University of Waterloo
SENATE
Minutes of the Monday 20 October 2014 Meeting


Guests: Nello Angerilli, Mario Coniglio, Mahejabeen Ebrahim, Donna Ellis, Peggy Jarvie, Carlos Mendes, Cathy Newell Kelly, Daniela Seskar-Hencic, Allan Starr, Bud Walker, Dave Wallace

Secretariat & Office of General Counsel: Logan Atkinson, Tracy Dietrich


*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.

OPEN SESSION

Consent Agenda
Senate heard a motion to approve or receive for information by consent items 1-6 below.

1. MINUTES OF THE 15 SEPTEMBER 2014 MEETING
Senate approved the minutes of the meeting as distributed.

2. REPORT FROM UNDERGRADUATE COUNCIL
   • Faculty Information and Regulation, Faculty of Science
     - Sixth and Seventh Courses. Senate approved the new Faculty rules for sixth and seventh courses as presented in the report.

     - Repeating Courses. Senate approved the amendments to the Faculty rules for repeating courses 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. REPORT OF THE VICE-PRESIDENT, ACADEMIC & PROVOST
   Call for “University Professor” Nominations. Senate received the call for nominations for information.

5. REPORTS FROM THE FACULTIES
   Senate received the reports for information.

6. COMMITTEE APPOINTMENTS
   Senate approved the following appointments:
   - Executive Committee: Mark Seasons (planning) as environment faculty senator representative (replacing Bruce Frayne), term to 30 April 2015.
   - Finance Committee: Craig Janes (public health & health systems) as AHS faculty senator representative (replacing Jim Rush), term to 30 April 2015.
   - Long Range Planning Committee: Michael Drescher (planning) as environment faculty senator representative (replacing Alexander Brenning), term to 30 April 2015.

   Orchard and Porreca. Carried.

Regular Agenda

7. BUSINESS ARISING FROM THE MINUTES
   Revision and Consolidation of Senate Bylaws. Senate heard the following motion: Whereas section 22(o) of The University of Waterloo Act provides that the Senate of the University of Waterloo is empowered to enact bylaws and regulations for the conduct of its affairs; now therefore Senate hereby repeals Bylaws 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11, as amended, and gives second reading and approval to Bylaws 1, 2, 3 and 4.

   Wray and Orchard.

   Atkinson explained the process by which the proposed consolidation and revision of Senate bylaws was completed, and answered questions on certain of the processes embedded in the new bylaws.

   The question was called, and the motion carried.

   Senate heard a motion that Senate direct each of its committees and councils to review term limits for membership and the composition of those committees and councils, and that the Executive Committee review ex officio membership on Senate, and in each case report back to Senate at an early opportunity, not later than March 2015.

   Richter and Wray. Carried.

   Publication Outlets. Senate heard the following motion: BE IT RESOLVED THAT for the purposes of providing public notice to the University community as provided in sections 3.01 and 3.04(d) of Bylaw 1, Senate designates that notice of general and special meetings of Senate shall be provided electronically through the Secretariat & Office of General Counsel and may further be provided in other places and ways as may be determined by the Secretariat & Office of General Counsel;

   AND FURTHER THAT for the purposes of providing public notice to the university community as provided in sections 2.01(b), 2.01(d) and 2.03(c) of Bylaw 3, Senate designates that notice calling for nominations, for the publication of candidates’ statements, and for by-elections shall be placed in the Daily Bulletin and distributed by email to constituencies particularly affected by
such notices, and may further be provided in other places and ways as may be determined by the Secretariat & Office of General Counsel.

Skidmore and Bergman.

It was confirmed by Atkinson that, according to Secretariat & Office of General Counsel practice, the word “electronically” in the first paragraph of this motion means that senators are advised of general and special meetings by email.

The question was called, and the motion carried.

8. **WATERLOO CENTRE FOR AUTOMOTIVE RESEARCH (WatCAR) PRESENTATION**

   Dixon introduced Duane Cronin, executive director and professor of mechanical & mechatronics engineering. Cronin reported on the centre’s areas of research to enhance automotive innovation and competitiveness.


9. **REPORTS FROM COUNCILS**

   **Graduate & Research**

   - **New Policy – Research Centres and Institutes.** Senate heard a motion to endorse and recommend that the president approve the draft policy on research centres and institutes as presented in the report.

   Dixon and Freeman.

