University of Waterloo  
SENATE  
Notice of Meeting

**Date:** Monday 24 February 2014  
**Time:** 3:30 p.m.  
**Place:** Needles Hall, Room 3001

<table>
<thead>
<tr>
<th>Time</th>
<th>OPEN SESSION</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:30</td>
<td><strong>Consent Agenda</strong>&lt;br&gt;Motion: To approve or receive for information by consent items 1-5 below.</td>
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</tr>
<tr>
<td>1.</td>
<td>Minutes of the 20 January 2014 Meeting</td>
<td>Decision</td>
</tr>
<tr>
<td>2.</td>
<td>Reports from Councils&lt;br&gt;a. Graduate &amp; Research&lt;br&gt;b. Undergraduate</td>
<td>Information&lt;br&gt;Decision/Information</td>
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<tr>
<td>3.</td>
<td>Report of the President&lt;br&gt;a. Recognition and Commendation</td>
<td>Information</td>
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<td>4.</td>
<td>Reports from the Faculties</td>
<td>Information</td>
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<tr>
<td>5.</td>
<td>Honorary Degrees Committee Appointment</td>
<td>Decision</td>
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<tr>
<td>3:35</td>
<td><strong>Regular Agenda</strong>&lt;br&gt;6. Business Arising from the Minutes</td>
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<tr>
<td>7.</td>
<td>Reports from Councils&lt;br&gt;a. Graduate &amp; Research&lt;br&gt;b. Undergraduate</td>
<td>Decision&lt;br&gt;Decision</td>
</tr>
<tr>
<td>3:40</td>
<td>8. Teaching Presentation: Professor Veronica Kitchen, Political Science</td>
<td>Information</td>
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<tr>
<td>3:50</td>
<td>9. Report of the President</td>
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<td>4:00</td>
<td>10. Q&amp;A Period with the President</td>
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<td>4:10</td>
<td>12. Report of the Vice-President, University Research</td>
<td>Information</td>
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<td>4:55</td>
<td>13. Other Business</td>
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<tr>
<td>5:00</td>
<td><strong>CONFIDENTIAL SESSION</strong>&lt;br&gt;14. Minutes of the 20 January 2014 Meeting</td>
<td>Decision</td>
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<tr>
<td>5:05</td>
<td>15. Business Arising from the Minutes</td>
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<tr>
<td>5:10</td>
<td>16. Other Business</td>
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JLA:tad  
10 February 2014  
Logan Atkinson  
University Secretary & General Counsel
University of Waterloo
SENATE
Minutes of the Monday 20 January 2014 Meeting


Guests: Nello Angerilli, Mario Coniglio, Mahejabeen Ebrahim, Peggy Jarvis, Jennifer Kieffer, Cathy Newell Kelly, Daniela Seskar-Hencic, Alan Starr, Dave Wallace

Secretariat: Logan Atkinson, Tracy Dietrich, Mike Grivicic, Alice Raynard, Sian Williams


*regrets

Organization of Meeting: Feridun Hamdullahpur, chair of Senate, took the chair, and Logan Atkinson, secretary of Senate, acted as secretary. Atkinson advised that due notice of the meeting had been given, a quorum was present, and the meeting was properly constituted.

Hamdullahpur welcomed the new associate provost, human resources, Marilyn Thompson, to the university.

OPEN SESSION

Consent Agenda
Senate heard a motion to approve or receive for information by consent items 1-5 below.

1. MINUTES OF THE 18 NOVEMBER 2013 AND 6 JANUARY 2014 MEETINGS
Senate approved the minutes of the meetings as distributed.

2. REPORTS FROM COUNCILS
   Graduate & Research. Senate received the report for information.

   Undergraduate
   • Dean’s Honours List, Faculty of Environment. Senate approved changes to the faculty’s regulation on the eligibility requirements for the Dean’s Honours List as presented in the report.

   Senate received the remaining items in the report for information.
3. REPORT OF THE PRESIDENT

Recognition and Commendation. Senate received the report for information.

4. REPORTS FROM THE FACULTIES

Senate received the reports for information.

[Note: “PhD, SUNY College of Optometry” should read “OD, SUNY College of Optometry” (p. 70, Probationary-term Appointment, Nadine Furtado).]

5. OTHER BUSINESS

Committee/Council Appointments. Senate approved the committee/council appointments as presented in the report.

Report of the COU Academic Colleague. Senate received the report for information.

Freeman and Dixon. Carried.

Regular Agenda

6. BUSINESS ARISING FROM THE MINUTES

Amendments to Senate Bylaws. Senate heard a motion to give second reading and approval to the proposed amendments to Senate bylaws.

Forstner and O’Connor. Carried.

Convocation Programs and the Listing of Degrees and Honorifics. Weiner undertook to reconsider the question and report to Senate.

7. REPORTS FROM COMMITTEES AND COUNCILS

Executive Committee

- Chancellor Nominating Committee. Senate heard a motion to appoint the Executive Committee as a nominating committee to seek the next chancellor of the university.

Forstner and DeVidi. Carried.

Graduate & Research Council

- Computer Science, Faculty of Mathematics. Senate heard a motion to approve field name changes as presented in the report.

Horton and Brown. Carried.

- Computer Science, Faculty of Mathematics. Senate heard a motion to approve amendments to the comprehensive I requirements as presented in the report.

Horton and Brown. Carried.

- The Water Institute. Senate heard a motion to approve the name change to the collaborative graduate program as presented in the report.

Horton and Dixon. Carried.
Undergraduate Council

- **Specialization in Collaborative Design, Bachelor of Knowledge Integration, Faculty of Environment.** Senate heard a motion to approve the new specialization as presented in the report.
  
  Roy and Collins.
  
  There was agreement to change “One of the following set of courses” to “One of the following sets of courses” (p. 113, Collaborative Design Experience courses,” 3rd bullet).
  
  The motion carried.

- **Option in Sustainable Local Economic Development, Faculty of Environment.** Senate heard a motion to approve the inactivation of the option and the deletion of the section of the undergraduate calendar as presented in the report.
  
  Roy and Ramdev. Carried.

- **Department of Kinesiology, Department of Recreation and Leisure Studies, School of Public Health and Health Systems, Faculty of Applied Health Sciences.** Senate heard three motions combined into one, as follows: (i) to approve the amendment to the faculty regulations to add regulations for obtaining a second degree as presented in the report related to the Department of Kinesiology; (ii) to approve the amendment to the faculty regulations to add a clearer and more comprehensive explanation for obtaining a second degree or degree upgrade as presented in the report related to the Department of Recreation and Leisure Studies; and (iii) to approve the amendment to the faculty regulations to add regulations for obtaining a second degree as presented in the report related to the School of Public Health and Health Systems.
  
  Elliott and Eagles.
  
  McBoyle agreed to take the concept expressed in these changes back to Deans’ Council to determine the extent to which this idea ought to be generalized in the regulations. Coniglio agreed to reconsider the particular wording of the amendments to ensure precision.
  
  The motion carried.

  [Note: Information from the provost re: second degrees at the University of Waterloo attached to the minutes.]

University Appointment Review Committee. Senate received the report for information.

Slides used in the presentation may be seen at:

  [Note: Information from the provost re: faculty retirements and terminations attached to the minutes.]

8. **RESEARCH PRESENTATION**

Dixon introduced Chris Eliasmith, professor of philosophy. Eliasmith reported on his overarching research into the workings of the human brain, and the importance of this research across a wide range of issues. The focus is on the possibility of building a computer simulation of a brain as the clearest path toward understanding.
9. REPORT OF THE PRESIDENT
   The president reported on a number of items, including his proposed trip to Israel and Technion University, the federal budget anticipated for February, conversations with the provincial government on differentiation and the strategic mandate agreements, the major capacity expansion policy framework with the provincial government, the visit by Ministers Duguid and Milloy on the eligibility of co-op students for tuition credits, the CAUT request that the university sever its ties to the Confucius Institute, his recent trip to Brussels to discuss a relationship with the European Research Council and the ability to access research funds otherwise available only in Europe, discussions with the League of European Research Universities, and the acquisition of properties at the corner of Phillip and Columbia Streets.

   Hamdullahpur responded to several questions related to his report, including the intended use of the properties to be acquired in February 2014 and the long term implications of the strategic mandate agreement project.

Report of the University Secretary & General Counsel
   • Secretariat – Department Name Change. Senate heard a motion to recommend to the Board of Governors the following name change: change from “Secretariat” to “Secretariat and Office of General Counsel.”

      O’Connor and Peers.

      Atkinson answered several questions related to the relationship between legal advice and policy advice, the ability of the Secretariat to serve various constituencies in the university as it has in the past, the extent to which students might continue to rely on the Secretariat, and the numbers of other universities in Ontario and Canada that employ legal counsel in-house.

      The motion carried.

10. REPORT OF THE VICE-PRESIDENT, ACADEMIC & PROVOST
   Strategic Plan 2013: Initial Implementation Update. McBoyle referred to the work of the thematic groups in working toward implementation of the strategic plan. Discussion ensued on opportunities for faculty engagement in the various themes as they are developed, the extent of the metrics being developed to measure progress on the implementation of the plan, the relationship between quantitative and qualitative measures of success, and the development of the strategic plan implementation website.

      Slides used in the presentation may be seen at

   Government Differentiation Paper/Draft Strategic Mandate Agreement. McBoyle summarized the process leading to the re-submission of the university’s draft strategic mandate agreement, and the steps to be followed as the process continues to unfold. There was some discussion about the method by which the metrics were chosen, the proposed growth in enrolment put forward in the draft agreement, the continuing need for residence space for first year students, the long term prospects for the strategic mandate agreements as a regulatory tool, the relationship between the recently announced hiring freeze and an increase in student registrations, the need for additional faculty to support increased student numbers, and the impact of the recent announcement about federal government encouragement of international students.

      Slides used in the presentation may be seen at
Undergraduate Applications. Weiner presented a report on undergraduate applications for the 2014-2015 academic year.

Slides used in the presentation may be seen at

Nominating Committee for the Dean of Science. Senate heard a motion to approve increasing the membership of the 2014 Nominating Committee for the Dean of Science by one to include seven regular faculty members.

Freeman and Burbidge.

It was explained that the faculty council in the Faculty of Science would like to have representation on the nominating committee from each of the academic units in the faculty, and that an increase in membership is necessary to accomplish that.

The motion carried.

11. REPORT OF THE VICE-PRESIDENT, UNIVERSITY RESEARCH
The Canadian Foundation for Innovation $500 million competition is underway. Our allotment is $23 million and funding requests have been identified internally to put forward. Final proposal deadline is 27 June.

A Research Excellence funding component has been announced by the province, but without a dollar value. Notices of intent are due on 12 February, and full proposals are due on 15 July 2014.

For the Early Researcher Award, we have 39 applications in consideration for the current round, and the program has been continued for an additional year. A formal announcement of the continuation is expected shortly.

Grants & Government Research Contracts and Institutional Programs – Unit Name Changes. Senate received the unit name changes for information.

12. REPORT OF THE DEAN OF MATHEMATICS
Changes to The Constitution of Mathematics Faculty Council. Senate heard a motion to approve the recommended changes to The Constitution of Mathematics Faculty Council.

Goulden and Ramdev. Carried.

13. OTHER BUSINESS
There was no other business.

Senate convened in confidential session.
Second Degrees at University of Waterloo

The information below was provided by the associate deans (undergraduate studies) of UW’s six faculties.

