointed by the President and Provost, is currently drafting a Freedom of Expression policy, a draft copy of which has been forwarded to the University Senate; and

> Whereas Section 29 of the *University of Western Ontario Act* (the "Act") provides "The Senate is responsible for the academic policy of the University" and

> Whereas Section 30(e) of the Act provides that the Senate may "inquire into and publish reports upon any matter that affects the academic reputation or effectiveness of the University;" and

> Whereas Section 30(f) of the Act provides that the Senate may "pass resolutions and make recommendations to the Board with respect to any matter connected with the administration of the University and the promotion of its affairs"; and

> Whereas the Freedom of Expression policy pertains to the academic policies of the University, it affects the academic reputation or effectiveness of the University, and it is a matter connected with the administration of the University and the promotion of its affairs.

> Therefore be it resolved that it is the sense of the University Senate that the matter of the approval of the Freedom of Expression policy is within the jurisdiction of the Senate within the meaning of Sections 29, 30(e) and 30(f) of the Act.

> Be it further resolved that The University Senate will deliberate on the policy at its November meeting and convey the results to the Board of Governors.

> Be it further resolved as this matter falls within the concurrent jurisdiction of both the University Senate and the Board of Governors, in the event that the Board and Senate adopt different policies it is the sense of the Senate that a joint committee should be established which will seek to reconcile the positions for adoption of a unified policy

The Secretary advised that the motion would be referred to the Operations/Agenda Committee for their consideration.

ADJOURNMENT

The meeting adjourned at 3:10 p.m.

_____   _____
A. Chakma   K. Kwan
Chair   Secretary

To: Senators

From: Amit Chakma

Date: November 7, 2018

Re: President's Report to Senate

For the November 16, 2018 meeting of Senate, I wish to highlight the following news and developments since my last written report for the meeting of Senate on October 19, 2018.

Ad Hoc Committee on Freedom of Expression update: Following discussions at the October 19 Senate on a first draft of Western's proposed free expression policy, a second draft, dated October 23, has been posted online at https://provost.uwo.ca/freedomofexpression/Policy%20Draft%20-%20October%2023.pdf
There will be further discussion of the draft at Senate's November 16 meeting, after which a final draft of the policy will be presented to the Board of Governors for review and approval at its November 29 meeting.

90+ projects supported by NSERC: On October 11, the Natural Sciences and Engineering Research Council announced that Western researchers will share $23.9 million in grants and scholarships that support more than 90 research projects, ranging from designer cells, cognitive development, and mercury in northern lakes, to the Internet of Things, star formation, and new ways of converting waste into energy. Western's share comes from $558 million in discovery research funding announced earlier by Kirsty Duncan, Minister of Science and Sport, supporting 4,300 researchers and students across Canada.

Second town hall meeting scheduled for 2019-20 budget cycle: Provost Hrymak and other members of senior administration will be hosting the second of two noon-hour town halls on Monday, November 12 to provide campus community members with an overview of the planning process. As in past years, the meeting will include a formal presentation followed by a question-and-answer period. The presentation will be held in the McKellar Room (2nd floor of UCC) from 12:00 pm to 1:00 pm.

Campaign impact more than doubles Western's endowment: On October 19, Western celebrated the conclusion of its "Be Extraordinary" fundraising campaign, announcing that more than $805.6 million has been raised in support of a wide range of institutional priorities. Thanks to the generosity of more than 49,000 individual donors, the campaign's impact will be felt in many ways across our campus. By the numbers this includes: having grown Western's endowment from $307 million to $765 million over the past decade; $118 million to support new student scholarships, awards and bursaries; $3.7 million to support international learning experiences; $247 million to support research, including the establishment of 50 new chairs; $102 million to support campus infrastructure, including the construction of nine new buildings and 52 renovation projects. Credit for surpassing the campaign's $750-million goal is due not only to our extraordinary alumni and donors, but also to the hard work of countless staff, faculty and volunteers who promoted Western over the course of the campaign. Thank you and congratulations to everyone who contributed to the success of this historic achievement.

Western leadership update: Review and selection committees remain active for the following roles: President & Vice-Chancellor; Deans of the Ivey Business School, Faculty of Engineering, and Schulich School of Medicine & Dentistry; Vice-Provost (Academic Programs); Vice-Provost (Graduate & Postdoctoral Studies); and the Vice-Provost & Chief Librarian.

UNANIMOUS CONSENT AGENDA

FOR APPROVAL

Any member who wishes to ask a question, discuss, or oppose an item that is listed below may have it removed from the consent agenda by contacting the Secretary of Senate prior to the meeting <u>or</u> by asking that it be removed before the Chair calls for a mover and seconder for the following motion.

Recommended: That the following items be approved or received for information by the Senate by unanimous consent:

Report of the Senate Operations/Agenda Committee – EXHIBIT III

1. Senate Discussion Session and Social Event	INFORMATION
2. Senate *ad hoc* Committee on Renewal – Report on Implementation of Recommendations	INFORMATION
3. Senate Election Schedule for Spring 2019	INFORMATION

Report of the Senate Committee on Academic Policy and Awards –EXHIBIT IV

4. School of Graduate and Postdoctoral Studies: Revisions to the MESc and PhD Graduate Programs in Mechanical and Materials Engineering	ACTION
5. Brescia, Huron and King's University Colleges: Introduction of the BMOS Internship Program	ACTION
6. Policy Revision: Introduction of New Subject Areas: "Biomedical Engineering" and "Information and Media Studies"	ACTION
7. Policy Revision: Scheduling of Examinations and Responsibility for Printing	ACTION
8. Policy Revisions: Structure of the Academic Year – Scheduling Spring Convocation	INFORMATION
9. Undergraduate Sessional Dates: Revisions to the 2019 Sessional Dates	INFORMATION
10. Undergraduate Sessional Dates: Faculty-specific Sessional Dates for 2019 and 2020	INFORMATION
11. New Scholarships and Awards	INFORMATION

Report of the Senate Committee on University Planning – EXHIBIT V

12. Faculty Planning Guidelines	INFORMATION

Announcements and Communications – EXHIBIT VI

13. Academic Administrative Appointments	INFORMATION

The Unanimous Consent Agenda

The Senate's parliamentary authority -- *Sturgis Standard Code of Parliamentary Procedure* -- explains the consent agenda:

> Organizations having a large number of routine matters to approve often save time by use of a *consent agenda*, also called a *consent calendar* or *unanimous consent agenda*. This is a portion of the printed agenda listing matters that are expected to be non-controversial and on which there are likely to be no questions.
>
> Before taking the vote, the chair allows time for the members to read the list to determine if it includes any matters on which they may have a question, or which they would like to discuss or oppose. Any member has a right to remove any item from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then unanimously approved *en bloc* without discussion, saving the time that would be required for individual votes.

While approval of an omnibus motion saves time at Senate meetings, Senate members will want to review the agenda materials carefully in order that they properly discharge their responsibilities.

How it works:

In consultation with Committee chairs and principal resource persons, the Secretary identifies action and information items that are routine and/or likely non-controversial. In each Committee's report, these items are noted in the list of items at the beginning of the report. Action and information items on the agenda and in committee reports that are <u>not</u> noted on the consent agenda will be presented singly for discussion and voting (when appropriate).

When members receive their Senate agendas, they should review all reports in the usual manner. **If any member wants to ask a question, discuss, or oppose an item that is marked for the consent agenda, he or she can have it be removed from the consent agenda** by contacting the Secretary of the Senate prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive, by unanimous consent, the items listed.

At the Senate meeting, before the unanimous consent motion is presented for approval, the Chair of the Senate (1) will advise the Senate of items that are to be removed from the list, based on prior requests from Senate members; and (2) will ask if there are any other items that should be removed from the list. The remaining items are then unanimously approved *en bloc* without discussion, saving the time that would be required for individual presentation and voting. Those matters that have been struck from the consent agenda will be handled in the usual way as each Committee's report is presented.

The minutes of the Senate meeting will report matters approved as part of the consent agenda as "carried by unanimous consent". Information items received as part of the consent agenda will be reported as received.

REPORT OF THE OPERATIONS/AGENDA COMMITTEE

Contents	Consent Agenda
Revisions to the Senate Election Procedures	No
Report of the Provost's *ad hoc* Committee for Freedom of Expression	No
Notice of Motion regarding Senate Approval of the Freedom of Expression Policy	No
Senate Discussion Session and Social Event	Yes
Senate *ad hoc* Committee on Renewal – Report on Implementation of Recommendations	Yes
Senate Election Schedule for Spring 2019	Yes

FOR APPROVAL

1.   Revisions to the Senate Election Procedures

Recommended: That effective December 1, 2018 the Senate Election Procedures be revised as shown in **Appendix 1**.

Background:

Substantive changes:

Section A.1.9.
    The word limit for a biographical statement was increased to 100 words to provide consistency with the practices of the Nominating Committee.

Section A.3.3.
    Reference to students on exchange was added to clarify that they are eligible to vote in their respective constituency while on an exchange.

Section A.4.2.(f):
    The wording regarding the scheduling of the All-Candidates' meeting during the week following the close of nominations is to be removed. When elections are run in conjunction with the USC, the All-Candidates' meeting is scheduled and organized by the USC without the Secretariat's involvement or input. When elections are run separately, the All-Candidates' meeting must be scheduled as soon as possible after nominations close to allow for the campaign period to start.

Representatives of the General Community:
    The language will be amended with the intention to provide final authority for the Nominating Subcommittee to select a candidate and forward the name to Senate through the Operations/Agenda Committee for information only. The Senate Election Procedures state that the Nominating Subcommittee must select the candidate "in knowledge of the appointments made by the Alumni Association" and to ensure that one of the five general community representatives is active in or associated with the field of secondary education at all times. The Nominating Subcommittee establishes its own procedures for selecting a candidate while taking into consideration these requirements. Accepting nominations from the floor for this position

would render the Nominating Subcommittee's previous work meaningless, and could potentially create a situation where the nominee from the floor would not meet all the eligibility criteria.

Section B.3.(b) and B.4.:

Wording should be removed in regards to Senate's sole discretion in determining whether a mid-year vacancy of an elected position should be filled. In practice, all elected positions that become vacant are filled in order to ensure full representation from the constituency. Asking permission/consultations from Senate as to whether a vacancy of a duly elected seat should be filled would prolong the process unnecessarily and could jeopardize full representation from a constituency. In addition, the Senate Election Procedures are clear that as a first step, a mid-year vacancy must be filled by a runner up in a priority order, therefore the candidate's name in this instance will be forwarded to Senate for information only.

Section B.5.:

Clarification was added to indicate that the faculty unit (constituency) will have the right to select its own representative for a vacant Senate seat according to its own election procedures and forward the name to Senate for information only.

Sections B.6.(a), (b), (c):

In case of a mid-year vacancy in any of the student constituencies (undergraduate and graduate), Section B.4. applies, whereas the runner up in the respective constituency is asked to fill the seat. If the seat cannot be filled this way, it is recommended that the authority to select the successful candidate be delegated to the respective *ad hoc* Nominating Subcommittees. These Subcommittees invest considerable time and effort in selecting a candidate to fill the seat, and allowing nominations from the floor would render their efforts meaningless.

Sections B.7 and 8:

To provide consistency across constituencies, the same procedure as above is recommended for filling mid-year vacancies that cannot be filled by Section B.4. for Administrative Staff and General Community Members elected by Senate.

Editorial changes:

Several editorial amendments were made to provide clarity in Sections A.1.9., A.4.(f), A.4.2.(e), A.4.2.(h).

2.   **Report of the Provost's *ad hoc* Committee for Freedom of Expression**

Recommended: That Senate endorse the Policy on Freedom of Expression, as shown in **Appendix 2**, and recommend approval of the Policy on Freedom of Expression by the Board of Governors.

Background:

On August 30, 2018 the Ministry of Training, Colleges and Universities issued a statement that requires every publicly assisted college and university to develop and publicly post its own freedom of expression policy by January 1, 2019. This policy must meet a minimum standard specified by the government, as detailed in **Appendix 3**. If institutions fail to comply with government requirements to introduce and report on freedom of expression policies, or if they fail to follow their own policies once implemented, the ministry may respond with reductions to their operating grant funding, proportional to the severity of non-compliance.

In response, Andy Hrymak, Provost and Vice-President (Academic) struck an *ad hoc* committee to develop a freedom of expression policy for Western, in consultation with the campus community. The membership of the *ad hoc* committee is provided in **Appendix 4**.

The Terms of Reference for the Provost's Ad Hoc Committee on Freedom of Expression were:

> To prepare a draft Freedom of Speech Policy which meets the government's stipulated minimum requirements, and to organize consultation in relation to this draft policy.

> To recommend a draft policy to Senate to enable Senate to advise upon, and recommend for approval, a draft Freedom of Speech policy by the Board of Governors.

The Committee consulted widely with the University Community. This consultation process included four Campus Community Consultation Sessions hosted by members of the Committee, and two Town Halls. The Western Community was also invited to submit written comments via email to the Committee.