   Dixon indicated that the proposed policy is the outcome of three years of research and consultation on the governance, scope, and limitations on powers of centres and institutes, intended to bring some order into the world of centers and institutes. Two reports to Graduate & Research Council, a drafting committee had done thorough work, and consultation had been extensive.

   Senators raised a number of questions about the proposed policy, and received explanations from Dixon, including: the distinction between “research centres/institutes” and “university research centres/institutes” is largely an attempt to accommodate the names and approvals for several existing units; it is likely that “centers” will be more faculty specific, and institutes will be cross-faculty; the decision as to the category into which a particular unit will be placed will be made by Graduate & Research Council; it is assumed that delegates in section 10.3.1 of the proposed policy will be the associate dean, research, although this is not required; categories of membership in centres and institutes in Article 11 will evolve as units become more accustomed to the new policy and practice; the word “research” need not be included in the name of the centre or institute; research professors can be appointed directly to a centre or institute without the necessity of appointment to an academic department if the research professor is not intending to engage in graduate supervision.

   Dixon agreed to consider the advisability and utility of the paragraph in section 10.3.8 allowing the governing body the power to “recommend appointment and removal of staff to the Responsible Officer.”

   The question was called, and the motion carried.
Freeman advised that this ought to be a proud moment for Senate as it passes a model policy on research institutes and centers.

Dixon noted that the process will now begin to bring existing research centres and institutes into alignment with the new policy.

**Undergraduate.** Senate heard a consolidated motion to address the following matters:

- **Digital Arts Communication Minor, Drama and Speech Communication, Faculty of Arts.**
  
  To approve the Digital Arts Communication Minor as presented in the report.

- **English Language and Literature, Faculty of Arts**
  
  - **Technical Writing Minor.** To approve the Technical Writing Minor as presented in the report.
  
  - **Technical Writing Specialization.** To approve the Technical Writing Specialization as presented in the report.
  
  - **Global Literatures Specialization.** To approve the Global Literatures Specialization as presented in the report.

- **History, Faculty of Arts**
  
  - **Applied History Specialization.** To approve the Applied History Specialization as presented in the report.
  
  - **Global Interactions Specialization.** To approve the Global Interactions Specialization as presented in the report.
  
  - **Revolution, War and Upheaval Specialization.** To approve the Revolution, War and Upheaval Specialization as presented in the report.

Peers and Busch.

With respect to that portion of the motion related to “applied history,” Peers explained that this is akin to “public history” and is a common description for this sort of specialization in the United States.

The question was called, and the motion carried.

Senate heard a consolidated motion to address the following matters:

- **Drama and Speech Communication, Faculty of Arts**
  
  - **Three-year General Drama.** To approve amendments to the Three-year General Drama plan as presented in the report.
  
  - **Four-year General Drama.** To approve amendments to the Four-year General Drama plan as presented in the report.
  
  - **Honours Drama.** To approve amendments to the Honours Drama plan as presented in the report.
  
  - **Honours Drama Arts and Business (Co-op and Regular).** To approve amendments to the Honours Drama Arts and Business (Co-op and Regular) plan as presented in the report.
Joint Honours Drama. To approve amendments to the Joint Honours Drama plan as presented in the report.

Drama Minor. To approve amendments to the Drama Minor as presented in the report.

Peers and Richter. Carried.

Senate heard a consolidated motion to address the following matters:

- **Political Science, Faculty of Arts**
  - Honours Political Science Arts and Business (Co-op). To approve amendments to the Honours Political Science Arts and Business (Co-op) plan as presented in the report.
  
  - Honours Political Science Arts and Business (Regular). To approve amendments to the Honours Political Science Arts and Business (Regular) plan as presented in the report.

Peers and Busch. Carried.

Senate heard a consolidated motion to address the following matters:

- **Digital Arts Communication Specialization, Honours Arts and Business Co-op, Drama and Speech Communication, Faculty of Arts**. To approve the inactivation of the Digital Arts Communication Specialization.

- **English Literature in a Global Context Specialization, Honours English, English Language and Literature, Faculty of Arts**. To approve the inactivation of the English Literature in a Global Context Specialization.

- **Sociology Co-op, Criminology Specialization, Honours Sociology/Legal Studies, Sociology and Legal Studies, Faculty of Arts**. To approve the inactivation of the Criminology Specialization departmental co-op.

Peers and O’Connor. Carried.