**Applied Health Sciences** (text approved at 20 January, 2014 Senate)
Applicants who have previously completed a three-year or four-year undergraduate degree from the University of Waterloo or at another post-secondary institution will be considered for entry to pursue a second undergraduate degree (BSc in Kinesiology; BA in Recreation and Leisure Studies, Recreation and Sports Business, Therapeutic Recreation, Tourism and Parks Management; Bachelor of Health Promotion [BHP or BSc] in Health Studies).

This option is intended for students exploring a new and distinct area of study. Students completing a second degree will not be eligible to participate in a co-op program. The amount of time that has lapsed since the completion of the first degree will be a factor in determining admissibility to a plan and it may impact the number of transfer credits awarded.

Specifics for each program:
- For BSc Kinesiology and BSc Health Studies – courses must have been taken within last five years
- For BHP – courses must have been taken within the previous eight years
- For BSc Kinesiology, BHP and BSc Health Studies: if admitted, a minimum of 10 units (20 courses) must be completed beyond the first degree. These additional courses must include all requirements specified for this new plan and all required courses must be completed at the University of Waterloo.
- For BA (Recreation etc.): If admitted, the student must complete a minimum of 10 Recreation courses and 10 units (20 courses) from the University of Waterloo while enrolled in the plan of the second degree.

**Arts**
Students are required to take at least 50% of the courses required for their current degree (or diploma) program at the University of Waterloo while registered in the faculty. These courses must be graded on a numerical basis. This residency requirement applies in the case of all transfers, whether internal or external, including second BA degrees (see the Transfer Credit section for exceptions). These University of Waterloo courses must include:
- at least half the total number of academic course units required for each major, minor, or diploma;
- at least 6.5 academic course units (13 courses) in Arts subjects for a four-year Liberal Studies degree;
- at least four academic course units (eight courses) in Arts subjects for a three-year Liberal Studies degree.
Engineering
Three groups of students need to be considered separately:

- a student with a previous engineering degree from a Canadian institution will not be admitted.
- a student with a previous engineering (or engineering like) degree from a non-Canadian school (including math and science degrees) will not be admitted.
- a student with a previous non-engineering degree (Canadian or otherwise) will be considered for admission (Arts degrees and the like), if they meet requirements. Cases are considered on a one-by one basis.

Environment
The topic of second degree is on the Environment UGSC meeting agenda for 24 February, 2014.

Mathematics
Once a BMATH or BCS degree is completed a student cannot return to do a second BMATH or BCS. This applies to those who complete at the University of Waterloo or elsewhere. Students cannot complete a BMATH and then try for a BCS either (or *vice versa*). Students can acquire a BMATH or BCS degree after completing other degrees (e.g., BES).

Science
The Faculty of Science has a statement in the Undergraduate Calendar under “Application for Readmission and Transfer Students” indicating that students currently holding a BSc degree will normally be considered for admission into Post-Degree studies only.

With Optometry and Pharmacy being 2nd entry programs, students may have (but are not required to have) undergraduate degrees (normally BSc) before entering the OD or PharmD programs.

Geoff McBoyle
27 January 2014
### 2012

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### 2013

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Geoff McBoyle

27 January 2014
Senate Graduate & Research Council met on 13 January 2014, and agreed to forward the following items to Senate for information. These items are recommended for inclusion in the consent agenda.

Further details are available at: https://uwaterloo.ca/secretariat/committees-and-councils/senate-graduate-research-council

FOR INFORMATION

CURRICULAR MODIFICATIONS
On behalf of Senate, council reviewed and approved courses changes, new courses, course inactivations, milestone revisions, minor amendments to program regulations and participation in collaborative programs in the faculties of arts (economics, english, psychology and sociology) and mathematics (master of mathematics for teachers).

RENEWAL OF CENTRES AND INSTITUTES
Survey Research Centre
Under the direction of Matthias Schonlau and Martin Cooke, the Survey Research Centre (SRC) has for fifteen years provided high-quality survey research and training to the university and larger community through courses, consultation, seminars and a full range of data collection services.

The centre was initiated in 1997 and approved by Senate in January 1999, receiving renewals in each of 2004 and 2009. The SRC is a co-operative venture between the Department of Statistics and Actuarial Science and the Department of Sociology and Legal Studies. Both departments assisted financially in the initial start-up years, and the former contributes the main SRC office space. The centre’s objectives include: contributing to research in survey methodology; encouraging cross-disciplinary collaboration; communication of research findings and activity; education and training; providing advice, support and survey research services to researchers and clients both internal and external to the university.

During the past five years the SRC has continued to mature and become a survey research centre known for high quality that researchers at the University of Waterloo and beyond depend on. The SRC is known and respected not only within the University of Waterloo community, but by outside agencies within the Waterloo Region and beyond, as a whole.

In recognition of the Survey Research Centre’s strong track record and the ongoing demand for its unique offerings, council approved its renewal for a five-year term ending January 2019, on behalf of Senate.

SCHOLARSHIPS AND AWARDS
On behalf of Senate, council approved the creation of the J. William and Sarah Dyck Scholarship for Russian Mennonite Studies.

Sue Horton
Associate Provost, Graduate Studies

George Dixon
Vice President, University Research
Senate Undergraduate Council met on 14 January 2014, and on behalf of Senate approved changes to academic plans, new courses, course changes and course inactivations. Council agreed to forward the following items to Senate for information. As well, Council has forwarded to Senate items related to minor program changes. Council recommends that these items be included in the consent agenda. The items recommended for inclusion in the regular agenda are contained in a separate report.

Further details are available at: uwwaterloo.ca/secretariat/committees-and-councils/senate-undergraduate-council

**FOR APPROVAL**

### ACADEMIC PLAN CHANGES

#### Faculty of Arts

**Peace and Conflict Studies**

1. **Motion:** To amend the list of approved courses for the diploma in peace and conflict studies by striking out “PSCI 110” and adding “PSCI 150” in its place, effective 1 September 2014.

   **Rationale:** The plan change that was approved at the October 8, 2013 SUC meeting included PSCI 110. The Political Science department has changed its introductory course from PSCI 110 to PSCI 150 effective September 1, 2013.

#### Faculty of Engineering

**School of Architecture**

2. **Motion:** To amend the honours bachelor of architectural studies program as described, effective 1 January 2015.

   (Note: strikethrough = deleted text, bold = new text)

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<th>Term</th>
<th>Cultural History</th>
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<th>Technology</th>
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| **Academic 2A** |                  |             |            |                  |        |                          |
|            | 3: Foundations of Europe [1.00 unit] | [0.50 unit] | [0.50 unit] | [0.50 unit] | [1.50 units] | [0.50 unit] |
|            | not applicable   |             |            |                  |        |                          |

**Rationale:** In order to rectify the sequencing of the two PDARCH courses, PDARCH 1 and PDARCH 2 offerings need to be reversed. PDARCH 2 is renumbered to PDARCH 1 but still offered in the off-term after 1B. PDARCH 1 is renumbered to PDARCH 2 as this course needs to be taken
Senate Undergraduate Council
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during 2A, the term prior to the first coop term. Reference to Architecture specific modules has been removed from the course description as students will complete the same version of PD1 as all non-Engineering students.

REGULATION CHANGES

Faculty of Arts

3. Motion: To amend regulations in the Faculty of Arts related to letters of permission, as presented, effective 1 September 2014.
(Note: strikethrough = deleted text, bold = new text)

Letter of Permission

Once admitted to degree studies in the Faculty of Arts, students wishing to take a course at another university for credit toward a University of Waterloo degree must obtain a Letter of Permission form (see Enrolment Forms). Students wishing to take a course at Wilfrid Laurier University for credit must complete an Undergraduate Studies Cross-Registration form (see Wilfrid Laurier University Cross-Registration in the Arts section of this calendar). A Letter of Permission must be approved by the student's advisor prior to enrolling at the host university and is subject to faculty and departmental regulations.

A Letter of Permission is granted only to degree students:
- who have successfully completed a minimum of four University of Waterloo courses, and
- whose standing is at least satisfactory; that is, they have satisfied the minimum cumulative average requirements for their current academic plan.

A Letter of Permission is granted to post-degree students:
- who have successfully completed one University of Waterloo course

A maximum total of ten academic course units (for a four-year degree) or 7.5 academic course units (for a three-year degree) may be transferred towards an Arts degree. This maximum includes courses taken on a Letter of Permission (see Transfer Credit regulation for further details).

Upon completion of courses taken on a Letter of Permission, the student must arrange to have an official transcript from the host university sent to the University of Waterloo. Upon receipt, the transcript will be evaluated by the University of Waterloo for transfer credit to be awarded:
- courses taken on a Letter of Permission at other universities will appear on University of Waterloo records as transfer credits (credit granted, i.e., grade of CR) if a minimum grade of 60% or equivalent (C-) is attained.

The Letter of Permission form may be printed from the Registrar's Office website (see Enrolment Forms). More information about policies and procedures is given on page two of the form.

Notes:
1. Letters of Permission are not granted for courses to be taken at post-secondary institutions other than universities.
2. University of Waterloo students may not take courses at other universities on a Challenge for Credit basis.
3. Post-degree students enrolled at the University of Waterloo normally do not require a Letter of Permission to take courses at other universities. Letters of Permission are granted only for students enrolled in undergraduate degree academic plans for whom a statement concerning "academic standing" could be made.

Rationale: The purpose of the current regulation requiring a student to complete at least four courses before studying on a Letter of Permission is to ensure that he or she is accustomed to the rigours of university-level study and will therefore be successful during short-term studies at another university.
Post-degree diploma students have already completed an undergraduate degree, and so we can reasonably assume that they will do well if they are able to study on a Letter of Permission before taking four courses at Waterloo.

4. **Motion:** To amend regulations in the Faculty of Arts related to course selection, as presented, effective 1 September 2014.
   (Note: **strikethrough** = deleted text, **bold** = new text)

Repeated Courses

When a course is repeated, the two grades are not averaged together. Rather, both grades are entered with all other grades in calculating the student's cumulative overall average.

- A failed course may be repeated once.
- A passed course may not be repeated except under exceptional circumstances, and then only once and only under all the following conditions:
  1. if the student's academic advisor recommends the repetition,
  2. if, in the event that the course in question is not within the student's major, the department offering the course also recommends the repetition, and
  3. if the Arts Examinations and Standings Committee approves the petition for repetition of the course in advance of registration for the repetition.

Only one of the two attempts will count for credit towards the degree.

In instances where a student repeats a successfully completed course that has subsequently been cleared (given credit but grade does not count in average), the second instance will not receive credit and will **normally** not count in the average (NACC’d).

**Rationale:** In 2011, the Committee established the current regulation, which stipulates that if a student receives credit for a course which is subsequently cleared (i.e., designated as “IXFR”/internal transfer credit), they may petition to repeat the course, but the second attempt will not receive credit and will not count in their average (i.e., designated as “NACC”). Situations in which students petition to repeat passed courses have proven to be more varied than the current regulation reflects, and establishing a regulation which is fair for all cases is not feasible. Instead, the Regulations Committee would like the calendar text to allow Examinations & Standings more discretion on whether to designate the second attempt as NACC (no credit, not in average) or CLC (no credit, in average).

5. **Motion:** To amend regulations in the Faculty of Arts related to the english language proficiency requirements, as presented, effective 1 September 2014.
   (Note: **strikethrough** = deleted text, **bold** = new text)

The University of Waterloo believes that students must have a basic competency in written English in order to prosper in their university studies. The **English Language Proficiency Examination (ELPE)** is a diagnostic exam intended to determine the level of a student's ability in written English. Students who do not pass the ELPE should consult the Arts Undergraduate Office for advice on the appropriate method of fulfilling the proficiency requirement.