The Committee presented a preliminary Freedom of Expression Policy to Senate for discussion at its October 19 meeting. The Committee has now reviewed all of the feedback provided by the Western Community, as well as by Senate, and has established a revised Freedom of Expression Policy for Senate's consideration (see **Appendix 2**).

3.   **Notice of Motion regarding Senate Approval of the Freedom of Expression Policy**

Senate, at its meeting on October 19, 2018 received the following Notice of Motion regarding Senate Approval of the Freedom of Expression policy.

Motion: Whereas in response to a mandate from the Province, The University of Western Ontario, through a special task force appointed by the President and Provost, is currently drafting a Freedom of Expression policy, a draft copy of which has been forwarded to the University Senate; and

Whereas Section 29 of the *University of Western Ontario Act* (the "Act") provides "The Senate is responsible for the academic policy of the University" and

Whereas Section 30(e) of the Act provides that the Senate may "inquire into and publish reports upon any matter that affects the academic reputation or effectiveness of the University;" and

Whereas Section 30(f) of the Act provides that the Senate may "pass resolutions and make recommendations to the Board with respect to any matter connected with the administration of the University and the promotion of its affairs"; and

Whereas the Freedom of Expression policy pertains to the academic policies of the University, it affects the academic reputation or effectiveness of the University, and it is a matter connected with the administration of the University and the promotion of its affairs.

Therefore be it resolved that it is the sense of the University Senate that the matter of the approval of the Freedom of Expression policy is within the jurisdiction of the Senate within the meaning of Sections 29, 30(e) and 30(f) of the Act.

Be it further resolved that The University Senate will deliberate on the policy at its November meeting and convey the results to the Board of Governors.

Be it further resolved as this matter falls within the concurrent jurisdiction of both the University Senate and the Board of Governors, in the event that the Board and Senate adopt different policies it is the sense of the Senate that a joint committee should be established which will seek to reconcile the positions for adoption of a unified policy

At its meeting on November 5, the Operations/Agenda Committee considered the notice of motion and determined that it could proceed to Senate for discussion.

FOR INFORMATION

4. **Senate Discussion Session and Social Event**

In response to the Senate *ad hoc* Committee on Renewal recommendation for Senate to provide opportunities for both informal social and discussion interactions among Senators planning for the following event is underway:

Event: Senate Discussion Session on *Student Thriving* to be followed by an informal Social Event

Presenter: Jennie Massey, Associate Vice-President (Student Experience)

Date: Friday, January 11, 1:30-3:30 p.m.

Location: IGAB, Atrium

Refreshments to be provided.

A formal invitation with further information will be sent to Senators and Senate Committee members via email later this month.

5. **Senate *ad hoc* Committee on Renewal – Report on Implementation of Recommendations**

Attached as **Appendix 5** is the Senate *ad hoc* Committee on Renewal – Report on Implementation of Recommendations. Recommendations coded in green are considered complete; recommendations in white are in progress or outstanding.

6. **Senate Election Schedule for Spring 2019**

The Senate election schedule for Spring 2019 is attached as **Appendix 6**.

Western

SENATE ELECTION PROCEDURES

The University of Western Ontario Act (1988) defines in Sections 24 and 25 the composition of Senate, general provisions for election of members, including eligibility for candidacy and voting, the establishment of a staggering of terms at the time of first elections, and a provision for the designation of constituencies within units.

A.   CONSTITUENCIES: FACULTY, ADMINISTRATIVE STAFF, UNDERGRADUATE STUDENTS, GRADUATE STUDENTS

A.1   General

1.   The Secretary of the Senate shall be the Chief Returning Officer.

2.   The schedule for calling of nominations, publication of candidates' names, and time lines for balloting shall be as published by the Secretary of the Senate.

3.   Elections of faculty from the Affiliated University Colleges are conducted by each Affiliated University College, with the winners' names being forwarded to the Secretary of Senate.

4.   With the exception of faculty elected from the Affiliated University Colleges, candidates for election must be nominated by means of an official nomination form available from the Secretary of the Senate and accessible on the Secretariat's website: http://www.uwo.ca/univsec/

5.   Nomination forms for staff and students must be signed by 10 persons eligible to vote in the constituency concerned. A nominator may not nominate more candidates than there are seats to be filled in the constituency.

6.   Nomination forms for faculty from the Constituent University shall be signed in one of the following ways:
(a)   by 10 members eligible to vote in the academic unit or constituency to be represented; or
(b)   by the Nominating Committee of the Council of the Faculty or School through the Chair of the Nominating Committee or the Dean.

7.   Nominees must declare on the nomination form:
(a)   that they are willing to stand as candidates for election and to serve if elected; and
(b)   that they meet the eligibility requirements for the constituency.

8.   Any person nominated who is not available to sign the nomination form is permitted to notify the Secretary of Senate by mail, fax or email of his/her intention to be a candidate up until the final deadline for call for nominations.

9.   Nominees may submit with the nomination form a biographical statement or other comments up to a limit of ~~75~~ **100** words and~~/or~~ a digital photograph **(optional)** for publication. The Secretary shall have discretion in restricting the published statement to ~~75~~ **100** words ~~should that submitted be in excess of this limit~~. The statement and~~/or~~ the digital photograph **(if provided)** of the candidate will be posted on the election website and linked to the ballot, and by submitting the statement and~~/or~~ photograph, candidates agree to such posting.

10.   Errors or irregularities on a nomination form constitute grounds for rejection of the nomination by the Secretary of the Senate.

11.   When only sufficient nominations to fill the vacancies for any unit or constituency are received, the Secretary of Senate shall declare the person or persons nominated elected by acclamation.

12. Except where election is by acclamation, election shall be by secret ballot by those eligible to vote in the constituency concerned.

13. Balloting will be conducted during a designated period at an election site linked to Western's homepage: http://www.uwo.ca

14. Where more than one seat is vacant in any constituency, voters may vote for candidates up to the maximum number of seats available. Candidates with the most votes will be the winners and will fill the vacant seats in order of plurality.

15. If in any election there is a tie vote, the election shall be determined by lottery conducted by the Secretary of Senate in the presence of the candidates concerned or their agents.

16. An election shall not be invalidated by any irregularity which does not affect the outcome of such election. Notification of any irregularity must be received by the Secretary of Senate within five business days of the closing of the polls.

17. The results of the election shall be announced as soon as possible after the close of balloting. The number of votes received by each candidate will be made public.

18. All election data will be retained for a period of thirty days following publication of the election results, and then destroyed if no appeal is pending.

19. A list of voting results, validated by the Secretary of Senate, shall be retained for a period of two years.

20. In accordance with the UWO Act, the following pertains with respect to terms for the various constituencies represented on Senate:

(a) Faculty, Administrative Staff and Members of the General Community are elected to two-year terms. They may serve two consecutive terms, following which they are not eligible for further election until a lapse of two years.

(b) Students are elected to one-year terms. They may serve four consecutive terms, following which they are not eligible for further election until a lapse of two years.

(c) When an individual is elected to complete the term of another Senator, that time is not included in the individual's eligibility to serve in his/her own right.

(d) Eligibility for re-election to Senate is unaffected by a Leave of Absence taken during a regular membership term. That is, the period of Leave shall not be construed as a break in the continuity of a regular membership term.

A.2 **Elected Representatives – Distribution of Seats**

A.2.1 *Faculty*

Constituency	Seats
School of Graduate and Postdoctoral Studies (One from each of the following disciplinary groupings: Arts & Humanities/Music; Social Science; FIMS & Business; Education; Health Sciences; Medicine & Dentistry; Engineering; Science. Two from SGPS At-Large)	10
Faculty of Arts & Humanities	5
Schulich School of Medicine & Dentistry (4 from Medicine; 1 from Dentistry	5
Faculty of Science	5
Faculty of Social Science	5
Faculty of Health Sciences	4
Faculty of Information and Media Studies	2
Faculty of Education	2
Faculty of Engineering	2
Faculty of Law	2
Don Wright Faculty of Music	2
Richard Ivey School of Business	2
Each Affiliated University College	2

A.2.2 *Administrative Staff*

Two members of the full-time administrative staff elected thereby.

A.2.3 *Students*

Constituency	Seats
Undergraduate Students:	
Faculty of Social Science	2
Faculty of Science (incl. BMSc yrs 1 & 2)	2
Faculty of Arts & Humanities, Don Wright Faculty of Music and FIMS	1
Faculties of Education, Engineering and Law, and the Richard Ivey School of Business	1
Faculty of Health Sciences	1
Schulich School of Medicine & Dentistry (incl. BMSc yrs 3 & 4)	1
Affiliated University Colleges	2
At-Large	4
Graduate Students	4

A.3 **Eligibility**

A.3.1 *Faculty*

(a)   To be eligible for election to the Senate, a faculty member (includes those holding Clinical Academic appointments) must be a member, either full-time or part-time, at the rank of Assistant Professor or higher, of the academic unit or constituent parts thereof as designated by the Senate or affiliated university college to be represented, and must have held an academic appointment in the University or affiliated university college for at least two academic years.

(b)   To vote for representatives of constituent university Faculties and Schools, members of faculty of the University must be listed as such in the records of the Division of Human Resources. To vote for faculty representatives of affiliated university colleges, members of the faculty of the colleges must be listed as such in the relevant records of the Affiliated University College in question.

(c)   A member of faculty holding an appointment in more than one academic unit (or constituency within that unit) other than the School of Graduate and Postdoctoral Studies may be nominated only in the unit designated as the "Home Faculty/School". Such a member of faculty is, however, eligible to vote in each academic unit in which he or she is a member.

A.3.2 *Administrative Staff*

All employees of the University in full-time continuing positions who are not members of the faculty, and who are listed as such in the records of the Division of Human Resources, are eligible for election and to vote. A member of full-time administrative staff who is registered as a student is not eligible to vote in the undergraduate or graduate student constituencies.

A.3.3 *Students*

Any full- or part-time student who is registered*, at the time of the call for nominations, in one of the academic units comprising the constituency is eligible to be a candidate and to vote in the constituency except that those who are otherwise included in a Faculty or Administrative Staff constituency shall not be eligible to be a candidate for election or vote. In any given Senate election, a student may not be a candidate in more than one constituency.
*Western students on exchange are eligible to vote in the constituency where they were registered at the time of leaving for an exchange.

A.4   Procedures

A.4.1 *Faculty and Staff*

(a)   The Secretary of Senate shall call for nominations, normally within the first three weeks of January each year.

(b)   Completed nomination forms must be submitted to the Secretary of Senate not less than seven but not more than 14 consecutive days from the official date of call for nominations. The Secretary of Senate shall then publish official lists of the valid nominations on the Secretariat's website as soon as possible after the close of nominations. The official lists shall be organized by constituency and by last name alphabetically, showing the rank (for faculty), title and academic/administrative unit of each nominee.

(c)   Elections shall be conducted by electronic ballot.

(d)   If at any annual election no nominations are received for a faculty constituency, Senate may appoint a member upon the recommendation of the unit/constituency concerned.

(e)   If at any annual election no nominations are received for the administrative staff constituency, the Secretary of Senate shall issue as soon as possible after the close of nominations a second call for nominations, followed by a by-election. The timeline and procedures for the by-election will be as given in paragraphs (b), (c) and (f) of this section. In the event that a by-election fails to yield a candidate, the seat(s) shall be filled in accordance with the procedures for filling of mid-year vacancies (see section C.7, below).

(f)   The Secretary of Senate shall publish the names of the successful candidates ~~in an official notice of the Senate to be posted at~~ **on the website of** the University Secretariat~~'s Office and on its website~~, as soon as possible after the close of the balloting. The successful candidates for each

unit/constituency shall be those who obtain the largest number of votes in each unit/constituency concerned.

A.4.2 *Students*

(a)   When possible, elections to the Undergraduate and Graduate Student Constituencies are timed to run in conjunction with the USC and SOGS presidential elections. Calls for nomination will be issued in accordance with the posted Election Schedule.

(b)   Students registered in Years 1 and 2 of the Bachelor of Medical Science (BMSc) program will be nominated and vote in the "Faculty of Science Constituency", while students registered in Years 3 and 4 of the BMSc program will be nominated and vote in the "Schulich School of Medicine & Dentistry Constituency".

(c)   If, at any annual election, an undergraduate academic constituency fails to nominate a representative(s), the seat(s) thus unfilled shall be added to the four undergraduate "At Large" constituency seats for that year only and filled at the subsequent "At Large" election.

(d)   If one or more "At Large" seats are not filled, the Senate may appoint the required number of members upon the recommendation of the University Students' Council.

(e)   If at any annual election insufficient nominations are received for the graduate student constituency, Senate may appoint member(s) to fill vacant seat(s) upon the recommendation of the *ad hoc* Nominating Committee outlined in the procedure for the Filling of Mid-Year Vacancies and ~~Leaves of Absence~~ **Appointment of Alternates** (see section C~~B~~.6(c)).