Students entering the Faculty of Arts in September 2004 or thereafter must **may** fulfill the **English Language Proficiency Requirement (ELPR)** in one of the following ways:

1. Write the English Language Proficiency Exam (ELPE) once and achieve a grade of 65 by the end of their 2B term; or
2. Achieve a grade of 65 or higher in one of the following courses: ARTS 101, ENGL 109, 129R, 140R, ESL 102R, 129R.
1. **Write** the English Language Proficiency Examination by the end of their 1B term. Students taking courses on a part-time basis must **may** write the ELPE upon the completion of five courses.

2. **Pass** the English Language Proficiency requirement by the end of their 2B term. This requirement may be fulfilled in one of the following ways:
   - a grade of 65 or higher on the ELPE;
   - a grade of 65 or higher in ARTS 101; or
   - successful completion of the work assigned (ELPE Tutorials) by the University of Waterloo Writing Centre.

After one ELPE attempt, or an unsuccessful attempt at ARTS 101, or one or more unsuccessful attempts at the work assigned by the Writing Centre, a student may petition the Arts Examinations and Standings Committee to request permission to fulfill the requirement by achieving a grade of 65 or higher in one of the following courses: ENGL 109, 129R, 140R, ESL 102R, 129R.

**Notes:**
1. Students entering the Faculty of Arts prior to September 2004 should consult the ELPE Requirement as laid out in the calendar of their year of entry.
2. Students who have written and failed the ELPE should consult the Writing Centre rather than attempt the ELPE again unaided.
3. Students who have not completed the English Language Proficiency Requirement by the end of their 2B term will have their future registrations cancelled and will be allowed to proceed only after successful completion of this requirement.
4. A completed English Proficiency milestone on a student's academic record will indicate successful completion of this requirement.
5. Transfer credits cannot be used to satisfy the English Language Proficiency Requirement.

**Rationale:** The ELPE is increasingly regarded as a problematic method of assessing English language proficiency, from multiple perspectives (student experience, resources of the Writing Centre, pass/fail rates). The Regulations Committee would prefer to see the Faculty of Arts’ ELPR aim to *teach* proficiency, rather than simply *test* it. This change would better reflect that aim by acknowledging that students can learn English proficiency in an approved course whether they have attempted the ELPE or not. In addition, not requiring every Arts student to write the ELPE at least once would allow the Writing Centre to focus their resources on teaching rather than testing. This change is an interim measure designed to take pressure off both students and the administrators of the ELPE, until such time as a better diagnostic instrument is introduced.

6. **Motion:** To amend regulations in the Faculty of Arts related to breadth requirements, as presented, effective 1 September 2014.
   (Note: strikethrough = deleted text, **bold** = new text)

All Bachelor of Arts (BA) students must meet the BA Breadth Requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine, Performing, and Communication Arts</td>
<td>0.5 unit</td>
<td>DAC, DRAMA, FINE, MUSIC, SPCOM, VCULT</td>
</tr>
<tr>
<td>Humanities</td>
<td>1.0 unit</td>
<td>CLAS, ENGL, HIST, MEDVL, PHIL, RS</td>
</tr>
</tbody>
</table>
Languages and Cultures 1.0 unit
CHINA, CROAT, DUTCH, EASIA, FR, GER, GRK, ITAL, ITALST, JAPAN, JS, KOREA, LAT, POLSH, PORT, REES, RUSS, SI, SPAN. See Notes 3 and 4 below.

Social Sciences 2.0 units
ANTH, ECON, GEOG, PSCI, PSYCH, SDS, SOC. See Note 1 below.

Transdisciplinary Studies 0.5 unit
AFM, APPLS, ARBUS, ARTS, CMW, HRM, HUMSC, INTST, IS, LS, NATST, PACS, SMF, SOCWK, WS. Also any course taken in another University of Waterloo faculty. See Note 5 below.

Rationale: At the time that Geography was inactivated as a BA degree plan (it is still available as a BEs plan), GEOG courses were left as counting towards the Social Science Arts Breadth requirement. This proposal removes GEOG from the Social Sciences category of Arts Breadth, so that the courses owned by another faculty will no longer count in the calculation of the Faculty of Arts average for Arts students (or for prospective transfer students). A GEOG course may still be counted as fulfilling the Transdisciplinary requirement, and the grade achieved will still count in the students’ overall averages.

7. Motion: To amend regulations in the Faculty of Arts related to transfer credits, as presented, effective 1 September 2014. (Note: strikethrough = deleted text, bold = new text)

Admission from Another University of Waterloo Faculty
Transfer credit for students admitted to Arts from other faculties within the University of Waterloo will be assessed by the Arts Admissions Committee in accordance with the student's academic record at the point of admission. Either:

- all Arts Faculty University of Waterloo courses with a grade of 50% or higher and all pertinent courses taken from other faculties with a grade of 60% or higher will be treated as transfer credit, up to the appropriate maximum, in which case the grades attained in these courses will not be used (“cleared”) in the student's averages and will not be applied towards the Residency Requirement; (that is, the grades will be “cleared”); or
- all pertinent attempted courses (passed and failed) will be applied directly, and are therefore not considered transfer credit, in which case the grades attained in these courses will be used in the student's averages and will be applied towards the Residency Requirement.

This will be determined at the discretion of the Arts Admissions Committee. Students should consult with the Arts Undergraduate Office (AUO).

Students transferring from other faculties with more than two successfully completed work terms are not eligible to pursue co-op programs in the Faculty of Arts.

Re-admission to an Arts Program After a Failed Academic Standing in Arts
Students must complete an Application for Undergraduate Re-Admission Form (see Admission Forms). All University of Waterloo Arts Faculty courses with a grade of 50% or higher and all pertinent courses taken from other faculties with a grade of 60% or higher will be treated as
transfer credit, up to the appropriate maximum, in which case the grades attained in these courses will not be used (“cleared”) in the student's averages and will not be applied towards the Residency Requirement; (that is, the grades will be “cleared”).

Wilfrid Laurier University Cross-Registration

Upon completion of courses taken at Laurier:
- Courses taken at Laurier, regardless of the method of registration, require a minimum grade of 60% or equivalent (C or D-) in order for credit to be transferred.
- Grades of courses taken at Laurier via cross-registration will appear on the University of Waterloo record but normally will not be included in the University of Waterloo average.
  - There are four disciplines where the above policy does not apply. The Laurier course grade is calculated in the student's average(s) and not counted as a transfer credit in the following four instances:
    - Students completing a major or minor in Spanish may complete Spanish courses at Laurier.
    - Students completing a major or minor in Classical Studies may complete Latin and Greek courses at Laurier.
    - Students completing a major or minor in Anthropology may complete Archaeology courses at Laurier.
    - Students completing a major or minor in German have the option of taking GER 305W (see Laurier calendar), GER 306W (see Laurier calendar), and up to three additional German courses at Laurier.

Rationale: Allowing transfer credits at 50% for internal transfer and Wilfrid Laurier transfers permits for less incidents of students petitioning to have courses accepted and not retake the course. For example, Math/Bus student take lots of WLU courses and often have lower Economics grades (59%/D+ or lower). Many of these students subsequently transfer into Economics in Arts. Currently, they are able to repeat these ECON courses because they didn’t receive the credit as a transfer from WLU (60%/C- required). This policy will allow these credits to be transferred and have consequences at Waterloo.

FOR INFORMATION

CURRICULAR MODIFICATIONS

Changes consisting of new courses, course changes, course inactivations, and course reactivations were approved for the faculties of arts (anthropology, arts and business, classical studies, drama & speech communication, economics, fine arts, Germanic & Slavic studies, history, philosophy, political science, religious studies, school of accounting and finance, sociology, women’s studies); science (pharmacy); and the professional development program, effective 1 September 2014.

Changes to the listings of courses for complementary studies were approved for the faculty of engineering (architecture), effective 1 January 2015.

New courses were approved for the faculty of science (chemistry), effective 1 September 2015.

Academic Program Review Reports

Two-Year Program Report: Sexuality, Marriage and Family Studies – Please see Attachment #1.

Mario Coniglio
Associate Vice-President, Academic
The Sexuality, Marriage, and Family Studies (SMF) program was reviewed in May 2011, the External Reviewers report was received on June 29, 2011, and the Departmental Response to the report was completed July 26, 2011. The review team consisted of three tenured faculty members from diverse backgrounds: Sociology, Anthropology, and Criminology at the University of Windsor; Family Studies and Gerontology at Mount Saint Vincent University; and the Department of Recreation and Leisure Studies at the University of Waterloo.

The SMF Department offers seven plans of study. As of November 2013, 123 students were enrolled in an SMF academic plan:

- SMF Honours: 16
- SMF Joint Honours: 14
- SMF 4-year General: 33
- SMF 3-year General: 6
- SMF ARBUS: 2
- SMF Minor: 49
- SMF Diploma: 3

SMF courses are very popular among students across disciplines at the University of Waterloo, St. Jerome’s, and the affiliated colleges. A total of 427 students were enrolled in SMF courses in the fall 2013 term. To provide a comparison, a total of 117 students were enrolled in Religious Studies courses at St. Jerome’s this same term.

The External Review Team recognized a number of important strengths associated with the SMF Department and its programs: it is a small but unique program in Canada; faculty and students have a great deal of enthusiasm, excitement, and commitment to growing and strengthening the program; the Department clearly meets its goal of interdisciplinarity; the Department has set clear goals and met them since the 2003 program review; and the Department generally meets the goals of the St. Jerome’s University mission and the University of Waterloo Sixth Decade Plan.

The Review Team also spoke of some challenges that can be addressed through its recommendations: continuing to work through the ‘growing pains’ associated with developing an Honours academic plan; being a young Department that is dealing with limited administrative and structural resources; and needing to strengthen research programs and partnerships in order to meet this component of UW’s mission and priorities.

The final review report contained seven recommendations to the SMF faculty, and five recommendations to the Dean. Each recommendation for faculty is presented below,
followed by the 2011 Departmental response and the 2013 two-year progress report. Recommendations to the Dean follow, with a 2013 progress report on each item.

**Recommendations for Faculty**

**Recommendation (1)**

*Program Focus and Curriculum:* We recommend that faculty and “allies” engage in a visioning and strategic planning exercise. This would include identifying a vision for the future; a specific focus/distinctiveness of the program; articulation of how the three streams work within this focus; greater commonality between 4-year and honours programs; and a strategic plan for achieving the vision (including targets for enrollment, faculty complement, research, new courses, potential accreditation for various counseling programs).

**Departmental Response (2011):**

The SMF Department agrees with the reviewers’ recommendation regarding program focus and curriculum. The Department is very familiar with what it means to engage in a visioning and strategic planning exercise because it undertook such a process in the development of the Honours academic plans. At that time, SMF recognized that there would be a need to engage in such a process again after students had been in the Honours plans for a few years. This External Review Team recommendation is clearly in line with the Department’s own understanding of what is needed. SMF is aware of the value of identifying its vision for the long-term focus and distinctiveness of the program; clarifying what form specialization might take; reviewing the overall learning outcomes for SMF graduates; and developing a strategic plan for achieving its vision. In engaging in such a visioning and strategic planning process, SMF is committed to upholding the important and unique interdisciplinarity of the program, both in its faculty members and in the courses that are made available.

The SMF Department is also familiar with working with various ‘allies’ in such a process. For example, in preparing the Honours plans, the Department utilized the resources of the Center for Teaching Excellence; we would turn to them again in this next visioning process.

**Two-Year Progress Report:**

In its response to the program review, the Department articulated its commitment to engaging in a visioning and strategic planning process within the next three years, recognizing potential constraints when the two full-time members of the department take sabbatical leaves. The Department has intentionally held off on engaging in this process until the new faculty position was filled (the position was approved December 2012; the successful candidate began November 1, 2013). The full Department met for a Department Meeting on November 4, 2013 and committed to a two-part visioning and strategic planning process; the first part of the process took place on 2 December 2013. The Acting Chair of the Department contacted the Centre for Teaching Excellence and arranged for Trevor Holmes to facilitate the visioning exercise, with a clear focus on program goals and curricular items. In particular, a review of the curriculum was a significant proportion of that exercise. We
expect to continue this process in early 2014 with the view to having a strategic plan for the next five years in place by Fall 2014.

**Recommendation (2)**

As part of the visioning and planning exercise we encourage consideration of the following:

a. Increased course content related to gerontology and disability.

b. Revision of the practicum course and/or program structure to decrease the workload for the instructor. This could include setting a maximum enrollment in the honours program and/or revision of requirements of the practicum and thesis options in order to keep the practicum to a more manageable number. Also consider having the placement of students in their practicum sites handled by a non-faculty member.

c. Development of capacity within the Department to offer core courses without reliance on other Departments.

d. Development of a 100-level course to cover foundational work, facilitate recruitment of SMF students in first year, and increase visibility of the program across UW.

**Departmental Response (2011):**

SMF agrees with the reviewers’ recommendation about things that should be considered in the visioning and strategic planning process recommended above.

a) The Department will consider increased course content in a number of topic areas, including the recommended areas of gerontology and disability.

b) SMF appreciates that the External Review Team recognized the practicum course to be a strong addition to the program and that we provide a variety of practicum opportunities for our students. We recognize the value of reviewing the management and coordination involved in administering the practicum course. We also understand the importance of reviewing the structure and requirements of the practicum course in order to determine the best way to deal with high (and increasing) numbers of Honours students for the long-term. We will also explore the possibility of having a non-faculty person handle the placement of students in practicum sites.

c) SMF is aware of the importance of core or required SMF courses being taught by full-time members of the SMF Department. Over the past number of years, the Department has been mindful of the value of consistency in the delivery of its courses. Consequently, we have offset the small number of full-time members in the Department by hiring regular sessionals to teach courses.

d) SMF is committed to dealing with this particular recommendation over the next seven years. We acknowledge that this recommendation is related to one of the recommendations for the Academic Dean regarding the need for additional hiring in SMF. It is also related to the hiring commitment identified in the St. Jerome’s University Academic Priorities document.
e) We are mindful of the value of developing 100-level courses for the purposes of recruitment to the program and for establishing foundational courses for the program. We recognize that the development of such a course(s) would help to increase the visibility of SMF at UW. We are committed to considering such a course(s) that, as the reviewers suggest, “covers both family and sexuality within the context of the relational focus of the program.” We also want to indicate that we have already been moving in this direction: in Fall 2011, one section of Human Sciences 101 will be geared toward entry into SMF. We consider this to be a pilot course for the development of SMF 100-level course(s).

Two-Year Progress Report:

a) Course content related to disability and gerontology continues to be woven into several existing courses (e.g., SMF 207: Parents, Children, and Family Relations, which takes a lifespan approach to examining family relationships from infancy and childhood to later life and incorporates material on families with children who have a disability; SMF 208: Introduction to Sexuality, Couples, and Family Therapy, which is grounded in a social justice paradigm and includes attention to the various ‘isms’ that permeate interactions, including ableism; SMF 304: Human Sexuality in Relationships, which also takes a lifespan approach to sexuality; and will be included in SMF 310: Sexual Ethics in Fall 2014). To date, limited faculty resources and different areas of specialization have made it impossible to offer specialization or seminar courses devoted specifically to disability and/or gerontology, or any other domain for that matter.

The external reviewers’ focus on gerontology and disability came from the student cohorts that were interviewed at the time of the review. It would be interesting to examine whether these areas hold the same prominence for present or future students. One current student recently completed an in-course project that examined disabilities and the SMF curriculum and plans to present that report to the Department in the new year. That said, the reviewers’ suggestions may privilege these two domains over other equally important ones that would enhance the SMF program, such as: legal aspects of families and/or sexuality, race and sexuality and/or family, immigration and acculturation, sexuality, and family health; transgender and same-sex relationships and parenting; violence in relationships, etcetera. The aging component fits well with the UW strategic plan, so we are mindful of contributing to this area and building capacity to address this focus.

b) The Practicum course continues to be one of SMF’s defining features, despite its resource-heavy nature. The administration has committed to supporting the Practicum-Capstone course as it is currently structured, and discussions about offloading some of the administrative responsibilities around student placements to a qualified staff person continue. We hope that some significant gains in this area will be made by the time of the next review.

c) The SMF Department received approval for an additional faculty hire in December 2012. A new faculty member, Dr. Caitlin Mulcahy, joined the Department November
1, 2013. Dr. Mulcahy lends the Department a background in sociology, anthropology, and recreation and leisure studies, further strengthening our commitment to interdisciplinary teaching and research. Her research program centres on experiences and constructions of motherhood within dominant gender discourses, which adds balance to the relationship stream of the program, complements existing faculty members’ expertise, and corresponds with the Department’s dedication to feminist pedagogy, critical thinking, and social justice. Having an additional faculty member will be very helpful as we move towards decreasing the number of courses taught by contract faculty. Unfortunately, one hire will not suffice to meet the Departmental teaching needs. One of our contract faculty has been carrying a full-time teaching load for the last several years; at minimum, this needs to become a permanent position if the SMF Department is to be successful in having its core courses consistently taught by permanent faculty members.

d) We discussed the development of a 100-level introductory course at our Department meeting in November. We examined this further at the first visioning and strategic planning workshop, which took in December 2013, and are moving forward with curricular modifications that will repurpose one of our “introductory” courses (currently at the 200-level) as a first-year offering.

**Recommendation (3)**

*Develop promotional material based on the revised program.*

**Departmental Response (2011):**

*We agree that it is critically important that we develop adequate promotional materials. We will explore this in collaboration with the Registrar’s office at St. Jerome’s University and, indeed, have already begun conversations about this need.*

*SMF is committed to developing promotional materials for the current program within one year. Subsequently, we will ensure that new materials are developed to reflect the results of the visioning and strategic planning process discussed above.*

**Two-Year Progress Report:**

Following the external review, the then Acting Chair worked with the Registrar’s office at St. Jerome’s around branding and developing a logo (an advertising company was hired to work on developing an appropriate logo for the branding exercise, but a suitable one was not found). The current Acting Chair has worked with the University of Waterloo’s Recruitment Office to update promotional student recruitment materials pertaining to SMF (e.g. discipline pages, etc.). We have also updated program and departmental information on the St. Jerome’s website, so as to provide a deeper and richer description of the SMF program and to accurately reflect the research programs of SMF’s core faculty and instructors. The SMF program has also been highlighted in this year’s recruitment efforts. The student liaisons have been asked to feature SMF in their recruitment presentations in high schools.
The bulk of the work around branding and promotional material will take place when the visioning/strategic planning work is complete.

**Recommendation (4)**

*Consider developing a link with a UW Department that has faculty who are more senior and do research in similar areas. Applied Health Studies was mentioned, as well as “human services” professions (e.g., nursing and social work).*

**Departmental Response (2011):**

We acknowledge the concerns raised by the External Review Team related to the fact that the SMF Department has only two full-time faculty members, both of whom are “relatively new PhDs and are still establishing their research programs,” and that it might benefit the current full-time faculty members to have relationships with more senior faculty members who can support and mentor them with regard to their research programs and career trajectories. SMF will look into the possibility of inviting someone from another department(s) to have Adjunct status in the SMF Department.

*SMF has already developed a number of important links and relationships with faculty members, programs and faculties at UW. For example, Dr. Tracy Penny Light, Dr. Toni Serafini, Dr. B.J. Rye and Dr. Maureen Drysdale all have Adjunct status with the Faculty of Applied Health Sciences. As well, relationships have been developed with the Departments of History and Women’s Studies, and are being explored with a variety of other programs and departments such as Peace and Conflict Studies, Sociology and Legal Studies, the new Knowledge and Integration program the School of Pharmacy, and the Department of Psychology. We are committed to continuing to develop such links over the course of the next review period.*

**Two-Year Progress Report:**

The established partnerships with other departments have continued. In addition, the SMF Department’s newly tenured faculty member has accepted a position as Director of the Women’s Studies Department. This has opened up additional opportunities for partnerships and collaborations. Since the time of the review, several SMF faculty have also been asked to sit on Doctoral Comprehensive Examination, Dissertation, and Master’s thesis committees in a number of University of Waterloo Departments, including Recreation and Leisure Studies, School of Pharmacy, and History. Faculty in SMF also supervise undergraduate student theses across a number of programs at the University of Waterloo and its federated colleges, including: History, Psychology, Knowledge-Integration, Independent Studies, and Social Development Studies.
**Recommendation (5)**

*In response to heightened difficulties that SMF students have with statistics, we recommend that an appropriate high school math course be made a requirement for admission, that arrangements be made for students to have regular access to computers with SPSS both during and between classes, and consideration be given to the best scheduling of this course to maximize learning.*

**Departmental Response (2011):**

*We recognize the difficulties that SMF students have been having with the required statistics course. Within the coming year, we will investigate a partnership with the St. Jerome’s University library that will make SPSS available to SMF students in the SJU library.*

*We agree that students seeking an SMF degree should be required to demonstrate that they have completed an appropriate high school math course in order to be successful in our required statistics course. Within the coming year, we will investigate how to insure that students seeking an SMF degree demonstrate that they have completed such a course.*

**Two-Year Progress Report:**

The Department has included a high school math course as one of the requirements for admission to SMF programs. In addition, we have tested several solutions to the SPSS-access issue that students identified. The first year following the review (winter 2012), the SPSS program was installed on two laptop computers in St. Jerome’s library for use by students in the SMF statistics course. Records of usage indicated that these laptops were used less than one dozen times throughout the term, so we investigated an alternative option for the next offering of the course (winter 2013). The Dean and Acting Chair of SMF worked together to investigate possible partnerships with other departments across the University of Waterloo for shared computer lab space. A partnership with the Psychology Department was established and a lab component was added to the SMF statistics course. All University of Waterloo students have access to a computer lab with SPSS throughout the term, so our students were informed of this and invited to use this resource as needed. All students also had the option of purchasing a student copy of SPSS for their personal use (as one would a textbook). We found that this worked quite well for our students and we will continue this partnership with the Psychology computer lab for future offerings of the course. St. Jerome’s is also in the process of building a new academic building. The SMF Department will ask that a lab space for students be considered in the design and implementation of the new build.

**Recommendation (6)**

*In response to student concerns about adequacy of their preparation and clarity of expectations, we recommend:*

  a) *Faculty and student work together to complete the handbook begun by students to guide students through the various programs, options and years.*
  b) *Faculty continue the workshops clarifying fourth year options, but gradually turn more responsibility for running them over to either honours students or the administrative staff who counsel students.*
  c) *Encourage more independence and responsibility on the part of students.*
Departmental Response (2011):
We agree with the three specific recommendations regarding student concerns about the adequacy of their preparation and the clarity of expectations for upper-level courses. We appreciate that the reviewers acknowledge that their review of SMF course outlines “did not cause any concerns...and [they] felt that second and third year courses appropriately progressed to more demanding, extensive and intensive readings and assignments.”

We recognize that all three specific recommendations are part of an overall communications plan for SMF. The student handbook is being completed at present, and will be available to students in the coming year. We intend to train SMF student ambassadors to mentor incoming SMF students. An administrative staff member, John Arnou, has been designated as an advisor to SMF students. We will invite John to take more responsibility for clarifying expectations for upper-year students.