(f)   A mandatory all-candidates meeting will be scheduled for **undergraduate** student candidates ~~during the week~~ following the close of nominations. Student nominees who do not attend or have not made arrangements to send an alternate will be disqualified from candidacy. Following the all-candidates meeting, the Secretary of the Senate shall publish a list of valid nominations on the Secretariat's website for each constituency. The official list shall be by last name alphabetically, and show for each candidate the academic program and year of registration as recorded in the official student records of the University or the relevant affiliated university college.

(g)   For undergraduate students, the Secretary of the Senate may employ the USC Election Committee to supervise campaigning by candidates but any decision that a candidate be disqualified may be appealed to the Secretary of the Senate by 4:00 p.m. of the second working day following the date of the letter notifying the candidate of the Election Committee's decision that the candidate be disqualified. Where there is inconsistency between the policies and procedures stated in USC By-Law #2 and those of the Senate, the policies and procedures of the Senate shall take precedence and the final authority for resolving all disputes in such matters shall rest with the Secretary of the Senate.

(h)   For graduate students, the Secretary of Senate may employ the SOGS CRO and Appeals Review Commission to supervise campaigning by candidates but any decision that a candidate be disqualified may be appealed to the Secretary of Senate by 4:00 p.m. of the second working day following the date of the letter notifying the candidate of the Appeals Commission's decision that the candidate be disqualified. Where there is inconsistency between the policies and procedures stated in the SOGS election regulations and those of the Senate, the policies and procedures of the Senate shall take precedence and the final authority for resolving all disputes in such matters shall rest with the Secretary of Senate.

(i)   When either the USC or SOGS processes are not employed, candidates will be required to adhere to the campaign requirements and processes established by the Operations/Agenda Committee of Senate.

(j)   The Secretary of Senate shall publish the names of the successful candidates ~~in an official notice of the Senate to be posted at~~ **on** the **website of the** University Secretariat's Office ~~and on its website~~, as soon as possible after the close of the balloting. The successful candidates shall be those who obtain the largest number of votes in each constituency concerned.

~~CONSTITUENCIES:~~ REPRESENTATIVES OF THE GENERAL COMMUNITY

1.   Senate membership includes five persons from the general community, one of whom shall be active in or associated with the field of secondary school education, consisting of

   (a) The President of the Alumni Association of the University or a person designated by the President of the UWAA, and two members of the Association appointed by the Association, and

   (b) two persons elected by Senate.

2.   The Senate shall elect the members of a Subcommittee of the Nominating Committee composed of five members of Senate and the Chair of the Nominating Committee, who shall be Chair of the Subcommittee.

3.   The Subcommittee shall, after receiving advice from such bodies or individuals as it may deem appropriate and in knowledge of the appointments to be made by the Alumni Association, present to Senate **for information** the **names of the** ~~nominees for~~ representatives of the general community **through the Operations/Agenda Committee**.

4.   Members of the General Community are elected to two-year terms. They may serve two consecutive terms, following which they are not eligible for further election until a lapse of two years.

B.   FILLING OF MID-YEAR VACANCIES AND APPOINTMENT OF ALTERNATES

1.   Vacancies are created either through resignation or requests for leaves of absence.

2.   The appointee to fill a vacancy must meet all criteria for Senate membership as defined in the UWO Act and these Procedures.

3.   Where a vacancy on the Senate occurs before the term of office for which a person has been appointed or elected has expired,

(a)   If the vacancy is that of an appointed member, the vacancy may be filled by the same authority which appointed the person whose membership is vacant;

~~(b)   If the vacancy is that of an elected member, the Senate in its sole discretion shall determine if the vacancy is to be filled; and~~

(c)   A person appointed or elected to fill a vacancy shall hold office for the remainder of the term of office of the person whose membership is vacant.

4.   When a vacancy has been declared in respect of an elected member ~~and if Senate has determined that the vacancy is to be filled, it shall do so by appointing~~ a replacement from among the candidates of that unit/constituency who were unsuccessful in the last election in a priority determined by their plurality in that election **will be appointed. The name of the replacement will be submitted to Senate for information through the Operations/Agenda Committee**.

When no appointment can be made by the above procedures:

5.   *Faculty*

Senate ~~may~~ **will** appoint a member upon the recommendation of the unit concerned. **The name of the member will be submitted to Senate for information through the Operations/Agenda Committee.**

6.   *Students*

(a)   In the case of a vacant seat in an undergraduate student constituency, if the vacancy occurs between July 1st and April 30th: (i) where there is no runner up in the constituency from the last election or when the runner(s) up are unable to or unwilling to fill the vacancy, the replacement will be appointed from among the At Large runners up registered in the relevant Faculty in a priority determined by their plurality in that election; (ii) when no appointment can be made by this procedure, the *ad hoc* Nominating Committee will ~~nominate~~ **select** a replacement from the relevant constituency.

(b)   In the undergraduate student constituency, an *ad hoc* Nominating Subcommittee comprised of the undergraduate student Senators and chaired by the Chair of the Senate Nominating Committee, shall ~~nominate~~ **submit the name of the** ~~a~~ replacement to Senate **for information** through the Operations/Agenda Committee

(c)   In the graduate student constituency, if the vacancy occurs between July 1st and April 30th of the following year, an *ad hoc* Nominating Subcommittee comprised of the graduate student Senator(s) and to include at least one representative of general graduate students (to be named by the Society of Graduate Students if that group is not represented by a continuing Senator) and MBA students (to be named by the Master of Business Administration Association if that group is not represented by a continuing Senator) and chaired by the Chair of the Senate Nominating Committee, shall ~~nominate~~ **submit the name of** a ~~representative or a~~ replacement to Senate **for information** through the Operations/Agenda Committee.

(d)   If a student vacancy occurs subsequent to April 30th and prior to July 1st of the same year, the Senator-elect in the constituency will be invited by the Secretary of Senate to assume the vacant seat. In the case of undergraduate constituencies where there is more than one Senator-elect, the invitations will be extended to candidates in an order determined by their plurality in that election.

7.   *Administrative Staff*

An *ad hoc* Nominating Subcommittee comprised of five members of the administrative staff, appointed by the Senate Nominating Committee and chaired by the Chair of the Senate Nominating Committee, shall ~~nominate~~ **select** a replacement ~~to Senate~~, **and submit the name of the replacement to Senate for information** through the Operations/Agenda Committee.

8.   *General Community Members Elected by Senate*

The members of the Nominating Subcommittee for Representatives from the General Community shall be reconvened. **The name of the** ~~A~~ replacement shall be **forwarded** ~~nominated~~ to Senate **for information** through the Operations/Agenda Committee.

*Last updated: ~~December, 2016~~ **November 2018***

Freedom of Expression Policy

Freedom of expression is essential to the pursuit of truth, the advancement of learning and the dissemination of knowledge. All members of the University community, including guests and visitors, have the right to freedom of expression, which includes the right to examine, represent, question, advocate for and comment on any issue without reference to prescribed doctrine. It also includes the right to criticize the University and society at large.

The exercise of free expression may generate controversy and disputes. The role of the University is to provide an open and inclusive environment in which debate, challenge and disagreement should be expected, and controversial and offensive ideas may be advanced. Although members of the University community are free to contest, criticize or even condemn the views expressed by others, they cannot prevent the freedom of others to express their views.

Of necessity, there are limits to freedom of expression as established by law and in recognition of the rights of others. This freedom does not extend to expression that is, for example, prohibited by Canada's criminal law, such as hate speech or incitement to violence; or which constitutes harassment or discrimination; or violates protected confidentiality interests. The University may be required to intervene when the exercise of freedom of expression exceeds these limits, threatens the physical safety of members of the University community or prevents the exercise of freedom of expression by others. Any such intervention must be interpreted and applied narrowly, and must be sensitive to the particular setting such as a classroom, residence or open space.

In the exercise of free expression, members of the University community are encouraged to consider the value of mutual respect and the possible impact of that expression on others. Informed, thoughtful, and respectful arguments and exchanges benefit the University community, even and particularly when the disagreement is profound.

The University recognizes that the legitimate exercise of free expression has the potential to shock, anger, intimidate, exclude and contribute to the marginalization of University community members. It can also make it difficult for some people or groups to exercise their own freedom of expression. The University strongly affirms its commitment to diversity, equity and inclusion. Accordingly, it is committed to providing a supportive environment, including counselling and health services, for those who are negatively affected by the exercise of free expression.

The right to free expression is complemented by the rights of freedom of association and assembly. The right to free expression extends to individuals cooperating in groups. University community members have the right to organize groups for any lawful activities and to hold and advertise meetings. They also have the right to engage in peaceful assemblies and demonstrations and to make reasonable use of University facilities in accordance with its policies.

This policy informs the specific details of several other University policies and is reflected in arrangements such as the Code of Student Conduct and the collective agreements between the University and various employee groups. This policy does not modify the University's commitment to academic freedom, for example as set out in the collective agreement between it and the University of Western Ontario Faculty Association and in the terms of employment with members of the Clinical Teachers Association of the University of Western Ontario.

The Ministry of Training, Colleges and Universities requires that a Policy on Freedom of Expression at a University or College must meet a minimum standard that includes the following:

- A definition of freedom of speech

- Principles based on the University of Chicago Statement on Principles of Free Expression:
    - *Universities and colleges should be places for open discussion and free inquiry.*
    - *The university/college should not attempt to shield students from ideas or opinions that they disagree with or find offensive.*
    - *While members of the university/college are free to criticize and contest views expressed on campus, they may not obstruct or interfere with the freedom of others to express their views.*
    - *Speech that violates the law is not allowed.*

- That existing student discipline measures apply to students whose actions are contrary to the policy (e.g., ongoing disruptive protesting that significantly interferes with the ability of an event to proceed).

- That institutions consider official student groups' compliance with the policy as condition for ongoing financial support or recognition, and encourage student unions to adopt policies that align with the free speech policy.

- That the college/university uses existing mechanisms to handle complaints and ensure compliance. Complaints against an institution that remain unresolved may be referred to the Ontario Ombudsman.

Membership of the Provost's *ad hoc* Committee for Freedom of Expression

Michael Milde, Dean, Faculty of Arts and Humanities
Chair

Pam Bishop, Associate Professor and Associate Dean, Education
President and Provost appointee

Colin Couchman, Director, Cyber Security and Business Services
PMA appointee

Alison Hearn, Associate Professor, Information & Media Studies
UWOFA appointee

Michael Lynk, Associate Professor, Law
President and Provost appointee

Treena Orchard, Associate Professor, Health Sciences
UWOFA appointee

Stephen Pitel, Professor, Law
UWOFA appointee

Mitchell Pratt, President, University Students' Council
USC appointee

Mary Blake Rose, President, Society of Graduate Students
SOGS appointee

Samuel Trosow, Associate Professor, Law and Information and Media Studies
UWOFA appointee

Tiffany Trudgeon, Graduate Affairs Assistant, Education
UWOSA appointee

Recommendations	Approval	Responsibility	Resources req'd	Notes	Status/Deadline
I. Transparency, Communication, and Accountability					
1. Improve visibility of Senate's decision-making processes					
a) Consistent with collegial governance and with the roles and responsibilities of the position, Senators should regularly communicate with their constituencies, both to consult and inform.	N/A	Senators	Time of Senators		Considered Complete. The Operations/Agenda Committee and and Senate agreed that this should be a responsibility of individual Senators.
b) Senate should consider whether committee meetings should be open, either to all members of Senate or to the full Western community.	Cttees and Senate	Cttees, Senate	N/A	The committees and Senate reviewed during the winter of 2017 whether committee meetings should be open or closed.	Completed - Senate approved that Committee meetings remain closed.
c) Reports that come from Senate committees (oral and written) should be annotated to include the context for decisions and the factors considered in decision-making.	N/A		time of cttee Chairs		Completed - see report to Senate in December 2016
d) The Senate website should be revised to illustrate the flow of information in the decision-making processes, beginning at the local level through Senate committees to Senate itself, and provide links to other key representative groups on campus (such as USC, SOGS, etc.).	N/A	Secretariat	Secretariat's resources		Completed - a Senate and Committees flow of information diagram was added to the Secretariat website.
e) Standing committee agendas should be posted so that the community can be informed of the issues that are being deliberated in committees.	Cttees and OAC	Secretariat	Secretariat's resources		Completed - An OWL site was established in January 2017 where standing committee agendas (first page only) are posted.
2. Improve efforts to educate and inform the entire Western Community about Senate and university governance.					
a) Education should be provided for all new members of the community (e.g., faculty, staff, student leaders) about Senate, its role, responsibilities and processes.	N/A	Secretariat	Secretariat's resources		Complete. Presentations are currently provided at the New Faculty Orientation, and for other constituencies, where invited.
b) Ongoing education should be provided to units and organizations on campus.	N/A	Secretariat	Secretariat's resources		Completed - The Secretariat provides ongoing support and eduction as requested.
c) All members of the community should be encouraged to attend a Senate meeting.	N/A	Senators	Time of Senators		See Report to Senate Dec 2016 - Completed - This is a responsibility for individual Senators to take on.

Recommendations	Approval	Responsibility	Resources req'd	Notes	Status/Deadline
d) Communication of Senate decisions should be enhanced through publishing (1) summary reports following monthly Senate meetings and (2) an annual report to the university community on Senate's activities over the year.	N/A	Secretariat/ Communications	Secretariat's resources/ Communications resources		Completed. An article was published in Western News during the Spring after each Senate meeting in Apr, May and June - no feedback was received to date. Subsequently, OAC agreed (May 2018) that the official record of Senate decisions is the agenda and minutes and it did not support creating separate monthly or annual reports.
3. Articulate the roles and responsibilities for Senators					
Develop a statement that insists that Senators:	Senate	OAC/Secretariat			Completed - A Roles and Responsibilities of Senators statement was approved by Senate and posted on the Senate's website
a) Conduct themselves with a sense of shared collective responsibility.					
b) Are accountable to both their constituency and to the general welfare of the institution.					
c) Prepare more fully prior to Senate and Senate committee meetings in order to make informed decisions at those meetings.					
d) Behave with tolerance and respect toward different views and differences in levels of knowledge.					
4. Enhance education of and communication among Senators.					
a) Provide a more comprehensive orientation.	N/A	OAC/Secretariat	Secretariat's resources		Completed - A more comprehensive orientation program was introduced in 2016, and is updated each year, as required.
b) Provide ongoing education processes.	N/A	OAC/Secretariat	Secretariat's resources		Completed - The Secretariat provides ongoing support and eduction as requested.
c) Provide opportunities for both informal social and discussion interactions among Senators.	N/A	OAC/Secretariat	Depends on recommended interactions		Completed - Senate Discussion Session on Student Triving and informal social event to be held January 11, 2019, with additional opportunities to be considered by OAC on a yearly basis.

Recommendations	Approval	Responsibility	Resources req'd	Notes	Status/Deadline
5. Make Senate a more proactive body by dealing more efficiently with transactional business and increasing time spent in strategic discussion.					
a) Change the information flow such that major institutional issues: i) are brought to Senate first for strategic discussion and initial advice, ii) then are directed to the appropriate Senate or administrative committee for detailed work, culminating in iii) reports brought back to Senate for appropriate action (e.g., approval, transmittal, advice, etc.).	N/A	Vice-Presidents	Vice-President's time		Complete. Strategic discussions are now brought to Senate for discussion (e.g, Open Space Strategy), with Senate Committees undertaking the more detailed review (e.g, by SCUP). OAC to write a letter to Senate Committees and Senior Administration encouraging them to bring topics forward to Senate if disucssion would be valuable.
b) Consider adoption of a 'consent agenda'	OAC and Senate	OAC/Secretariat	Secretariat's time		Completed - Senate approved the continuation of a Consent Agenda
6. Conduct regular periodic reviews including:					
a) a full structural review every 10 years	OAC and Senate	OAC/Secretariat	Secretariat's time		First full structural review to be completed in 2026.
b) an annual Senate performance evaluation conducted collectively and via individual Senators' self-reflection	OAC and Senate	OAC/Secretariat	Secretariat's time		The Operations/Agenda committee will consider a draft 2018-19 Senate Performance Assessment survey at their November 30 meeting.
c) reviews of standing committees' Terms of Reference every three years.	OAC and Senate	OAC/Secretariat	Secretariat's time		Completed. All standing committees reviewed their Terms of Reference during spring 2017. Next review to be held in 2020.
II. Representation on Senate					
7a: All individuals who meet the Act's definition of Academic Staff should be eligible to vote for members of Senate. In addition, those Academic Staff who also have at least two years of continuous service should be eligible to run for a Senate seat.					
i. Recommend that the Board of Governors and Senate debate and discuss opening the UWO Act to reword section 25 of the Act such that the minimum rank of Academic staff eligible for Senate membership be broadened to include lecturers, assistant, associate and full librarians.	Senate/Board				OAC and Senate discussed and agreed that opening the UWO Act is not advisable at this point. This can be revisited in the future.
ii. Recommend to the University and UWOFA that, through the process of either constructing a memorandum of agreement and/or of collective bargaining during the next contract negotiation sessions, equivalent ranks to Assistant Professors be created so that those with Academic staff qualifications meet all provisions of the Act for voting rights and membership in Senate (i.e., section 25).	Provost/UWOFA/Faculty Relations				OAC considered this recommendation and decided that it was not within their remit.

Recommendations	Approval	Responsibility	Resources req'd	Notes	Status/Deadline
7b: Members of those constituencies which do not meet the definition of Academic Staff (e.g., post doctoral fellows) or those who do not hold the rank of Assistant Professor should be considered for seats on relevant Senate committees.	Senate/Board				Senate Committees were asked to review their ToR with regards to adding a seat(s) for post-docs. In response, post-doc seats were added to Senate commitees where their membership was deemed relevant (URB, SCUP). This recommendation is considered complete pending a discussion by the Nominating committee on Nov 30.
7c: An additional seat on Senate should be created in the administrative staff constituency.	Senate/Board				University Legal Counsel has contacted the cabinet office to inquire about initiating the process of creating an additional seat on Senate in the administrative staff constituency.
III. Committee Structures and Processes					
8. The roles and responsibilities of committee members should be specified in all committees' terms of reference. New committee members should be briefed on these at the first meeting of their term.	Committees/OAC/Senate	Committees/OAC	Committee time		Completed. Senate approved the Roles and Responsibilitites of Senators **and Senate Committee Members** in March 2017.
9. The Terms of Reference of three standing committees should be revised concerning membership, mandate, and transparency of their operations.					
a) Revise URB's ToR	URB/OAC/Senate	URB/OAC	Committee time		Completed - New Terms of Reference were approved by Senate .
i. The URB's mandate should parallel that of SCAPA. It should be tasked to "formulate, review, and recommend new or revised research policies to Senate for approval." Policy formulation could follow similar subcommittee and administrative committee paths as those followed by SCAPA. ii. A URB subcommittee should be established to provide peer review of internal funding competitions with members elected by Senate and chaired by the VP Research. iii. Membership on the URB should be expanded to include Deans of all Faculties. iv.Membership on the URB should be expanded to include a Senate-elected member from each Faculty, who does not hold administrative responsibilities and has a strong record of research. v. The phrase 'strong record of research' should be defined. vi. With the above-noted expansion of membership, members of the URB should consider whether a designated seat for a senior member or director of a Centre or Institute is still necessary.					

Recommendations	Approval	Responsibility	Resources req'd	Notes	Status/Deadline
b) Revise SCUP's TofR	URB/OAC/Senate	URB/OAC	Committee time		Completed - New Terms of Reference were approved by Senate.
recommend the addition of four more elected members, which would bring the elected membership to eight. Doing so would enhance opportunities for debate and add voices of individuals having differing perspectives.					
c) Nominating Cttee processes	Nominating/OAC/Senate	Nominating/OAC	Committee time		
i. Any Senators who have put their names forward should be given full consideration by the Nominating Committee in developing nomination slates for Senate. ii. If no nomination for a vacant Faculty seat on Senate has come forward for election once the nomination period has been closed, the need for a candidate(s) should be referred to the Faculty-level Nominating Committee. If a Faculty does not have a Nominating Committee, Senate should require its Faculty Council to create one. iii. Committee members should provide brief statements that describe nominees and the reasons why they should be considered for the position to be filled. Candidates who self-nominate or nominations from a Faculty Nominating Committee should also provide such statements. Doing so would enhance informed voting and potentially diminish the tendency for voting based on name recognition. iv. The Terms of Reference of the Senate Nominating Committee should articulate the parameters/principles used to balance slates of nominees. v. Reports to Senate at the time a slate is presented should include a reference to the particular factors that were considered in developing the slate. vi. When nominations are made from the floor of Senate, an electronic ballot following the meeting should be conducted so that statements					Completed. 1) The Senate Nominating Committee procedures were developed to address points i., iii., iv., and v. 2) The Senate Bylaws were changed to address point vi. - new electronic balloting system was introduced in the Spring of 2017. 3) Re: point ii. - The Faculties were consulted to determine current practices. OAC concluded that a variation in processes exists, but that all Faculties/Schools now are utilizing a process that reflects the principles the Senate itself uses in the nominations process.

Recommendations	Approval	Responsibility	Resources req'd	Notes	Status/Deadline
IV. Senate - Board Relations					
10: Strengthen the connections and cooperation between the Senate and Board of Governors					
...some joint orientation activities. Senate might encourage the development of additional joint activities, such as an annual meeting between its Operations and Agenda Committee and the Board's Bylaws Committee or an annual invitation to the Chair of the Board to speak to Senate.	N/A	OAC/Senate/Secretariat	Secretariat's resources and depending on recommendations		A joint governance reception to be held in late Fall 2018 or Early 2019 between the chairs of Senate's standing committees and the Board's Senior Policy & Operations Committee, with additional opportunities to be considered.

Last updated: November 2018

Western

Senate Election Schedule for Spring 2019

Elections will be held for representatives of the faculty, administrative staff, graduate and undergraduate student constituencies as outlined below. The term of the faculty and administrative staff representatives will be for two years (July 1, 2019 - June 30, 2021). The term of the graduate and undergraduate students will be for one year (July 1, 2019 - June 30, 2020).

Faculty and Administrative Staff Constituencies	
Nominations Open	9:00 a.m., Monday, January 7
Nominations Close	4:00 p.m., Thursday, January 17
Posting of Nominations	Friday, January 18
Balloting on the Web - Polls Open	8:00 a.m., Tuesday, January 29
Balloting on the Web - Polls Close	8:00 p.m., Wednesday, January 30
Posting of Results	Thursday, January 31

Graduate and Undergraduate Student Constituencies	
Nominations Open	9:00 a.m., Monday, January 7
Nominations Close for Graduate and Undergraduate – Academic Constituencies	4:00 p.m., Thursday, January 17
Nominations Close for Undergraduate – At-Large Constituencies	4:00 p.m., Friday, January 18
Mandatory All Candidates' Advisory Meeting (Organized by the USC - Place TBA)	5:00 p.m., Friday, January 18
Posting of Nominations	Monday, January 21
Campaign Period begins	12:01 a.m. Monday, January 21
Campaign Period ends	11:59 p.m., Sunday, February 3
Balloting on the Web - Polls Open	8:00 a.m., Monday, February 4
Balloting on the Web - Polls Close	8:00 p.m., Tuesday, February 5
Posting of Results	Wednesday, February 6

Last updated: July 11, 2018

REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS
(SCAPA)

Contents	Consent Agenda
School of Graduate and Postdoctoral Studies: Revisions to the MESc. and Ph.D. Graduate Programs in Mechanical and Materials Engineering	Yes
Brescia, Huron and King's University Colleges: Introduction of the BMOS Internship Program	Yes
Policy Revisions:	
Introduction of New Subject Areas: "Biomedical Engineering" and "Information and Media Studies"	Yes
Scheduling of Examinations and Responsibility for Printing	Yes
Structure of the Academic Year – Scheduling Spring Convocation	Yes
Undergraduate Sessional Dates	
Revisions to the 2019 Sessional Dates	Yes
Faculty-specific Sessional Dates for 2019 and 2020	Yes
New Scholarships and Awards	Yes

FOR APPROVAL

1. **School of Graduate and Postdoctoral Studies: Revisions to the MESc. and Ph.D. Graduate Programs in Mechanical and Materials Engineering**

   Recommended: That the Mechanical and Materials Engineering MESc. and Ph.D. Graduate Programs be revised effective September 1, 2019.

   Background
   Currently, students in the research based graduate programs select courses from a pool of courses in consultation with their supervisors. It has been observed that the courses for graduate research students are not necessarily provide them the fundamental knowledge base to support their research activities, since a lot of the curses are geared towards students enrolled in the MEng. program. For example, there is no structured way to train students on research methodologies and to systematically broaden their knowledge base in the field of their research.

   The graduate program in MME has developed a course map for graduate research students to address these issues, to enrich their learning experience and to ensure that the current learning outcomes are properly met. In the proposed course map, the graduate courses are divided into three categories as described below:

   - Category 1 (Methodology): Courses in this category are focused on research methodologies. For example, experimentation and data analysis, numerical modelling, and computational techniques. The courses offered in this category will provide foundational training on specific methodology (serving students with diverse research fields), on which, students can build upon to further advance their skills via research work.

   - Category 2 (Fundamentals): Courses in this category provide fundamental knowledge base in the specific research area. These courses are particularly helpful for students coming from different backgrounds, students who are coming back to the graduate program after considerable gap and students who want to further strengthen the fundamental concepts.

- Category 3 (Advanced): Courses in this category provide advanced knowledgebase on the specific research area. These courses enhance the knowledge level of students to support their thesis research work.