We also recognize that the particular situation regarding the needs of SMF students sits within the larger context of the needs of all incoming students at the University of Waterloo. St. Jerome’s University is participating in the new transition programs being developed by UW that are meant to help incoming students navigate their move into university studies and life, to be successful and to take responsibility in their academic programs.

We are committed to ongoing work on this recommendation during the course of the next review period.

Two-Year Progress Report:
We have made permanent the offering of three annual “SMF Student Support Workshops”:

1. An “Introduction to SMF” session for students considering or entering an SMF plan. This workshop covers general expectations, course requirements, and progression through the plans (with a focus on the timing of courses so as to best scaffold student learning and success).

2. A “What to expect in upper year courses” session is geared towards students who are registered in SMF plans and approaching or enrolled in 300-level courses. The focus of this session is to prepare students for changing expectations (e.g., greater focus on critical analysis of theory and research, writing research papers, etc.).

3. A session focused on the process of applying to graduate school is also offered annually. It provides general information about the process, as well as information and strategies specific to graduate studies in a clinical field, which many of our students pursue (e.g., MSW in Social Work, M.Sc. in Couple and Family Therapy, and MA in Counselling Psychology).

These workshops or information sessions are advertised via posters, announcements on Desire 2 Learn, and student ambassadors.

We also in the process of updating the SMF page on the St. Jerome’s website to include additional information and links to the slides from each of the aforementioned workshops for students who were unable to attend, or are in need of support throughout the year. The
faculty has also discussed ways to use video technology to further (or better) communicate this support material to students. We are exploring the possibility of digitizing these workshops and making them available on the SMF page of the website; these videos would complement the written resources posted.

The Handbook for SMF Students underwent several revisions, but did not take off with students. We have since turned our attention to formalizing the annual support workshops and using the website as a way to communicate information to current and incoming students.

**Recommendation (7)**

*Although we recognize the enthusiasm for moving forward with a graduate program, we recommend that SMF refrain from exploring the development of a graduate program until research productivity and administrative support for the program is sufficiently strong to do so.*

**Departmental Response (2011):**

*We agree with the External Review Team that, while we are enthusiastic about the possibility of a graduate program, this is something for a future review period, not for the next seven years. We will be mindful of a possible graduate program as we engage in the visioning and strategic planning process. We will monitor the possibilities for moving forward toward a graduate program in an appropriate manner.*

**Two-Year Progress Report:**

At the first visioning and strategic planning meeting in December, the department has decided to focus on strengthening the undergraduate program first, and continue to think about graduate possibilities as we move forward with our strategic planning.

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**Recommendations for the Dean**

(Responses provided by Dr. Jim Frank, Vice-President and Academic Dean)

1. **Lack of senior faculty places excess work (including administrative work) on the shoulders of the two new faculty who should be focusing on developing research agendas and teaching.** We recommend that the Dean and faculty discuss the possibility and advisability of hiring a senior faculty member with expertise in sexuality, marriage, or family who would Chair the department. This Chair’s responsibilities would include mentoring faculty in establishing research agendas and obtaining grants as well as negotiating formal agreements with other departments for resources that might be shared (e.g. statistics lab space, regular teaching of certain courses), administrative support, etc.

We discussed the benefits and risks of hiring a senior faculty to chair this small department. The current junior faculty and contract faculty work well together and have built a successful program; there is a risk of disrupting this synergy with the hiring of an
outside chair. Dr. Penny Light was awarded tenure and promotion to Associate Professor in 2012 and Dr. Serafini is under review for tenure and promotion this year; they are well positioned to provide leadership. In balance, we decided that the program would benefit from the hiring of a junior faculty member. Dr. Caitlin Mulcahy joined the SMF department November 1, 2013.

2. **Ensure the software program “SPSS” is available in at least one lab that is accessible to SMF students.**

Lab space for the teaching of statistics will be available in the new building, which I expect will be completed by summer 2016. Until that time, Dr. Serafini has made arrangements for access to the computer lab in Psychology; this is working well (see response to Recommendation 5, above).

3. **Continue the staff position for counseling students.**

The counseling support provided by Mr. John Arnou is ongoing.

4. **Strongly consider assigning a staff person to support the practicum course along the lines previously recommended in 2b.**

In 2012, SJU established an Office of Student Experience (OSE), which works closely with the Office of the Registrar. The OSE is responsible for oversight of local and international outreach programs. We will consult with the OSE to determine whether the OSE staff can assist with the practicum course.

5. **Provide support and assistance for the SMF faculty to engage in a visioning and strategic planning exercise.**

My office is prepared to provide the administrative and funding support for this important exercise.
FOR INFORMATION

Recognition and Commendation

Robert Harding, former chair of the university’s Board of Governors, is among the newest members of the Order of Canada. According to the citation on the Governor General of Canada’s website, Harding was honoured “for his accomplishments as a business leader and for his extensive community engagement.” Harding’s roots at the University of Waterloo run deep: he received a BMath degree in 1980, and served as chair of the Board of Governors from 2001 to 2005 and from 2006 to 2012, and also served as the chair of Campaign Waterloo. He made significant contributions to the life of the university while managing a successful business career as chair of Brookfield Asset Management (formerly Brascan). He is director and chair of Norbord Inc. and of NixJ Systems Inc. He is also a director of Manulife Financial Corporation, and is a trustee of the Art Gallery of Ontario. Since 2011 he has served as chair of the Board of Trustees for The Hospital for Sick Children. Harding received an honourary Doctor of Laws from the university in 2005 and in 2008 established the Bob Harding and Lois Claxton Humanities and Social Sciences Endowment Fund. [8 January 2014 Daily Bulletin]

The Canadian Society for Chemistry has awarded Professor and Department of Chemistry Chair John Honek the 2014 Bernard Belleau Award for his contribution to medicinal chemistry. His research focuses on how enzymes function and interact with small molecules like drugs and substrates. A better understanding of the chemical mechanisms enzymes use to catalyze reactions is important for designing effective therapeutic drugs. Honek’s interests in biological chemistry also extend to bionanotechnology as well as the creation of new nanomaterials and nanostructures. His research into nano-sized proteins may be used to develop new nano-sized drug carriers and nano-devices. Honek will give a lecture when he receives this honor during the 97th Canadian Chemistry Conference and Exhibition in Vancouver in June. [10 January 2014 Daily Bulletin]

School of Pharmacy graduate, Scott Campbell, received the highest overall score out of hundreds of Canadian graduates on the Pharmacist Qualification Examination, and will receive the George A. Burbidge Award this spring in Saskatoon. This is the first time a University of Waterloo pharmacy student has won the award. “I am very honoured to win this award. I think that it speaks volumes about the progression of our curriculum at Waterloo, especially given the fact that we are still a relatively new school,” said Campbell. The Pharmacist Qualifying Exam is offered by the Pharmacy Examining Board of Canada and is written by graduating pharmacy students across the country. The national exam is a licensing requirement and examines the knowledge, skills and abilities required for current pharmacy practice. “Scott is a 2013 alumni from our third class of graduates. Although this is an individual achievement, it also speaks to the quality of our curriculum and the instruction that our students receive,” said Professor David Edwards, director of the School of Pharmacy and associate dean of the Faculty of Science. [16 January 2014 Daily Bulletin]
For Information

A. Appointments
   Adjunct Appointments
   Graduate Instruction
   Kaczyinski, Andrew, Lecturer, School of Public Health and Health Systems, May 1, 2014 – August 31, 2014.

   Graduate Supervision and Research
   Kennedy, Ryan, Assistant Professor, School of Public Health and Health Systems, January 1, 2014 – December 31, 2014.

   Theberge, Nancy, Professor, Department of Kinesiology, February 1, 2014 – June 30, 2015.

   Special Appointment
   Undergraduate Instruction
   Drewery, David, Lecturer, Department of Recreation and Leisure Studies, January 1, 2014 – April 30, 2014.

   Graduate Student to Part-time Lecturer Appointments
   Gooyers, Chad, Department of Kinesiology, January 6, 2014 – April 24, 2014.

   Knutson, Shannon, Department of Recreation and Leisure Studies, January 1, 2014 – April 30, 2014.

   Postdoctoral Fellow to Research Appointments

   Villar, Rodrigo, Department of Kinesiology, January 1, 2014 – July 31, 2014.

B. Administrative ReapPOINTment
   McCARVILLE, Ronald, Associate Dean, Undergraduate Studies, Faculty of Applied Health Sciences, July 1, 2014 to June 30, 2016.

   Susan J. Elliott
   Dean, Applied Health Sciences
A. APPOINTMENTS/REAPPOINTMENTS

Tenured
HENDERSON, Heather (BA 1993 McMaster University, MA 1996 University of Guelph, PhD 2002 University of Maryland), Associate Professor, Department of Psychology, July 1, 2014.
Dr. Henderson’s area of research is social development, with a particular emphasis on the impact of social withdrawal on young children’s learning experiences. She will be coming to UW from the University of Miami, where she held the position of associate professor in the Department of Psychology. Dr. Henderson will add a strong social development perspective to the Developmental area.

Probationary-term Appointment
SHEN, Winny (BA 2006 California State University, PhD 2011 University of Minnesota), Assistant Professor, Department of Psychology, July 1, 2014 to June 30, 2017.
Dr. Shen’s area of research is in the domains of leadership in organizations, and diversity and inclusion in the workplace. She will be coming to UW from the University of South Florida, where she held the position of assistant professor in the Department of Psychology. She will add a strong personnel focus to the Industrial/Organizational area.

Probationary-term Appointment Date Change
CARTER, Angela, Assistant Professor, Department of Political Science, change from July 1, 2012 to June 30, 2015 to July 1, 2012 to June 30, 2016.

Definite-term Appointment
PETRESCU, Maria (PhD 2013 University of Waterloo), Lecturer, Department of French Studies, January 1, 2014 to August 31, 2014. Dr. Petrescu will teach courses in language, culture and literature.

Adjunct Appointments
Instruction
NORRIS, Sonia, Lecturer, Department of Drama and Speech Communications, January 1, 2014 to April 30, 2014.
QUINN, Dan, Lecturer, Stratford Programmes, Faculty of Arts, January 1, 2014 to April 30, 2014.

Graduate Supervision
QUIRKE, Linda, Assistant Professor, Department of Sociology and Legal Studies, January 1, 2014 to December 31, 2017.

Miscellaneous (research, consultations, etc.)
MITCHINSON, Wendy, Professor, Department of History, October 1, 2013 to December 31, 2016.

Adjunct Reappointments
Instruction
BOEHMER, Greg, Lecturer, School of Accounting and Finance, January 1, 2014 to April 30, 2014.
CAMPBELL SEYLER, Caroline, Lecturer, Department of French Studies, January 1, 2014 to April 30, 2014.

CORNING, Gail, Lecturer, Department of Drama and Speech Communication, January 1, 2014 to April 30, 2014.

DEVEAU, Danielle, Lecturer, Department of English Language and Literature, January 1, 2014 to April 30, 2014.

DONALD, Shelley, Lecturer, School of Accounting and Finance, January 1, 2014 to April 30, 2014.

DOWLER, Ken, Lecturer, Department of Sociology and Legal Studies, January 1, 2014 to April 30, 2014.

HARVIE, Jo, Lecturer, Department of Drama and Speech Communication, January 1, 2014 to April 30, 2014.

KNIGHT, Alison, Lecturer, School of Accounting and Finance, January 1, 2014 to April 30, 2014.

LAZAR, Karen, Lecturer, Department of Drama and Speech Communication, January 1, 2014 to April 30, 2014.

O’HARA, Kathleen, Lecturer, Department of Drama and Speech Communication, January 1, 2014 to April 30, 2014.