Requirements for the course selection
- Students must take at least one course from each category.
- Courses that are taken outside MME (max. of two) can replace courses from any of these categories depending on the course.
- Students who have already taken courses from Categories 1 and 2 as a part of previous degree in MME, are exempted from the course selection requirement for these categories i.e. they can select courses from any of these categories.

Course offerings
Courses in Categories 1 and 2 will be offered every year while in Category 3, at least two advanced courses will be offered in each of the primary research areas. This arrangement will ensure that enough research courses are available for all graduate students in the program. Students are also allowed to take up to two half-graduate courses outside MME if needed.

2.   **Affiliated University Colleges: Introduction of the BMOS Internship Program**

      Recommended: That effective September 1, 2018, the BMOS Internship program be introduced in Brescia, Huron and King's University Colleges as shown in **Appendix 1**.

Background
The Department of Management and Organizational Studies currently offers an internship program that can be taken by students to supplement their degree. Brescia, Huron and King's are mirroring Western's internship program so they are consistent. The current arrangement provides students with the opportunity to work full-time for a term of no less than 8 and no more than 16 months following their third year of study. Students then return to Western to complete the final credits/requirements for their degree and graduate. A four-year degree plus the internship takes a minimum of five academic years to complete.

Although a valued program and a great opportunity for students enrolled in BMOS, there are two shortcomings of the current model: 1) Students currently in the program are unable to receive interest-free status on their student loans and are ineligible to receive the 30% off Ontario Tuition Grant. As a result, students are required to begin paying back their student loans, with interest, while on internship even though they are involved in an education-related initiative, and 2) under the current model, international students are not able to take part in the opportunity, as they are not eligible for the required work permit. These shortcomings restrict the opportunity to fully engage all students in their chosen discipline.

To combat these two shortcomings, an internship must be built into a degree structure and it must become a requirement of a degree or degree component, with which proof of enrolment can be officially documented for the Ontario Student Assistance Program (OSAP), various financial loan organizations, Citizenship and Immigration Canada (CIC) and any relevant foreign governments. The proposed solution is to have the MOS Internship Program display on students' records as a themed program. Doing so allows the internship component to appear on academic records and transcripts and provides the opportunity for a student to apply for a study permit. Further, students will receive formal academic recognition of having completed the internship, which they can then use for various professional certification applications and requirements.

Students will continue to receive 1.0 credits for MOS 3494 – Internship for which the preparatory component will be taken in the academic year preceding the student's work term, typically the third year, and each internship course will count for 3.0 credits (note that the 3.0 courses cannot be counted toward a degree). The scope of this proposal is geared toward the Departments of Management and Organizational Studies at the Affiliated University Colleges who have an already established internship program and work with the Student Success Centre to aid with student placements.

3. **Introduction of New Subject Areas: "Biomedical Engineering" and "Information and Media Studies"**

Recommended: That the new subject area "Biomedical Engineering" be introduced into the undergraduate offerings of the Faculty of Engineering, and included in Category C for Breadth Requirements for Graduation, effective September 1, 2018, as shown in **Appendix 2**, and

That the new subject area "Information and Media Studies" be introduced into the undergraduate offerings of the Faculty of Information and Media Studies, and included in Category A for Breadth Requirements for Graduation, effective September 1, 2018, as shown in **Appendix 2**.

Background

In October 2018 Senate approved the establishment of the new Biomedical Engineering Concurrent Degree Programs, which necessitates the creation of the new subject area.

The Faculty of Information and Media Studies is planning to introduce a new Internship course - FIMS 3999A/B: Internship – which necessitates the introduction of this new subject area. The introduction of this new course will accommodate the creation of a multi-disciplinary summer internship credit at Western that is being implemented by the Student Success Centre as part of Western's Career Ready Fund (Stream 2) initiative. These summer internships will link Western students in the liberal arts programs (FIMS, Social Science, Arts and Humanities, Music) with experiential learning opportunities in London's technology sector. The creation of a FIMS summer internship course will support this initiative and enable students to take up opportunities to pursue for-credit internships relevant to their course(s) of study.

4. **Scheduling of Examinations and Responsibility for Printing**

Recommended: That the "Scheduling of Examinations and Responsibility for Printing" policy be revised effective January 1, 2019 as shown **Appendix 3**.

Background

In recognition of the challenges associated with scheduling evaluations, it is proposed that the current policy be amended to permit out-of-class tests to be scheduled on any day of the week. An editorial amendment was also made to remove reference to scheduling classes since it is already covered in the "Structure of the Academic Year" policy: https://www.uwo.ca/univsec/pdf/academic_policies/general/structure.pdf .

FOR INFORMATION

5. **Structure of the Academic Year Policy – Scheduling Spring Convocation**

The Structure of the Academic Year Policy - Scheduling Spring Convocation was revised to accommodate the extended dates of the Convocation Ceremonies in June. The revised Policy is shown in **Appendix 4**.

6. **Revised Undergraduate Sessional Dates for 2019**

The undergraduate sessional dates for 2019 were revised to accommodate the extended Convocation dates in June 2019 as shown in **Appendix 5**.

7. **Faculty-Specific Undergraduate Sessional Dates for 2019 and 2020**

The undergraduate sessional dates for the following programs are attached as **Appendix 6** for information:

- Sessional dates for the Faculty of Education, B.Ed. program (2019-20)
- Sessional dates for the Richard Ivey School of Business HBA program (2019-20)
- Sessional dates for the Faculty of Law (2019-20)
- Sessional dates for the Schulich School of Medicine & Dentistry's MD and DDS programs (2019-20)

8.   **New Scholarships and Awards**

SCAPA approved on behalf of the Senate, the Terms of Reference for the new scholarships and awards shown in **Appendix 7**.

<u>NEW CALENDAR COPY</u>

BRESCIA, HURON, AND KING'S UNIVERSITY COLLEGES - BMOS INTERNSHIP PROGRAM

Admission Requirements
The themed program, MOS Internship Program, aims to provide an 8 – 16 month practical degree-related experience in an employment setting. All students enrolled in the third year of a four-year undergraduate degree program including an Honors Specialization, Honors Double Major or Specialization in a MOS module at Huron University College, Brescia University College, and King's University College are eligible to enroll in the MOS Internship Program.

Students must also satisfy the eligibility requirements which are to: be enrolled in fulltime undergraduate studies at Huron, Brescia, or King's; have at least a 70% average; have successfully completed the second-year principal courses required for their degree including Business Administration 2257, or MOS 2227A/B and MOS 2228A/B, have completed at least 5.0 credits; be in good standing with the Department; be returning to full-time studies at Huron, Brescia, or King's to complete the final year of their studies.

Students interested in the program should apply through the Career Services Office at westerncareercentral.ca in the fall of their third academic year.

Students will be registered in, and attend, all preparatory workshops and meet other preparatory requirements included in MOS 3494 - Internship during the year prior to their work term. Students who are successful in securing a placement will pay an administrative fee and will receive 1.0 credits for the course once the themed program is complete. Students who are unsuccessful in securing a placement will be withdrawn from MOS 3494 without penalty, and will not be liable for the administrative fee.

During their work term, students will be registered in one of three courses depending on the length of time of the practical experience component: MOS 3490 - Internship: Work Term (8 month option), MOS 3491 - Internship: Work Term (9-12 month option), or MOS 3492 - Internship: Work Term (13-16 month option). Students who complete a second Internship work term with a second company will also be registered in MOS 3493 – Internship: Work Term (second 8 month option). Following the work term, students will complete a report and oral presentation. A grade of pass/fail will be assigned to each of the course components completed as part of the themed program.

Students who qualify to receive a continuing scholarship in the academic year in which they participate in the MOS Internship Program are permitted to defer receipt of the scholarship for one year.

<u>REVISED CALENDAR COPY</u>

http://www.uwo.ca/univsec/pdf/academic_policies/registration_progression_grad/registration_progression.pdf

The first part of the policy is unchanged

CATEGORY A

Social Science
Anthropology, Economics, First Nations Studies, Geography, History, International Relations, Jewish Studies, Leadership Studies, Management and Organizational Studies, Political Science, Psychology, Sociology, Women's Studies

Interdisciplinary and Multidisciplinary
American Studies, Canadian Studies, Childhood and Social Institutions, Dance, Disability Studies, Education, Family Studies, Global Studies, Governance, Leadership, and Ethics (GLE), Health Sciences, **Information and Media Studies,** Interdisciplinary Studies, Kinesiology, Linguistics, Media and the Public Interest, Media, Information and Technoculture, Nursing, Rehabilitation Sciences, [Politics, Philosophy and Economics (PPE)], Social Justice and Peace Studies, Social Science, Transitional Justice

Various
Business Administration, Digital Communication, Foods and Nutrition, Human Ecology, Law, Music, Social Work, Thanatology

CATEGORY B

This part of the policy is unchanged

CATEGORY C

Engineering
Biomedical Engineering, Chemical and Biochemical Engineering, Civil and Environmental Engineering, Electrical and Computer Engineering, Engineering Science, Green Process Engineering, Integrated Engineering, Mechanical and Materials Engineering, Mechatronic Systems Engineering, Software Engineering

Medical Science
Anatomy and Cell Biology, Biochemistry, Biostatistics, Chemical Biology, Epidemiology, Epidemiology and Biostatistics, Medical Biophysics, Medical Health Informatics, Medical Sciences, Microbiology and Immunology, Neuroscience, One Health, Pathology, Pharmacology, Physiology, Physiology and Pharmacology

Science
Actuarial Science, Applied Mathematics, Astronomy, Biology, Calculus, Chemistry, Computer Science, Differential Equations, Earth Sciences, Environmental Science, History of Science, Integrated Science, Linear Algebra, Materials Science, Mathematics, Physics, Planetary Science, Science, Statistical Sciences

Various
Communication Sciences and Disorders, Financial Modelling

The rest of the policy is unchanged

<u>REVISED CALENDAR COPY</u>
https://www.uwo.ca/univsec/pdf/academic_policies/exam/scheduling.pdf
and
http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&
SelectedCalendar=Pre&ArchiveID=#Page_68

The first part of the policy is unchanged

SCHEDULING TESTS

1.   Tests for full-year courses may not be scheduled during the last week of classes in the
        Fall (September to December) term (5 days, excluding Saturdays and Sundays) or
        during the last 3 weeks of classes in the Winter (January to April) term (15 days,
        excluding Saturdays and Sundays).

        An exception is made for practical laboratory or performance tests since they are
        understood to be tests which by their nature require the scheduling of specialized space
        or facilities, and which typically do not involve the same kind of preparation on the part of
        the student as do written or oral tests. Professional schools with special practicum or
        curricular requirements also are exempt from this condition.

2.   Tests for one-term courses may not be scheduled during the last 3 weeks of classes in
        the term.

3.   The department/faculty shall ensure that all conflicts with previously scheduled classes or
        tests are resolved, either by rescheduling the tests, or by offering an equivalent test at
        another time for those students who have declared a conflict prior to the test in
        accordance with policy as set by the department.

4.   All tests normally will be held during regularly scheduled class hours. If, for sound
        academic or administrative reasons, out-of-class tests must be scheduled, such tests
        may be held on any day, ~~Monday to Saturday~~, subject to conditions 1-2 above.
        Reasonable notice of out-of-class tests must be given in order to allow students to
        resolve conflicts with other academic duties or university-sanctioned extracurricular
        activities.

        ~~No regular classes will be scheduled during the Fall and Winter terms between 7:00 p.m.
        and 10:00 p.m. on Fridays, and between 9:00 a.m. and 10:00 p.m. on Saturdays.~~ Out-of-
        class tests may be scheduled on Saturdays between 9:00 a.m. and 10:00 p.m. **and
        Sundays between 10:00 a.m. and 10:00 p.m.**

5.   In cases where a ruling regarding what constitutes a test or assignment is required, the
        instructor and/or student may consult the appropriate dean.

The rest of the policy is unchanged

<u>REVISED CALENDAR COPY</u>
https://www.uwo.ca/univsec/pdf/academic_policies/general/structure.pdf

Structure of the Academic Year

The first part of the policy is unchanged

4.   <u>Scheduling Convocation Ceremonies</u>

- The in absentia February Convocation will be scheduled for the last Friday in February.

- June Convocation ceremonies will be scheduled from ~~Tuesday~~ **Monday** to Friday in the second **and third** 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 Wednesday, Thursday and Friday in October. (If October 1 is a Friday, it will not count as week 1).

REMEMBRANCE DAY POLICY

That two minutes of silence be observed on November 11 at 11:00 a.m. throughout the University and that, where this is not possible, two minutes of silence be observed between 11:00 a.m. and 12:00 noon.

That students be permitted to be absent from class to attend a Remembrance Day Service, provided the instructor is informed in advance of the intended absence.

	2018-2019	**2019-2020**	**2020-2021**
Labour Day	Sept. 3	Sept. 2	Sept. 7
Rosh Hashanah	Sept. 10	Sept. 30	Sept. 19
First Term	Sept. 6-Dec. 7 (62 days)	Sept. 5 - Dec. 6 (62 days)	Sept. 8 (Tue) - Dec. 9 (62 days)
Thanksgiving Monday	Oct. 8	Oct. 14	Oct. 12
Fall Study Break/Fall Reading Week	Oct. 9 – 12	Oct. 15 – 18	Oct. 13 – 16
October Convocation	Oct. 24 – 26	Oct. 23 – 25	Oct. 21 – 23
December Study Days	Dec. 8 – 9	Dec. 7 – 8	Dec. 10
Exams	Dec. 10 – 21 (12 days)	Dec. 9 – 20 (12 days)	Dec. 11 - 22 (12 days)
Holiday	Dec. 22-Jan. 6 (16 days)	Dec. 21 - Jan. 5 (16 days)	Dec. 23 - Jan. 3 (12 days)
Second Term	Jan. 7 - Apr. 9 (62 days)	Jan. 6 - Apr. 8 (63 days)	Jan. 4 - Apr. 7 (62 days)
Family Day	Feb. 18	Feb. 17	Feb. 15
Reading Week	Feb. 18 - 22	Feb. 17 - 21	Feb. 15 - 19

In Absentia Convocation*	Feb. 22	Feb. 28	Feb. 26
Good Friday	Apr. 19	Apr. 10	Apr. 2
Easter Sunday	Apr. 21	Apr. 12	Apr. 4
Passover	Apr. 20	Apr. 9 - 10	**
Study Days	Apr.10	Apr. 9-10	Apr. 8 – 9
Exams	Apr. 11-30 (17 days)	Apr. 11 - 30 (19 days)	Apr. 10 - 30 (21 days)
June Convocation***	June ~~11~~ **10** – 14 and 17 – ~~19~~ **21**	June ~~9~~ **8** – 12 and 15 – ~~17~~ **19**	June ~~15~~ **14** – 18 and 21 – ~~23~~ **25**

* Application deadline for the In Absentia Convocation is January 22. No ceremony is held.
** Passover does not fall during the examination period this year. No accommodation necessary.
*** Application deadline for graduation at Spring Convocation is April 30.
**** Application deadline for graduation at October Convocation is September 8.

The University of Western Ontario
Undergraduate Sessional Dates, Western Application & Graduation Dates
2019

These dates are derived from University approved guidelines and academic policies.

* Note: Any of the following deadlines that occur on a Saturday or Sunday or Statutory holiday will be extended to the next working day.

+ Administrative dates. Subject to change.

…

*May	15	Last day for students on exchange or a letter of permission to submit transcripts for graduation at Spring Convocation.
May	17	Doctor of Medicine Convocation.
May	20	Victoria Day.
May	27	Last day to drop a 3-week first-term half course in Intersession without academic penalty.
June	1	Deadline for admission applications from new students for Fall/Winter Term 2019-20 for full-time studies provided that the program requested is open. All supporting documentation must be submitted within seven days of this date.
June	3	Second-term half courses in Intersession begin.
		Last day to drop a full course, or a 6-week half course, or a full-year half course in Intersession without academic penalty.
		Last day to drop a first-term half course in Summer Evening and Spring/Summer Distance Studies without academic penalty.
June	4	Last day to add a second-term half course in Intersession.
June	10	Last day to drop a full course or full-year half course in Summer Evening and Spring/Summer Distance Studies course without academic penalty.
June	10-14, 17-21	Spring Convocation.
June	14	Last day to drop a second-term half course in Intersession without academic penalty.
June	17	Second term half courses in Summer Evening and Spring/Summer Distance Studies begin.
June	21	Intersession courses end.

…

Sessional Dates 2019-20 – Faculty of Education

2019	
August 29	Year 1 Registration and Orientation
September 2	Labour Day
September 3	Year 1 Classes Begin
September 3 – 9	1st term Add/Drop
September 3 – October 11	Year 2 Practicum Three
October 14	Thanksgiving
October 15 – 18	Year 1 Fall Reading Week
October 15	Year 2 Classes Begin
November 11 – December 6	Year 1 Practicum One
November 25 – December 13	Year 2 Alternative Field Experience A
December 9 – January 3	Year 1 Vacation
December 16 – January 3	Year 2 Vacation
2020	
January 6	Classes Resume (Year 1 and 2)
January 6 – 10	2nd term Add/Drop
February 17	Family Day
February 18 – March 27	Year 2 Practicum Four
March 16-20	Year 2 Spring Break
March 23 – April 17	Year 1 Practicum Two
April 10/13	Good Friday/Easter Monday
March 30 – April 24	Year 2 Alternative Field Experience
April 17	Last Day of Term, Year 1
April 24	Last Day of Term, Year 2

2019-20 HBA Sessional Dates – Ivey Business School Honors Business Administration

*Please note that dates are tentative and subject to change.

2019	
August 26,27,28	HBA Pre-Ivey Program (Optional but recommended)
August 29	HBA1 Transfer Orientation Program
August 30	HBA1 Begins (Mandatory)
September 3-13	Add/Drop (A/B, Q,R,S,T (Ivey Term 5, 6, 7 and 8) courses)
September 3-6	HBA2 IFP Classes (MANDATORY)
September 9	HBA2 Elective Classes Begin
September 20	Last Day to drop Q (Ivey Term 5) course without penalty
October 10	Q (Ivey Term 5) Courses End
October 14	Thanksgiving
October 15-18	Fall Break Week (No Classes Scheduled)
October 21-22	IFP/NVP Workshops (Mandatory)
October 23-26 (Saturday)	HBA2 Exam Period
October 28	R (Ivey Term 6) Courses Begin
October 29, October 30 & Nov 1	IFP Client Meetings (Evenings and November 1st 8am-1pm)
October 28 – November 1	Add/Drop (B, R,S,T (Ivey Term 6, 7 and 8) courses)
November 8	Last Day to drop R (Ivey Term 6) course without penalty
November 13-15	HBA2 IFP Work Days (Mandatory)
November 22	HBA2 IFP NVP Presentations (Mandatory)
December 3	HBA2 Classes End
December 5	HBA1 Classes End
December 4, 5 and 6	IFP Client Meetings (Evenings and December 6 8am-1pm)
December 4-11	HBA2 Exam Period
December 6-11	HBA1 Exam Period
2020	
January 6	HBA1 Classes Resume
January 6	HBA2 Classes Resume
January 6-10	Add/Drop (B, S,T (Ivey Term 7 and 8) courses)
January 17	Last Day to drop S (Ivey Term 7) course without penalty
February 6	S (Ivey Term 7) courses End
February 8-14	HBA2 Exam Week (including Saturday)
February 17-21	Reading Week
February 24	T (Ivey Term 8) Courses Begin
February 24-28	Add/Drop (T (Ivey Term 8) courses)
March 6	Last Day to drop T (Ivey Term 8) course without penalty
March 26	HBA2 Classes End
March 30 – April 3	HBA2 Exams
April 9	HBA1 Classes End
April 13-15	HBA1 Exams

Western Law

Sessional Dates – 2019-2020

2019

September 2	Labour Day Holiday
September 3	Orientation Day
September 4	Fall Term Classes Begin
September 4-10	Fall Term Add/Drop Period
October 14	Thanksgiving Day Holiday
October 23-25	Fall Convocation
December 6	Fall Term Classes End
December 9-20	Fall Term Examination Period
December 20	Fall Term Ends

2020

January 6	Winter Term Begins
January 6-24	January Intensive (First Year)
January 7-24	January Intensives (Upper Years)
January 7	January Intensive Add/Drop Period
January 27	Winter Term Regular Classes Begin
January 27-31	Winter Term Add/Drop Period
February 17-21	Law Study Week
April 9	Winter Term Classes End
April 10	Good Friday (Western Holiday)
April 13-24	Winter Term Examination Period
April 24	Winter Term Ends
June TBD	Spring Convocation

Sessional Dates MD Program 2019-20

2019	MD Program, Schulich School of Medicine & Dentistry			
Start Date	**End Date**	**MD Program**	**Notes**	**Program Year**
August 19	August 23	Clerkship Orientation		3
August 26	August 26	Clinical Clerkship Begins		3
August 26	August 26	Clinical Science Electives Begin		4
August 28	August 30	Medical Foundations Week		1
August 28	August 28	White Coat Ceremony		1
September 2	September 2	Statutory Holiday	Labour Day	1, 2, 4
September 3	September 3	Academic Year Begins	Semester 1 Begins	1, 2
October 14	October 14	Statutory Holiday	Thanksgiving	1, 2, 4
December 13	December 13	Clinical Science Electives End		4
December 16	December 20	Assessment Week		1
December 23	January 5	Vacation	No Classes	1, 2, 4
2020	**MD Program, Schulich School of Medicine & Dentistry**			
Start Date	**End Date**	**MD Program**	**Notes**	**Program Year**
January 6	January 6	Academic Year Resumes	Semester 2 Begins	1, 2, 4
January 13	January 17	Assessment Week		2
February 17	February 17	Statutory Holiday	Family Day	1, 2, 4
March 16	March 20	Vacation (TBC)	No Classes	1, 2
April 10	April 10	Statutory Holiday	Good Friday	1, 2, 4
April 26	April 26	Academic Year Ends		4
May 22	May 22	Convocation		4
May 11	May 15	Assessment Week		1
May 18	May 18	Statutory Holiday	Victoria Day	2, 4
May 18	May 29	Discovery Weeks		1
May 29	May 29	Academic Year Ends		1
June 1	June 5	Assessment Week		2
June 5	June 5	Academic Year Ends		2
August 7	August 7	Academic Year Ends	Clerkship Concludes	3
August 8	August 23	Vacation		3

DENTISTRY SESSIONAL DATES 2019-20

2019 START DATE	END DATE (AS APPLCABLE)	Classes/Exams/Activity/Stat Holidays	Program Year
August 26, 2019	August 30, 2019	Clinic Orientation	3, ITD1
August 27, 2019		White Coat Ceremony	1, ITD1
August 29, 2019 Tentative		Year 1 Kit Orientation	1
August 30, 2019 Tentative		Year 2 Kit Orientation	2
September 2, 2019		Labour Day - No Classes/Clinics	1, 2, 3, ITD1, 4, ITD2
September 3, 2019		Regular Classes and Clinics commence	1, 2, 3, ITD1, 4, ITD2
October 14, 2019		Thanksgiving - No Classes/Clinics	1, 2, 3, ITD1, 4, ITD2
October 9, 2019	To be confirmed	Research Day (afternoon only)	1, 2, 3, ITD1, 4, ITD2
October 18, 2019	To be confirmed	Homecoming - No Clinics	4, ITD2
December 1, 2019		Last Day for receiving admission applications for Year 1 Dentistry	
November 8, 2019		Feasby Lecture (afternoon only)	3, ITD1, 4, ITD2
November 29, 2019		Classes End – Fall Term	1, 2, 3, ITD1, 4, ITD2
December 2, 2019	December 20, 2019	Exam Period – All Years	1, 2, 3, ITD1, 4, ITD2
December 21, 2019	January 5, 2020	Winter Break	1, 2, 3, ITD1, 4, ITD2
2020 START DATE	END DATE (AS APPLCABLE)	Classes/Exams/Activity/Stat Holidays	Program Year
January 6, 2020		Winter Term Commences - All Years	1, 2, 3, ITD1, 4, ITD2
February 10, 2020	February 21, 2020	Didactic Supplemental Examinations Year 4, ITD2	4, ITD2
February 17, 2020		Family Day - No Classes/Clinics	1, 2, 3, ITD1, 4, ITD2
confirmed)		NDEB Examinations (Written & OSCE)	4, ITD2
March 16, 2020	March 20, 2020	Study Week	1, 2, 3, ITD1, 4, ITD2
April 10, 2020		Good Friday - No Classes/Clinics	1, 2, 3, ITD1, 4, ITD2
May 1, 2020		Winter Term Ends (excluding Year 1)	2, 3, ITD1, 4, ITD2
May 4, 2020	May 22, 2020	Final Examination Period (excluding Year 1)	2, 3, ITD1
May 18, 2020		Victoria Day	1, 2, 3, ITD1, 4, ITD2
May 19, 2020		Winter Term Ends Year 1	1
May 20, 2020	May 29, 2020	Final Examination Period Year 1	1
May 25, 2020	June 25, 2020	Summer Clinic	3, ITD1
June 12 or 19, 2020	To be confirmed	Convocation & Graduation Luncheon Ceremony	4, ITD2
Supplemental Exams are as			
July 6, 2020	July 17, 2020	Didactic Supplemental Exams - for Years 2, 3, ITD1	2, 3, ITD1
July 6, 2020	July 17, 2020	Practical Supplemental Exams - for Years 2, 3, ITD1	2, 3, ITD1
July 8, 2020	July 22, 2020	Didactic Supplemental Exams - for Year 1	1
July 8, 2020	July 22, 2020	Practical Supplemental Exams - for Year 1	1

SUBJECT TO CHANGE

New Scholarships and Awards

Dr. Michael Ott and Ott Family Award in Medicine (Schulich School of Medicine & Dentistry)
Awarded annually to a full-time undergraduate Doctor of Medicine (MD) student entering fourth year, based on academic achievement and demonstrated financial need. Online financial assistance applications are available through Student Center and must be submitted by September 30th. Preference will be given to a student who is planning to specialize in general surgery and/or oncology. Students are asked to submit an online application which includes a one-page statement outlining their interest in general surgery and/or oncology to the Undergraduate Medical Education Office by October 31. The recipient will be selected by a Committee composed of members from the Department of Medicine with the approval of the Progression & Awards Committee in the Schulich School of Medicine & Dentistry after the Office of the Registrar has assessed financial need. This award was made possible by a generous donation from Dr. Michael Ott (MD '01) and his family.