PONG, Beryl, Lecturer, Department of English Language and Literature, January 1, 2014 to April 30, 2014.

SIEBEL-ACHENBACH, Sebastian, Lecturer, Stratford Programmes, Faculty of Arts, January 1, 2014 to April 30, 2014.

STACEY, Jeffery, Lecturer, Department of Drama and Speech Communication, January 1, 2014 to April 30, 2014.

TELL, Edmond, Lecturer, Department of Drama and Speech Communication, January 1, 2014 to April 30, 2014.

Graduate Student to Part-time Lecturer Appointments
BARR, Nathaniel, Department of Psychology, January 1, 2014 to April 30, 2014.

CHEKETE, Godrick, Department of French Studies, January 1, 2014 to April 30, 2014.

DOYLE, Jennifer, Department of Drama and Speech Communication, January 1, 2014 to April 30, 2014.

FINKELSTEIN, Mark, Department of French Studies, January 1, 2014 to April 30, 2014.

GRAYDON, Candice, Department of Psychology, January 1, 2014 to April 30, 2014.

PENNYCOOK, Gordon, Department of Psychology, January 1, 2014 to April 30, 2014.
POWELL, Meredith, Department of English Language and Literature, January 1, 2014 to April 30, 2014.

ROSS, George, Department of Drama and Speech Communication, January 1, 2014 to April 30, 2014.

SCHLEIN, Friederike, Department of Germanic and Slavic Studies, January 1, 2014 to April 30, 2014.

SHAKESPEARE, David, Department of Drama and Speech Communication, January 1, 2014 to April 30, 2014.

B. ADMINISTRATIVE APPOINTMENTS
COLLINGTON, Tara, Associate Chair, Undergraduate Studies, Department of French Studies, January 1, 2014 to August 31, 2014.

DUBEAU, Catherine, Associate Chair, Graduate Studies, Department of French Studies, January 1, 2014 to August 31, 2014.

HENSTRA, Daniel, Director, Master of Public Service, July 1, 2014 to June 30, 2015.

ROBERTS-SMITH, Jennifer, Associate Chair, Undergraduate Studies (Drama), Department of Drama and Speech Communication, January 1, 2014 to June 30, 2015.

WOODY, Erik, Associate Chair, Graduate Studies, Department of Psychology, January 1, 2014 to April 30, 2014.

C. SABBATICALS LEAVES
   For Approval by the Board of Governors
AGER, Sheila, Associate Professor, Department of Classical Studies, July 1, 2014 to June 30, 2015, 100% salary.

COOPER, Tara, Assistant Professor, Department of Fine Arts, July 1, 2014 to December 31, 2014, 100% salary.

STATIEV, Alex, Associate Professor, Department of History, July 1, 2014 to December 31, 2014, 85% salary.

Douglas M. Peers
Dean, Arts
FOR INFORMATION

A. APPOINTMENTS/REAPPOINTMENTS

Definite-term Appointment

**CHANG, Wayne**, Lecturer, Conrad Business, Entrepreneurship and Technology Centre, Faculty of Engineering, January 1, 2014 – December 31, 2016. PhD Western University 1993; MESc Western University 1990; BSc University of Waterloo 1987. Dr. Wayne Chang worked in the hi-tech sector in Silicon Valley for seven years and was immersed in its entrepreneurial success culture. Deeply immersed in the local entrepreneurial ecosystem, Dr. Chang is a mentor advisor at The Next 36 – Canada’s National Entrepreneurial Leadership Initiative program for undergraduate start-ups in digital and mobile media. He is a frequent guest speaker, judge and mentor to young entrepreneurs at uWaterloo through both the Conrad Centre and VeloCity. Dr. Chang has worked closely with the Conrad Centre for over a year as sessional instructor and advisor to E Co-op students. He developed and has taught BET300 “Foundations of Venture Creation” every term for the past four consecutive terms. The dean of engineering has twice recognized Dr. Chang for his excellent teaching evaluations. Dr. Chang will make an excellent addition to the Conrad Centre’s bench strength as it launches an undergraduate option in entrepreneurship for engineers.

Adjunct Appointments

Graduate Supervision


Graduate Supervision and Research

**OGUAMANAM, Donatus**, Associate Professor, Department of Systems Design Engineering, November 1, 2013 – October 31, 2016.

**WONG, Andrew**, Professor, Department of Systems Design Engineering, December 1, 2013 – November 30, 2016.

Research


Undergraduate and Graduate Instruction

**MATHER, David**, Lecturer, Department of Mechanical & Mechatronics Engineering, January 1, 2014 – December 31, 2014.

Special Appointments

Undergraduate Instruction

**CARON, Etienne**, Lecturer, Department of Mechanical & Mechatronics Engineering, January 1, 2014 – April 30, 2014.

**DEMAN, Andrew**, Lecturer, Department of Systems Design Engineering, January 1, 2014 – April 30, 2014.
GRIFFITHS-FULTON, Karl, Lecturer, Department of Systems Design Engineering, January 1, 2014 – April 30, 2014.

HULLS, Carol, Lecturer, Department of Mechanical & Mechatronics Engineering, January 1, 2014 – April 30, 2014.

KOLLER, Heinrich, Lecturer, School of Architecture, January 1, 2014 – April 30, 2014.

MORENO, Carlos, Lecturer, Department of Electrical & Computer Engineering, January 1, 2014 – April 30, 2014.

NGUYEN, Tam, Lecturer, Department of Mechanical & Mechatronics Engineering, January 1, 2014 – April 30, 2014.

OMAR, Hassan, Lecturer, Department of Electrical & Computer Engineering, January 1, 2014 – April 30, 2014.

RAHIM, Amir, Lecturer, Department of Management Sciences, January 1, 2014 – April 30, 2014.

SPREMULLI, Matthew, Lecturer, School of Architecture, January 1, 2014 – April 30, 2014.

TEERTSTRA, Peter, Lecturer, Department of Mechanical & Mechatronics Engineering, January 1, 2014 – April 30, 2014.

TYRRELL, Jonathan, Lecturer, School of Architecture, January 1, 2014 – April 30, 2014.

WALKER, Sean, Lecturer, Department of Chemical Engineering, January 1, 2014 – April 30, 2014.

ZURELL, Cory, Lecturer, School of Architecture, January 1, 2014 – April 30, 2014.

Graduate Instruction

LOVE, Jim, Lecturer, Conrad Business, Entrepreneurship and Technology Centre, January 1, 2014 – April 30, 2014.

NESPOLI, Oscar, Lecturer, Department of Mechanical & Mechatronics Engineering, January 1, 2014 – April 30, 2014.

ROSS, Barbara, Lecturer, School of Architecture, January 1, 2014 – April 30, 2014.

WILSON, Allan W., Lecturer, School of Architecture, January 1, 2014 – April 30, 2014.

Visiting Appointments


HUI, Fu, Scholar, Department of Systems Design Engineering, July 1, 2014 – June 30, 2015.

LORANDI, Marco, Scholar, Department of Civil & Environmental Engineering, January 15, 2014 – May 15, 2014.

MAROUFMASSHAT, Azadeh, Researcher, Department of Systems Design Engineering, April 1, 2014 – September 30, 2014.

NABAVI, Abdolreza, Professor, Department of Electrical & Computer Engineering, December 1, 2013 – March 31, 2014.

PEREIRA, Otacilio, Scholar, Department of Chemical Engineering, February 12, 2014 – December 16, 2014.


ZHILIN, Jin, Scholar, Department of Mechanical & Mechatronics Engineering, June 1, 2014 – May 31, 2015.

Visiting Reappointment
CHIEN, Yu-Shu, Scholar, Department of Mechanical & Mechatronics Engineering, March 1, 2014 – March 31, 2014.

Graduate Student to Part-time Lecturer Appointments


CHO, Michelle, Department of Civil & Environmental Engineering, January 1, 2014 – April 30 2014.

GHAHREMANI, Kasra, Department of Civil & Environmental Engineering, January 1, 2014 – April 30, 2014.


SHAFII HASSANABADI, Mahyar, Department of Civil & Environmental Engineering, January 1, 2014 – April 30 2014.

B. ADMINISTRATIVE APPOINTMENTS


ADMINISTRATIVE REAPPOINTMENTS

VECHTOMOVA, Olga, Director, Management of Technology Distance Master’s Program, Department of Management Sciences, November 1, 2013 – October 31, 2016.

WECKMAN, David, Associate Chair, Undergraduate Studies, Department of Mechanical & Mechatronics Engineering, January 1, 2014 – December 31, 2015.

Pearl Sullivan
Dean, Engineering
FOR INFORMATION

A. APPOINTMENTS

Special Appointments

Instruction

BOROVILOS, George, Lecturer, School of Environment, Enterprise and Development, January 1, 2014 to April 30, 2014.

GLUSSICH, Douglas, Lecturer, Department of Geography and Environmental Management, January 1, 2014 to April 30, 2014.

Graduate Student to Part-time Lecturer Appointments

HARTT, Maxwell, Faculty of Environment, January 1, 2014 to April 30, 2014.

SIMHAYOV, Rubi, Faculty of Environment, January 1, 2014 to April 30, 2014.

B. ADMINISTRATIVE APPOINTMENTS

KELLY, Richard, Associate Dean, Research, Faculty of Environment, January 1, 2014 to December 31, 2016.

McCARTHY, Dan, Co-Associate Chair, Undergraduate Studies, Department of Environment and Resource Studies, January 1, 2014 to December 31, 2016.

OELBERMANN, Maren, Associate Chair, Graduate Studies, Department of Environment and Resource Studies, January 1, 2014 to June 30, 2014.

QUILLEY, Stephen, Co-Associate Chair, Undergraduate Studies, Department of Environment and Resource Studies, January 1, 2014 to December 31, 2016.

C. SABBATICAL LEAVE

For Approval by the Board of Governors

FLETCHER, Christopher, Assistant Professor, Department of Geography and Environmental Management, July 1, 2014 to December 31, 2014, 100% salary.

André Roy
Dean, Environment
FOR INFORMATION

A. APPOINTMENTS/REAPPOINTMENTS
   Continuing Appointments
   AKHUNDOV, Ilham (BS, 1981; PhD, 1988, both from St. Petersburg University), Lecturer, Dept. of Statistics and Actuarial Science, July 1, 2014. Dr. Akhundov will teach six courses per year and participate in departmental activities as required.

   HARMSWORTH, David (BA, 1997; BSc, 1997, both from the University of Regina; MMath, 2000, University of Waterloo), Lecturer, Dept. of Applied Mathematics, July 1, 2014. Mr. Harmsworth will teach six courses per year and participate in departmental activities as required.

   METZGER, Riley (BMath Hons, 2001; MMath, 2002; both from the University of Waterloo), Lecturer, Dept. of Statistics and Actuarial Science, July 1, 2014. Mr. Metzger will teach six courses per year and participate in departmental activities as required.

   WEST, Joseph (BMath Hons, 2002; MMath, 2004, both from the University of Waterloo), Lecturer, Dept. of Applied Mathematics, July 1, 2014. Mr. West will teach six courses per year and participate in departmental activities as required.

   Probationary-term Reappointment
   WANG, Bernard (BASc, 2003, University of Waterloo; MSc, 2007; PhD, 2011, both from Cornell University), Assistant Professor, David R. Cheriton School of Computer Science, July 1, 2014 – June 30, 2017.

   Definite-term Reappointments
   LIMAM, Noura, Research Assistant Professor, David R. Cheriton School of Computer Science, January 1, 2014 – December 31, 2015.

   NELSON, Jennifer, Lecturer, Office of the Dean, May 1, 2014 – April 30, 2016.