Dr. Michael Ott graduated as a Medical Doctor from Western University in 2001. He completed his Residency at Western in 2006 and his Fellowship at Michigan State University. He is currently working as an Associate Professor in both the departments of Surgery & Surgical Oncology, LHSC, London, ON.

Value: 1 at $1,500
Effective Date: 2018-2019 to 2022-2023 academic years inclusive

Sunstar Award for Clinical Proficiency (Oral Systemic Link) (Schulich School of Medicine & Dentistry)
Awarded annually to a third or fourth year undergraduate student in the Doctor of Dentistry (DDS) program who exhibits the highest degree of clinical proficiency when speaking with patients about the oral systemic link. Students in the first or second year of the International Trained Dentists program (ITD) are also eligible. Nominations from faculty must be submitted to the Director's Office in Dentistry by March 31st, with final selection made by the Examinations and Progression Committee in Dentistry at the Schulich School of Medicine & Dentistry. This award was established through the generosity of Sunstar Americas Inc.

Value: 1 at $1,500
Effective Date: 2018-2019 to 2022-2023 academic years inclusive

Dr. Chris Kan of British Columbia Dental Bursary (Schulich School of Medicine & Dentistry)
Awarded annually to an undergraduate student in any year of the Doctor of Dental Surgery (DDS) program who has demonstrated financial need and is a non-resident of Ontario. Preference will be given to a student from British Columbia. Online financial need assistance applications must be submitted through Student Center by October 31st. The Office of the Registrar will select the recipient. The bursary was established with a generous donation from Dr. Chris Kan (DDS '98), originally from British Columbia.

Value: 1 at $2,000
Effective Date: 2018-2019 to 2022-2023 academic years inclusive

Donald K. Johnson MBA Scholarship (Ivey Business School)
Awarded annually to full-time students entering the Master of Business Administration Program at the Ivey Business School, based on academic achievement and demonstrated community leadership. Final selection of the recipients will be made by the MBA Scholarship Review Committee with at least one member of the selection committee holding membership in the School of Graduate and Postdoctoral Studies. Recipients will be notified at the time of acceptance into the program. This scholarship was established by Donald K. Johnson, O.C., (MBA '63, LLD '07).

Value: 4 at $31,250
Effective Date: May 2020 to April 2029

REPORT OF THE SENATE COMMITTEE ON UNIVERSITY PLANNING

(SCUP)

Contents	Consent Agenda
Faculty Planning Guidelines	Yes

FOR INFORMATION

1.   **Faculty Planning Guidelines**

Committee members received the budget planning process guidelines for information and discussion as outlined in **Appendix 1**.

Western University

Planning for 2019-20 and 2020-21: Year 1 of Two-Year Planning Process
Guidelines for the Faculties

September 21, 2018

A. <u>Introduction</u>

These guidelines mark the transition to Western's next multi-year planning cycle. The budgetary context for these guidelines is one of continued uncertainty and a period of constrained growth in revenues:
1. Government has implemented a new funding system for Ontario universities – where grant funding (associated with domestic enrolments) has been frozen at the 2016-17 levels.
2. The tuition framework which provided for an overall increase of 3% in domestic student tuition rates has ended with 2018-19. We have no word from the Province about the future framework.
3. At present, the overall level of undergraduate enrolment at Western is reaching steady-state – due to a combination of (a) lack of grant funding for domestic enrolment growth, (b) our objective to maintain/increase entrance standards for incoming students, and (c) program-specific capacity constraints.
4. A new government has taken office in Ontario – and has committed to finding $6 billion in efficiencies (i.e. spending reduction). At this point in time, we have no details on this commitment and its impact on the university sector.

A year ago, we signaled the constrained revenue context and that the incremental resources available to us will be much more modest in the coming years – than in the last decade. Between 2002 and 2010, our operating revenue grew by over 8% per year; between 2010 and 2018, it grew by 4.5% per year; in the near term future, it is projected to grow by 1.5% to 2% per year (based on known parameters). The Province's commitment to cut spending could further reduce our projected revenue growth figures.

Internally, at Western, we're in the middle of significant University-level leadership transition. Our new Provost started on August 1, 2018 and we expect a new President on July 1, 2019.

As a result of both the external uncertainties and the internal leadership transition, we are proposing that we move forward with a 2-year planning cycle, instead of the standard 4-year cycle. Therefore, these guidelines are for the upcoming two years – 2019-20 and 2020-21 – and continue to focus on the following high-priority areas identified in Western's Strategic Plan – *Achieving Excellence on the World Stage*:
* Enhancing our Research Profile.
* Enhancing the Student Experience, including innovations in pedagogy, increases in on-line and blended learning offerings, student entrepreneurship, and increased experiential learning opportunities – especially work-integrated career preparation.
* Internationalization.
* Seeking alternative incremental sources of revenue – which should be given high priority in our planning.

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B. University Operating Revenues and Expenditures

1. Revenues

The major sources of University operating revenues are: tuition fees – both domestic and international, provincial government operating grants which include funding for existing levels of enrolment, and the federal funding for indirect costs of research. The majority of government funding – both operating and capital – is directly linked to enrolments. The grant and tuition revenue projections are based on the parameters described earlier – and are incorporated into our planning.

2. Expenditures

- A revenue-sharing mechanism for the Faculties will be in place for the 2-year planning cycle. The revenue-sharing allocations have been modelled on the basis of our current enrolment estimates.

- Funding for our student aid programs – undergraduate scholarships & bursaries and graduate student support – continues to be a high priority. In order to attract the best students, we must ensure that our centrally-funded student aid programs are competitive.

- We will set aside additional resources for a number of other University-wide expenditures, including the following:
    - Academic Priorities – aligned with our Strategic Plan
    - Research/Scholarship-related Initiatives administered by the Vice-President (Research)
    - Pedagogical Innovation
    - Student Recruitment and Student Services
    - Information Technology Infrastructure
    - Library Acquisitions
    - Deferred Maintenance and Facilities Enhancements
    - Our Long-Range Space Plan
    - Utilities
    - Operating Costs of New Facilities

C. Resources Available to each Faculty and the Budget Planning Exercise for 2019-20 and 2020-21

As noted earlier, we're moving into a period of constrained revenue growth – and the Province's commitment to reduce spending could have a further negative impact on our revenues. Therefore, in order to move forward with our planning in a prudent manner, we are asking our Faculties and Support Units to model two budget scenarios.

- *Scenario 1* will follow the standard structure of our budget mechanism where the Faculty annual budgets are the net result of the following components:
    - Starting base budgets;
    - The initial 3% annual budget reduction – required to cover the costs of negotiated employee compensation increases, which are funded centrally;

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    o   Faculty Turnover Recovery, which returns the greater of $90,000 or 60% of the retiring or departing members' salary to the Faculty budget;

    o   Targeted government program expansion funding;

    o   Funds associated with CRC positions;

    o   Previously approved base and one-time funding from the Academic Priorities Fund (APF); and

    o   Enrolment-related revenue sharing allocations – which are estimates based on each Faculty's projected graduate enrolments and undergraduate teaching responsibilities.

- ***Scenario 2*** involves the structure/components outlined for Scenario 1 – and an additional 1.5% base reduction in each of the next two years. This modelling of the additional reduction is required as a prudent step to be prepared for the possibility of cuts to our operating grants. As soon as we have information on tuition fees and grant levels for 2019-20 and beyond, we will formalize our internal budget structure components. Preliminary indications are that we expect to hear from the Province early in 2019.

Revenue projections for the Faculty – under each of Scenario 1 and Scenario 2 – for the 2-year planning period have been provided in Appendix A. These revenue projections do not include possible additional resources which may be allocated as an outcome of this planning cycle.

Appendix A shows historical operating revenue information for the Faculty and the 2019-20 and 2020-21 revenues to be used for modelling purposes. Note that the historical revenue figures include centrally funded salary and benefit increases, but some/all of these central allocations are not yet included in the revenues for 2018-19 and beyond.

As has been the case in recent planning cycles, this budget planning process is a modelling exercise only. The actual final revenues – to be recommended in the spring of 2019 – will be a function of: (1) the base budget recommendation after consideration of the actual values of a number of university-level revenue and expenditure variables (e.g. actual enrolments and related funding, and salary settlements), (2) differential budget decisions, (3) updates to enrolment/teaching projections that will result in updated estimates of enrolment-related revenue sharing allocations, and (4) refinement to other revenue lines. In addition, funding associated with negotiated salary and benefit increases will be added to Faculty budgets at the appropriate times between now and the end of the upcoming 2-year planning period.

D. Elements of the Planning Submission

1. *General Update to the Faculty Academic Plan*

To start with, Faculties are asked to submit a copy of their current Academic Plans – as a separate document. Please provide a brief update (if necessary) on significant changes to components of the current Faculty Academic Plan.

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2. *Enrolment Planning and Sharing of Incremental Revenues*

a. Enrolment Planning

We will continue with the Enrolment Strategy approved by Senate and the Board of Governors in the fall of 2010. The Enrolment Strategy document can be found at:
> http://www.ipb.uwo.ca/documents/recommendation_on_enrolment_strategy_oct2010.pdf

Deans are asked to provide a brief update on the status of new programs/innovations, including timelines for implementation, enrolment levels, and tuition fee recommendations. As part of the enrolment planning process, Deans are asked to provide graduate enrolment plans by completing the templates in Appendix E.

b. Enrolment-related Revenue Sharing

The updated version of the enrolment-related revenue sharing mechanism (which was recommended as an outcome of last year's planning cycle) is described in Appendix C. The detailed revenue sharing calculations are also included in Appendix C.

The Faculty's revenue forecasts in Appendix A include the funds arising from the revenue-sharing mechanism, and are based on the enrolment forecasts described earlier and the graduate enrolment plans submitted by the Faculties in March 2018. Appendix D shows the preliminary enrolment forecasts for the Constituent University.

Deans should consult with IPB if and when the enrolment planning activities within the Faculties lead to new programs and/or expansion of existing programs. Deans are also asked to confirm tuition rates for new graduate programs that were submitted in their March 2018 graduate enrolment plans.

The proposed revenue sharing mechanism is based on the assumption that overall undergraduate enrolments are reaching steady-state and modest growth in graduate enrolments is planned. If new programs/innovations lead to significant growth in <u>incremental</u> *enrolments (undergraduate or graduate), Deans should present the initiatives as part of their planning submissions. For these initiatives, additional program-specific revenue sharing allocations will be reviewed as part of the planning process – and the final decisions will be included in the Provost's budget recommendations, early in 2019.*

3. *Resources to Support New University-wide Academic Initiatives: The Academic Priorities Fund (APF)*

The University will continue its approach of retaining central funds (base and one-time) in order to support emerging academic initiatives that are in direct support of the University's Mission and Strategic Priorities. However, given the external uncertainty and the more constrained revenue context, the APF will be very modest and may focus on one-time funding needs rather than base-budget allocations.

Deans may bring forward proposals for the Academic Priorities Fund (APF) – which will be available in each year of the 2-year planning period. Proposals should include only major academic initiatives and should be directly linked to the University's strategic priorities.   Proposals that

involve multi-Faculty initiatives and are reinforced by Faculty resources will be viewed favourably. Deans should also include measurable indicators of progress towards the goals associated with each proposal.

Given the constrained revenue context, each Faculty can submit a maximum of 2 APF proposals for the two year period – and the total value of the requests cannot exceed $150,000. This dollar constraint applies separately to base and one-time requests. Deans are asked to complete the template in Appendix F for each proposal.

4. *Canada Research Chairs (CRCs)*

At the pre-planning meetings, Deans will be provided with a list of CRCs that are coming available in the next two years and currently unallocated. Deans are invited to submit proposals for the re-deployment of those CRCs to attract exceptional scholars to Western in alignment with scholarship/research priorities and in alignment with Westerns CRC Equity, Diversity, and Inclusion plan. Inter-Faculty proposals should be identified as such with a clear indication as to lead Faculty. Each proposal should be brief (less than 1 page) and should identify how the proposal would build on existing areas of excellence at Western and/or areas of priority in the Faculty Academic Plan. As well, the proposal should speak to the feasibility of recruiting a deep applicant pool – is there reason to think there are scholars in this area on the job market and that a successful search will be possible. Proposals should also consider the anticipated diversity of the pool of potential applicants for a Chair in this area. In adjudication of the proposals, the above factors will be taken into account. As well, the CRC Steering Committee will review the balance of allocated CRCs – both existing Chair holders and new allocations – in relation to the share of tri-Council funding attributed to each Faculty. While the proposals will be considered in light of the Academic Plan, separate adjudication will take place and a separate letter will be sent to Faculties after the adjudication process. Adjudication of the proposals will be done by the CRC Steering Committee (*Provost, Vice-President Research, and Vice-Provost – Academic Planning, Policy, and Faculty*) by February 2019.