   Adjunct Appointments
   Instruction
   GALBRAITH, John, Lecturer, Office of the Dean, September 1, 2014 – August 31, 2016.

   HOU, Jue, Lecturer, Dept. of Statistics and Actuarial Science, January 1, 2014 – April 30, 2014.

   Adjunct Reappointments
   Instruction


   MILLER, Killian, Lecturer, Dept. of Applied Mathematics, January 1, 2014 – April 30, 2014.


   ROBERTS, Collin, Lecturer, David R. Cheriton School of Computer Science, January 1, 2014 – April 30, 2014.

VASS, Jozsef. Lecturer, Dept. of Applied Mathematics, January 1, 2014 – April 30, 2014.

**Visiting Appointments**


**Graduate Student to Part-time Lecturer Appointments**


**Graduate Student to Part-time Lecturer Reappointments**


**Postdoctoral Fellow to Part-time Lecturer Reappointment**


**B. ADMINISTRATIVE APPOINTMENT**


**ADMINISTRATIVE REAPPOINTMENTS**

CHILDS, Andrew. Associate Chair, Graduate Studies, Dept. of Combinatorics and Optimization, May 1, 2014 – April 30, 2015.


**C. SABBATICAL LEAVES**

For Approval by the Board of Governors

MARRIOTT, Paul. Professor, Dept. of Statistics and Actuarial Science, May 1, 2014 – April 30, 2015, 100% salary.

HAXELL, Penny. Professor, Dept. of Combinatorics and Optimization, July 1, 2014 – June 30, 2015, 85% salary.

Ian P. Goulden
Dean, Mathematics
A. APPOINTMENTS/REAPPOINTMENTS

Tenured

**BUDAKIAN, Raffi O.**, Professor, Department of Physics and Astronomy (Institute for Quantum Computing), June 1, 2014. [B.S., University of California (1994); M.S., University of California (1995); Ph.D., University of California (2000).] Dr. Raffi Budakian is coming to Waterloo as a professor of physics with appointments as the superconductivity chair in NanoTechnology Engineering and as a member of the Institute for Quantum Computing, as an associated faculty member of the Perimeter Institute, and as a fellow of the quantum programs of CIFAR. He is one of the world’s most accomplished condensed matter experimentalists and arguably the most creative experimentalist working in scanning probe measurements of magnetism. His approach to physics is to develop ultra-sensitive measurement techniques that are designed to reveal new physics, in particular in materials that can transform quantum information science and technology.

**Adjunct Appointments**

*Undergraduate Instruction*

**FORTIER, Johanne**, Assistant Professor, School of Pharmacy, October 8, 2013 to August 15, 2014.

**SIAN, Preet**, Assistant Professor, School of Pharmacy, January 1, 2014 to December 31, 2014.

*Graduate Supervision*

**EYLES, Nicholas**, Professor, Department of Earth and Environmental Sciences, November 1, 2013 to October 31, 2016.

**GLASAUER, Susan**, Professor, Department of Earth and Environmental Sciences, October 1, 2013 to September 30, 2016.

**PARK, Chul**, Professor, Department of Physics and Astronomy, September 1, 2013 to August 31, 2016.

*Graduate Supervision and Research*

**MacLEAN, Steven G.**, Professor, Department of Physics and Astronomy, December 1, 2013 to November 30, 2016.

**Adjunct Reappointments**

*Undergraduate Instruction*

**COULSTON, Barbara**, Assistant Professor, School of Pharmacy, January 1, 2014 to August 31, 2014.

**FARRELL, Barbara Jeanne**, Assistant Professor, School of Pharmacy, June 1, 2013 to May 31, 2016.

*Undergraduate Instruction, Graduate Instruction, Research*

**DOLOVICH, Lisa**, Associate Professor, School of Pharmacy, August 1, 2013 to July 31, 2016.
TSUYUKI, Ross, Professor, School of Pharmacy, May 1, 2013 to April 30, 2016.

Graduate Supervision
BARKER, James F., Professor, Department of Earth and Environmental Sciences, January 1, 2014 to December 31, 2016.

WOLFE, Brent, Associate Professor, Department of Earth and Environmental Sciences, January 1, 2014 to December 31, 2016.

Graduate Supervision and Research
MUNKITTRICK, Kelly R., Professor, Department of Biology, March 1, 2014 to February 28, 2017.

Special Reappointments
Undergraduate Instruction
DAMIAN, Festo, Sessional Lecturer, School of Pharmacy, January 2, 2014 to April 30, 2014.

VARIKOOTY, Jalaiah, Sessional Lecturer, School of Optometry and Vision Science, January 1, 2014 to April 30, 2014.

VOSPER, Heather, Sessional Lecturer, School of Pharmacy, January 1, 2014 to April 30, 2014.

Cross Appointments
MAJEDI, Hamed, Associate Professor, Department of Electrical and Computer Engineering cross appointed to Department of Physics and Astronomy, November 1, 2013 to October 31, 2016.

SPAGNUOLO, Paul A., Assistant Professor, School of Pharmacy cross appointed to Department of Biology, July 1, 2013 to June 30, 2015.

Cross Reappointment
INGALLS, Brian, Associate Professor, Department of Applied Mathematics cross appointed to Department of Biology, January 1, 2014 to December 31, 2016.

B. Sabbatical Leave
LOLLE, Susan, Associate Professor, Department of Biology, split leave March 1, 2014 to August 31, 2014 and January 1, 2015 to June 30, 2015, 100% salary.
FOR APPROVAL

Honorary Degrees Committee Appointment

Motion: To approve the appointment of David Collins (president, Federation of Students) as undergraduate student representative (replacing Sacha Forstner), term to 30 April 2014.
Senate Graduate & Research Council met on 13 January 2014 and agreed to forward the following items to Senate for approval. These items are recommended for inclusion in the regular agenda.

Further details are available at: https://uwaterloo.ca/secretariat/committees-and-councils/senate-graduate-research-council

FOR APPROVAL

PROGRAM CHANGES

Political Science

1. **Motion:** To approve field name changes in the master’s of political science program from “State and Society” to Canadian State and Society”.

   **Rationale:** In 2007, the MA program changed the name for one of its three core fields, "Canadian State and Society" to "State and Society" to reflect the temporary reduction (due to retirement) in the number of faculty members with research and teaching expertise in Canadian politics. Since then, the program's faculty resources in Canadian politics have been fully restored and so the program would aim to restore the field's title to "Canadian State and Society", which is a traditional area of strength for the MA program.

Applied Mathematics

2. **Motion:** To approve amendments to the breadth requirements for the master’s program in applied mathematics, as follows:
   (Note: strikeout = deleted text, bold = new text)

   All PhD students will normally be required to take three of the following courses: AMATH 731, AMATH 732, AMATH 741 and AMATH 777. All Master's students are normally required to take two of these courses.

   All Master's students are required to take one Computation course and one Differential Equations or Techniques course (from the list below). All doctoral students must take one course from each list. If a PhD student has taken an equivalent course during a Master's program, this can be counted, upon approval from the graduate officer, towards completion of the breadth requirement but does not reduce the number of courses required.

   **Computation:** AMATH 740, AMATH 741
   **Differential equations:** AMATH 751, AMATH 753, AMATH 777
   **Techniques:** AMATH 731, AMATH 732

   **Rationale:** The previous requirement allowed students to obtain a graduate degree without any computation course, which the department feels is not desirable. The computation requirement can be met with AMath740 which can be taken by a student with no previous course in computation. Also, courses in advanced ordinary (AMath751) and partial (AMath753) differential equations have been added to the list of core courses. The study of differential equations is central to applied mathematics and so these are reasonable courses to include in a breadth or core requirement.
AMENDMENTS TO GRADUATE STUDIES CALENDAR – REVISIONS TO REGULATIONS
FOR DOCTORAL THESSES

3. **Motion:** To amend the graduate thesis regulation for the author’s declaration for doctoral theses as follows:
   (Note: strikeout = deleted text, **bold** = new text)

   I hereby declare that I am the sole author of this thesis. This is a true copy of the thesis,
   including any required final revisions, as accepted by my examiners. Individual faculties may
   have additional limitations.

   I understand that my thesis may be made electronically available to the public.

   Doctoral theses can take various forms. The traditional thesis is a sole-authored document
   with various chapters (acceptable in all Departments/Schools). Some theses consist of a
   collection of papers which are published or submitted for publication (accepted in some
   but not all Departments/Schools). Some theses involve co-authored material (accepted in
   some but not all Departments/Schools). Students should consult with their
   Department/School prior to embarking on a thesis project, to understand clearly the
   form(s) permitted in their Department.

   1. All theses must still have the same form, i.e. one single bibliography, continuous
      pagination.
   2. For the thesis which is not a sole-authored document the University requirements are
      that the student has made the major contribution to the work, to the satisfaction of the
      examination committee. The student will include a Statement of Contributions in the
      thesis. Best practice is that co-authors do not form the majority of the examining
      committee.

   The thesis must contain one of the two following statements on the Author’s Declaration
   page:

   EITHER: “I hereby declare that I am the sole author of this thesis. This is a true copy of
   the thesis, including any required final revisions, as accepted by my examiners.

   I understand that my thesis may be made electronically available to the public.”

   OR for doctoral theses: “This thesis consists of material all of which I authored or co-
   authored: see Statement of Contributions included in the thesis. This is a true copy of the
   thesis, including any required final revisions, as accepted by my examiners.

   I understand that my thesis may be made electronically available to the public.”

**Rationale:** The amended regulation reflects the increased prevalence of collaborative work at the
doctoral level, and provides appropriate language for doctoral candidates with which to make the
required author’s declaration for their doctoral thesis.

/mg  George Dixon      Sue Horton
Vice-President, University Research     Associate Provost, Graduate Studies
Senate Undergraduate Council met on 14 January 2014, and agreed to forward the following items to Senate for approval. Council recommends that these items be included in the regular agenda. Items recommended for inclusion in the consent agenda are contained within a separate report.

Further details are available at: uwaterloo.ca/secretariat/committees-and-councils/senate-undergraduate-council

FOR APPROVAL

NEW ACADEMIC PLANS [effective 1 September 2015]

▸ Faculty of Science
Honours Chemistry (Biobased Specialization)

1. Motion: To approve the biobased specialization in the Honours Chemistry program, as follows:

Biobased Chemistry spans the design of chemicals and materials from renewable resources via an integrated approach that combines the expertise of the chemist with the principles of green chemistry and resource management. This specialization provides students with the opportunity to acquire the scientific and professional skills required of chemists in this important and rapidly expanding domain.

Continuation and graduation in this plan requires a cumulative overall average of 60% and an average of 60% in all Chemistry courses.

This plan is delivered in partnership with the University of Bordeaux and includes the option of studying at the University of Bordeaux during Year 4 (Fall term). Students interested in this option should consult with the plan advisor and be aware that their overall average should be higher than 60%.

In order to graduate in Honours Chemistry (Biobased Chemistry Specialization), the following requirements must be successfully completed:

1. 24.0 units including a maximum of 5.0 lab units.
2. Elective courses chosen from the set of elective courses (5 technical; 2 Arts or Environment; 1 Mathematics) allowed by the Honours Chemistry plan.
3. A maximum of 3.0 “SCI-labelled” units will be allowed toward this Academic Plan.
4. Completion of the English Language Proficiency Requirement.
5. Mandatory courses as listed below.

NOTE: Failure in more than two CHEM lecture courses will result in the requirement to withdraw from this academic plan. Students may petition for re-admission; re-admission is at the discretion of the Chemistry Undergraduate Committee. There must be exceptional circumstances to justify re-admission.