5. *Space, Facilities, and Capital Planning*

a. Space

In the context of our Long-Range Space Plan (as outlined in the 2018-19 University Budget) and the arrangement to share the operating costs of incremental space introduced in 2011-12, Deans may identify incremental space requirements. Requests for additional space should be submitted by completing the template included in Appendix G.

b. Capital Projects

Deans may also submit capital funding requests – for <u>minor</u> renovations – for the two years of the 2-year planning period. All requests for funding of <u>minor</u> capital projects must be included in the planning document (see Appendix H, Capital Project Request Form).

- Prior to consideration of capital projects during the planning process, units must consult with Facilities Management to obtain a cost estimate and to ensure that all building, safety, and structure-bearing codes receive proper attention.

- Requests must include a timeline for implementation and the amount of funding requested. Proposals which are matched by Faculty resources will be given higher priority.

Finally, all requests for exemptions to the University's policy on rental charges for general University facilities must be submitted in the planning documents. Only requests that directly relate to the academic activities of the Faculty will be considered for exemption.

6. *Comprehensive Revenue/Expenditure Model*

Appendix A provides the budget planning template for the two scenarios described earlier – for the two years of the 2-year planning period. Enrolment-related revenue sharing estimates have been completed by IPB using the most recent enrolment projections and historical patterns in teaching activity. Deans are asked to review these figures in consultation with IPB and make adjustments to the revenue lines (excluding the base budget line) as necessary. Particular attention should be paid to the revenue-sharing estimates, which should be updated to reflect any major changes in enrolments/teaching in the current year (i.e. 2018-19).

The expenditure plan should include the line-by-line details shown in Appendix A, and should address budgetary requirements in the areas of: tenured/probationary faculty complement, part-time teaching, limited-term faculty positions, clinical faculty positions (Schulich School only), support staff, GTAs, graduate student support, support for scholarship/research initiatives, information technology and academic equipment renewal, faculty travel, new faculty start-up funds, facilities maintenance, and any other allocations deemed necessary for the long-term academic health of the Faculty.

Faculties are reminded that they are responsible for including Faculty-specific teaching equipment and information technology renewal funds in their budget plans. Annual allocations should be based on a systematic replacement plan and can be funded from operating revenue or through a planned use of carry-forward funds. Faculty carry-forward funds (shown in the revenue section of Appendix A, page 1, line 11) should be treated as a one-time revenue source in planning for the future.

The Faculty budget plan (in this modelling exercise) must meet two specific criteria in each of the two scenarios – **the total budget must be balanced at the end of the 2-year planning period (i.e. cumulative surplus/deficit must be greater than or equal to zero) and the in-year deficit (Appendix A, line 39) in 2020-21 <u>must not exceed 1%</u> of the Faculty's base budget plus revenue-sharing allocation for that year**. *The structural situation of the Faculty's base budget will be a key factor in the Provost's recommendations with respect to faculty and staff complements for 2019-20 and 2020-21*.

The line-by-line budget model should be provided by completing Page 1 of Appendix A (for both scenarios).

7. *Faculty/Staff Complement Plan*

Deans are asked to provide a faculty and staff complement plan by completing the tables in Appendix B.

- The faculty/staff complement plan should reflect selective support of the priorities stated in the Faculty's Academic Plan.

- Deans are asked to provide a summary of progress in hiring into positions approved (i) through the March 2018 Final Budget Plan, and (ii) in-year, as a consequence of funds released from unanticipated retirements or resignations.

- Deans should include, in their complement and budgetary plans, provision for on-going funding of any positions now based on term funding that expires during the planning period.

- Sources of funding should be described for new/incremental appointments that are being proposed.

- Where Limited-Term appointments that require two years' notice of non-renewal are shown as ending without re-appointment in the faculty complement plan, the timing of when notice will be given should be described.

Deans should note that when positions are vacated as a consequence of retirements, resignations, or non-renewal of limited-term faculty, the positions themselves are closed, and a case must be made for the creation of any new positions using funds released to the Faculty budget. This approach acknowledges that areas of teaching and research of departing faculty were determined by Faculty priorities at the time they were hired, whereas new positions should fit with the current priorities of the Faculty, as stated in its Academic Plan.

Advertisements to hire into planned full-time faculty positions must be approved by the Vice-Provost (Academic Planning, Policy, & Faculty). Requests to advertise should be accompanied by a statement describing how the position fits into the complement plan approved during the planning process.

As noted earlier, the external context is one of great uncertainty and our fiscal outlook projects very modest growth in revenues. Therefore, the structural situation of the Faculty's base budget will be a key factor in the Provost's recommendations with respect to faculty and staff complements for 2019-20 and 2020-21.

8. *Supplementary Fees*

The Provincial Government's policies on tuition and fees allows Universities to charge supplementary fees that recover the costs associated with non-tuition related services, equipment, and material provided to students. Examples include costs of course material/manuals, field trips, co-op placement services, and specialized equipment such as dental kits. At present, Western has a wide array of such fees – and new fees are introduced annually which must be approved by our Board of Governors. In the past, proposals for such fees have been brought forward on an irregular basis and quite often did not fit into the time lines of Board meetings. Therefore, Deans are asked to include

proposals (by using the template in Appendix I) for new supplementary fees and increases to existing fees in their planning submissions. **Proposals not included in the planning submissions will not be implemented in 2019-20**. Please consult with IPB if you have any questions regarding the applicability of the Government's policy to possible new fees.

E. University-Wide Planning Policies and Issues

Deans should take into account the following University-wide planning policies/issues.

1. *First-year Intake and Undergraduate Enrolment Planning*

Our current plan for the two years of the 2-year planning period calls for a first-year class of 5,220 in 2019-20 and 5,270 in 2020-21 – and our approach to admissions will ensure that we maintain or enhance current entrance standards.

2. *First-year Course Guarantee*

The policy of guaranteeing courses to first-year students has made a tremendous contribution to Western's recruitment efforts and to the early academic experience of our students. The commitment of the Faculties to this policy has been outstanding. It is our intention to continue this guarantee as a central feature of Western's first year programs.

3. *Turnover Recovery Policy*

The Faculty Turnover Recovery Policy – which was temporarily suspended – will be re-instated in 2019-20. The policy allows for tenured/probationary faculty renewal/replacement by returning the greater of 60% of the retiring or departing member's salary plus benefits or $90,000 (for departures in 2019-20) plus benefits to the Faculty budget.

The current faculty collective agreement allows for retirement prior to the normal retirement date (which is defined as the July 1st following the faculty member's 65th birthday) and phased retirement of members. Regardless of the type of retirement, the policy will apply as in previous years – as follows:

- No turnover recovery on any faculty departures before age 55.

- Turnover recovery will be applied on May 1 of the year following a faculty member's departure – i.e., if the departure occurs between May 1 of year n and April 30th of year n+1, turnover recovery will be applied on May 1 of year n+1.

- Salaries of faculty early retirements (i.e. prior to the normal retirement date) remain within the Faculty budgets until the year of normal retirement. The turnover recovery will be applied in the year of normal retirement.

- Turnover recovery will be applied to all other non-retirement departures (i.e. excluding those before age 55) on May 1 following the actual departure.

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4. *Major Research Proposals – including CFI and ORF*

Deans are asked to ensure that participation in major research programs (including the CFI and the ORF) is given high priority within the Faculties and departments. The Vice-President (Research) should be consulted at the very early stages of preparing major proposals involving significant partnerships, large budgets, or internal/matching resources including space/facilities. The Associate Vice-President (Planning, Budgeting, and IT) should also be alerted to the potential space requirements.

5. *Information Technology*

The University's Information Technology infrastructure (e.g. networks, email, web support, wireless technology, instructional technology applications, research support applications, general university computer labs, central storage, desktop support, and administrative database systems) is supported by Western Technology Services (WTS). In order to better plan for and support the IT infrastructure of the University community, Deans are asked to identify specific IT-related needs that will enhance the teaching and research environments within Faculties and Departments. In particular, if there are IT-related initiatives/activities that require additional services from WTS, Deans must identify these requirements as part of their planning submissions.

6. *Increasing Diversity in the Professoriate*

Faculties will continue to receive a one-time payment of 50% of the first year's salary and benefits of candidates recruited into full-time probationary or tenured faculty positions where the successful candidate is a woman or a member of the First Nations community.

7. *Spousal Hiring*

Faculties will continue to receive base funding equal to one third of the annual salary plus benefits in cases where the spouse of a probationary or tenured faculty recruit is being hired into a full-time faculty position created as part of the recruitment process, provided that the Faculty hiring the spouse and the Faculty hiring the tenured or probationary recruit also each contribute one-third of the salary plus benefits. ***Deans are reminded that, in keeping with the collective agreement, spousal positions created in this manner are for a limited term.*** Accordingly, spousal recruitments will, by default, be limited term. In exceptional cases, where evidence is presented that the spouse fits the Academic Plan and priorities of the Faculty hiring the spouse, a request for consideration for a waiver to hire as tenured or probationary must be submitted to the Vice-Provost (Academic Planning, Policy, and Faculty) prior to entering negotiations with the candidate. It is understood that such a request may replace other planned tenured/probationary allocations currently in the plan.

F. Conclusion

The multi-year planning approach – both at the University-level and the Faculty-level – allows for systematic investment in areas of strength and priority. Our planning approach is the vehicle by which the University Strategic Plan, Faculty Academic Plans, and Support Unit Operational Plans are implemented – within the resources available in a competitive environment. Through this process, we

also fulfill our ongoing obligation to plan for our University's future in a selective, transparent, and accountable fashion.

Thank you and all your colleagues for your support and commitment to Western – and your contributions to our planning process.

Please submit 12 Printed Copies of your Planning Document and an Electronic Version (single PDF file) to Ruban Chelladurai – 10 days prior to your Planning Meeting Date

Report to Senate of the Academic Colleague, Council of Ontario Universities

Erika Chamberlain, November 2018

Contents	Consent Agenda
Academic Colleague Report on the October 2018 Meeting	**No**

FOR INFORMATION

There was a meeting of the COU Academic Colleagues and full Council on October 18 in Toronto. The following agenda items may be of particular interest to Senators.

Freedom of Expression: the primary topic of discussion at the Council meeting was freedom of expression at universities. While there was general agreement on the content of the policies that universities are drafting in response to the provincial government's request, Council members stressed that the real test of the policies will be in their implementation and in reporting to HEQCO.

The Academic Colleagues noted that individual faculty members will often be on the front lines of implementing the policies in the classroom, and that resources and support should be available to enable them to deal with the difficult situations that may arise. Colleagues shared various experiences where questions of "competing rights" have arisen, including: the discussion of controversial artwork that may offend certain religious beliefs; male students complaining about the granting of conference travel funding for women in STEM; and a teacher candidate being advised not to reveal that her parents were same-sex partners, given the provincial government's rollback of the sex- ed curriculum. We also discussed how social media and online communications can often lead to the rapid escalation of disputes among campus community members.

Tuition Framework: the current provincial tuition framework expired this year. COU is advocating that it be extended for another year on the same terms (ie, average 3% increase).

International Enrolment: across the sector, universities have experienced a 17% growth in the enrolment of international first-year students this year. Given the enrolment corridor that was introduced for domestic students last year, domestic enrolment has remained flat.

Ongoing Uncertainties: it is not yet clear how the new provincial government will deal with initiatives of the Liberal government, such as SMAs and sexual violence policies. However, the government has rolled back most of the provisions that were in Bill 148 (the Fair Workplaces, Better Jobs Act).

Recent financial reports indicate that labour costs are the provincial government's leading expenditure, and it will be looking for efficiencies moving forward.

ANNOUNCEMENTS AND COMMUNICATIONS

Contents	Consent Agenda
Academic Administrative Appointments	**Yes**

1. **Academic Administrative Appointments**

   The Office of Faculty Relations provided the following list of academic administrative post(s) approved on behalf of the Board of Governors during the month of October, 2018.

Name	Department/School	Faculty	Admin Post	Effective Date	End Date
Candace Gibson		Schulich	Acting Vice Dean (Basic Medical Sciences)	September 1-2018	June 30-2019
Paul Cooper	Clinical Neurological Science	Schulich	Clinical Department Chair	October 1-2018	December 31-2018
Davy Cheng		Schulich	Acting Dean	October 31-2018	June 30-2019