Year 1 (Fall):
CHEM 120/120L Physical & Chemical Properties of Matter/Laboratory
MATH 127 Calculus 1
PHYS 111/111L Physics 1/Laboratory
or PHYS 121/121L Mechanics/Laboratory
Two Electives (1.0 units)
Year 1 (Winter):
CHEM 123/123L Chemical Reactions, Equilibria & Kinetics/Laboratory
CHEM 140 Introduction to Scientific Calculations
MATH 128 Calculus 2
PHYS 112/112L Physics 2/Laboratory
    or PHYS 122/122L Waves, Electricity and Magnetism/Laboratory
One elective (0.5 unit)

Year 2 (Fall):
CHEM 201 Environmental Impact and Management of Resources 1
CHEM 209 Introductory Spectroscopy and Structure
CHEM 220/220L Intro Analytical Chemistry/Laboratory
CHEM 240 Mathematical Methods for Chemistry
CHEM 250L Physical Chemistry Laboratory 1
CHEM 264 Introduction to Organic Chemistry

Year 2 (Winter):
CHEM 212 Structure and Bonding
CHEM 221 Multi-component Analysis
CHEM 224L Analytical Chemistry Laboratory 2
CHEM 239 Introduction to Biological Systems
CHEM 254 Introductory Chemical Thermodynamics
CHEM 265/265L Organic Chemistry 2

Year 3 (Fall):
CHEM 302 Innovation and Project Management
CHEM 339 Methods and Tools for Biosynthesis
CHEM 331 Fundamentals of Metabolism 1
CHEM 350L Physical Chemistry Laboratory 2
CHEM 356 Introductory Quantum Mechanics
One elective (0.5 unit)

Year 3 (Winter):
CHEM 301 Environmental Impact and Management of Resources 2
CHEM 313/313L Main Group and Solid State Chemistry/Laboratory
CHEM 335L Advanced Biochemistry Laboratory
CHEM 357 Physical Biochemistry
CHEM 360/360L Organic Chemistry 3/Laboratory
One elective (0.5 unit)

Year 4 (Fall):
For students studying at the University of Waterloo:
    CHEM 479 Preparation of Biobased Compounds and Materials (on line)
    CHEM 491A Biobased Chemistry Research Project 1
    Three electives (2 technical plus 1 free) (1.5 units)
    or
For students studying at the University of Bordeaux:
    CHEM 409 Chemistry Study Abroad (2.5 units)
CHEM 409 includes CHEM 479 and 491A (like students studying in Waterloo) plus two Bordeaux chemistry courses and an elective (students will be strongly encouraged to take a French immersion course as their elective).

**Year 4 (Winter):**
CHEM 491B Biobased Chemistry Research Project 2
Four Electives (2.0 units)

**Rationale:** The wide interest and increasing importance of this branch of chemistry, combined with the growing prevalence within the chemical industry of obtaining chemicals and materials from renewable resources and with a ‘green chemistry’ mindset, demonstrates clear and robust demand for the program’s offerings. This new specialization will train students in chemistry methodology, with emphasis placed on the production and use of chemicals from sustainable resources and the entire production/transformation/disposal cycle.
### UNIVERSITY OF WATERLOO
#### 2013/14 Operating Income Budget

<table>
<thead>
<tr>
<th>Estimated 2013/14</th>
<th>Increase (Decrease)</th>
<th>Estimated 2013/14</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td></td>
</tr>
</tbody>
</table>

### INCOME

**Operating Grant**

- Basic Grant: 209,572
- Policy Levers: (2,157) (39) (2,196)
- International Student Recovery: (979) 45 (934)
- Graduate Growth: 7,824 744 8,568 [1]
- Undergraduate Growth: 10,488 1,874 12,362 [2]
- Quality Improvement Fund: 9,494
- Transfers to Colleges: (11,476) (1,393) (12,869) [3]
- Performance Fund: 1,868
- Research Infrastructure: 1,614
- Clinical Programs: 1,312
- Access for Disabled: 741

**Total Income**: 228,301 1,231 229,532

### Tuition

- Graduate: 54,233 (1,819) 52,414 [5]
- Transfers to Colleges: (14,069) (1,478) (15,547) [3]

**Total Tuition**: 304,824 170 304,994

- Co-op Recovery: 15,045 193 15,238
- Student Services Fee: 8,211
- Research Overhead: 7,554 446 8,000
- Interest: 7,500 500 8,000 [6]
- Services to Colleges: 3,019 316 3,335 [3]
- Grant in lieu of Taxes: 2,015 148 2,163
- Miscellaneous Income: 10,345 672 11,017 [7]

**Total Income**: 586,814 3,676 590,490

### NOTES TO 2013/14 OPERATING INCOME

[1] The estimate has been updated to reflect actual Fall 2013 enrolments, a revised estimate of Winter 2014 MAcc enrolment, and allowing for conversion of undelivered PhD spaces into Masters funding.

[2] The allocation is based on receiving full funding for the projected growth in 2013/14. The change is based on higher actual Spring and Fall domestic enrolment and a forecasted enrolment for Winter 2014.

[3] The adjustment results from a decision made to increase Federated University and Affiliated University Colleges (FUAC) funding to more accurately reflect the grant and tuition generated by students taught at FUAC. This adjustment also results in an increase to services to colleges.

[4] Undergraduate tuition has been updated to include actual tuition collected in Spring and Fall terms and reflects an updated forecast of enrolment for Winter 2014. The majority of the $3.5M increase is due to an additional 7% growth in undergraduate international enrolment.

[5] A net $1.8M decrease in graduate tuition reflects growth in international enrolment at 6% below the projection, but no significant variance from projected domestic enrolment.

[6] Interest estimate is based on cash available to invest and interest rates.

[7] Miscellaneous income includes: Health Services and Optometry OHIP and professional services income, application processing fees, non credit tuition, other student related fees, rental income, and other general revenues. Many of these items have offsetting expenses.
## UNIVERSITY OF WATERLOO
### 2013/14 Operating Expense Budget
#### Board, Feb. 4/14

<table>
<thead>
<tr>
<th></th>
<th>2013/14</th>
<th>ONGOING</th>
<th>2013/14</th>
<th>ONE-TIME TEMPORARY</th>
<th>TOTAL</th>
<th>2013/14</th>
<th>% of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Base</td>
<td>Increase (Decrease)</td>
<td>Base</td>
<td>One-Time (Decrease)</td>
<td>One-Time</td>
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<td>13-06-04</td>
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<td>13-06-04</td>
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<td>$000</td>
<td>$000</td>
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<td>EXPENSES</td>
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<tr>
<td>Salary and Wages</td>
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<td></td>
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<tr>
<td>Current salaries and wages</td>
<td>332,378</td>
<td>4,900</td>
<td>337,278</td>
<td>337,278</td>
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<td>[1,7]</td>
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<td>Total salary and wages</td>
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<td>Parental leave supplement</td>
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<td>Support for international graduate students</td>
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<td>Undergraduate scholarships/bursaries</td>
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<td>7,094</td>
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<td>ONE-TIME TEMPORARY</td>
<td>TOTAL</td>
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<td>Increase (Decrease)</td>
<td>Revised Base</td>
<td>13-06-04</td>
<td>One-Time Increase (Decrease)</td>
<td>Revised One-Time</td>
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<td>Base budget adjustment to reflect overhead costs</td>
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<td>Endowment investment shortfall</td>
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<td>Faculty recruitment and retention</td>
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<td>Graduate programs holdback</td>
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<td>Insurance</td>
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<td>International fund</td>
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<tr>
<td>Library acquisitions</td>
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<tr>
<td>Municipal taxes</td>
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<td>150</td>
<td>2,480</td>
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<td>Quality improvement fund</td>
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<td>(80)</td>
<td>2,673</td>
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<tr>
<td>Undergraduate programs holdback</td>
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<td>(1,083)</td>
<td>22,797</td>
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<td>Utilities</td>
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<td>1,000</td>
<td>17,480</td>
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<tr>
<td>Sub-total</td>
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<td>(720)</td>
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<td>Supplies and expenses</td>
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<td>65,695</td>
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<tr>
<td>Expenditure reduction at 2.5%</td>
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<td>6,096</td>
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<tr>
<td>Gross expenses</td>
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<td>3,606</td>
<td>602,127</td>
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<tr>
<td>Cost recoveries and chargeouts</td>
<td>(11,535)</td>
<td>86</td>
<td>(11,449)</td>
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<td></td>
<td>(1.9)</td>
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<td>Manageable allowance</td>
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<td>(500)</td>
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<td>Estimated net expenses</td>
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<td>590,178</td>
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<tr>
<td>Estimated income</td>
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<tr>
<td>Excess income over expenses</td>
<td></td>
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</tr>
</tbody>
</table>

Notes:
[4] Graduate programs holdback
[5] Undergraduate programs holdback
[6] Utilities
[7] Supplies and expenses
[8] Expenditure reduction at 2.5%
NOTES TO THE 2013/14 OPERATING EXPENSE BUDGET

1. The net increase in current salaries and wages includes a redistribution of budget from non-salary to salary accounts by academic and academic support units for new staff and faculty positions and, other salary cost adjustments.

2. Matched funding for international scholarships was discontinued May 1, 2013.

3. Income sharing for existing programs is allocated to the faculties on a slip-year basis. Funding for new programs is allocated on a calendar-year basis. New graduate growth allocations were introduced in 2006/07 to recognize growth in intake and overall FTE’s. The ongoing cumulative income sharing amounts, from inception to date, are as follows:

   $000
   
   Differential tuition       15,811
   Graduate expansion (ended 2004/05)       2,727
   Graduate growth               7,263
   Graduate international growth                    2,551
   Undergraduate enrolment expansion         36,450
   International tuition              28,633
   Graduate course based masters          6,781
   
   Total   100,216

   To accommodate growth, academic support units receive supplemental budget increases.

4. Graduate programs holdback is a portion of the grant and tuition related to growth and held at the centre to support graduate expansion.

5. Undergraduate programs holdback relates to emerging undergraduate programs which are considered to be incremental to the current activity of the institution/faculty. Grant and tuition generated from the program during the start-up period is held at the centre and managed by the Provost. Funds are released as required to support the start-up costs. Once the program is determined to have reached steady-state, budget for the program will be transferred to the home faculty through the current income sharing mechanisms. In 2013/14 the emerging undergraduate programs are Nanotechnology Engineering, Management Engineering, International Development, Knowledge Integration, Global Business and Digital Arts (Stratford) and WatPD.

6. The utilities increase is due to rate increases for electricity.

7. The net increase in supplies and expenses results from the following: the distribution and transfer of income sharing; the reallocation of budget from non-salary to salary accounts by academic and academic support units; a 2.5% expenditure reduction; and some other miscellaneous adjustments.
NOTES TO THE 2013/14 OPERATING EXPENSE BUDGET

Supplies and expenses is the total of non-salary budgets in faculties and academic support units that are not specifically identified elsewhere in the budget. Based on 2012/13 actual expenses, included in this number are the following items:

<table>
<thead>
<tr>
<th>Category</th>
<th>Millions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment, maintenance and rentals</td>
<td>18.9</td>
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<tr>
<td>Travel and hospitality</td>
<td>11.8</td>
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<tr>
<td>Supplies</td>
<td>9.6</td>
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<td>Contracted services</td>
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<tr>
<td>Computing, including software</td>
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<tr>
<td>Purchases for resale</td>
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<td>Telephone</td>
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<tr>
<td>Consulting</td>
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<td>Printing</td>
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<td>Postage</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>68.2</strong></td>
</tr>
</tbody>
</table>

8. The expenditure reduction of $6.1M has now been allocated against non-salary accounts as determined by each unit.