- **Doctor of Optometry, Optometry and Vision Science, Faculty of Science**. Senate heard a motion to approve amendments to the requirement for admission to the Doctor of Optometry program as presented in the report.

McMahon and Duncker.

Among other things, this motion relates to the requirement that criminal records checks be done for entering students in the Doctor of Optometry program. Senators inquired about the requirement in pharmacy, and were advised that the matter is under consideration.

The motion carried.

10. REPORT OF THE PRESIDENT

Hamdullahpur presented a wide ranging report, including: the United Way campaign is in full swing; the University hosted a very successful “Hack the North” event; at a recent meeting between the U15 and the Russell Group in the UK, agreement was reached on collaboration in many important areas; we have recently had visits from Premier Wynne and Minister Moridi (whose responsibilities combine the Ministry of Training, Colleges & Universities and the Ministry of Research & Innovation); as chair of U15 appeared before the House of Commons Finance Committee on questions of innovation and research; summary of results in recently released international rankings,
in 5+ stars in the QS Stars ranking (one of a very few institutions in the world to achieve this ranking), with others results mixed. The THE ranking result has attracted most attention, but the result is difficult to read fully as we have improved in each of the ranking areas except reputation, and slipped in the ranking overall. The explanation may reside in citation statistics, where some Canadian universities have many co-authors on a single paper that might be cited 1000 times. It is anticipated that this will be a one-time fluctuation, and that we should not change our approach nor compromise out integrity to improve our rankings.

With respect to the Canada First Research Excellence Fund, rules seem to change as different ministries gain input. It is not yet known exactly how this fund will be administered and what the eligibility criteria might look like.

Research Infosource has ranked the University of Waterloo as the #1 comprehensive research university in Canada for the 7th year in a row, with a jump to 12th overall.

Last week we hosted the president and others from Nanjing University, one of the top five universities in China, with more graduate students than undergraduates, but also ranking #1 in undergraduate education in China. We continue to talk with Nanjing about the possibility of large scale inter-institutional collaborations.


**Strategic Plan 2013-2018.** Hamdullahpur asked Orchard to present the first year-end report on strategic plan implementation. He thanked Daniela Seskar-Hencic and her colleagues in Institutional Analysis & Planning, the theme leads, and the entire University community for sharing the responsibility. He noted how impressed he is with the plan, as one for the entire University community. Orchard provided a brief review of the first year’s activities, including establishing action plans and assigning resources for each theme. Planning continually maps back to the original plan to ensure that we continue on the proper path. Further, Orchard provided an update on the accountability framework, important metrics to be used in measuring progress, and referred senators to the accountability website for greater detail.

Slides used in his presentation may be seen at https://uwaterloo.ca/secretariat-general-counsel/sites/ca.secretariat-general-counsel/files/uploads/files/strategic_plan_20141020.pdf

**11. Q&A PERIOD WITH THE PRESIDENT**

Hamdullahpur was asked to cite more particulars about the drop in the THE ranking, especially because it appears we had dropped in both the research score and the teaching score. Hamdullahpur deferred to Seskar-Hencic, who advised that our difficulty arises in the reputation score, and that the methodology is completely opaque, although weighted very highly at 30% of the overall score. She reported that the only hard indicator we have dropped in is citations.

Further on the question of rankings, Hamdullahpur was asked how serious we are about teaching quality if we are slipping in the results on that item. Senate was advised that we do have support for faculty in place to assist in improving teaching, and it is a matter of professional integrity that we maintain high standards throughout our careers. Senate was provided with a summary of ways to measure effectiveness in teaching, primarily through national surveys of both undergraduates and graduate students. The Center for Teaching Excellence is also involved in assisting new faculty. Throughout the academic year, members of faculty are encouraged to take part in sessions led by the CTE. An analysis of course evaluations is currently underway to assist us in monitoring changes in teaching.
A question was asked about the University’s approach to improving student to faculty ratios. Hamdullahpur advised that the only solution is to hire more faculty. We must continue to find ways to admit more students, but this need is having an adverse impact on the student to faculty ratio. Senate was advised that the student to faculty ratio is not a metric used in the “vibrant student experience” theme in the strategic plan, but it is a key indicator reported on an annual basis.

Senators asked about the planned use of space being vacated as administrative units move into the EC group of buildings, and were advised that plans are still being developed in that respect.

Hamdullahpur and Atkinson advised that Police Services has developed a protocol to assist in ensuring that planned speeches and presentations take place without interruption, further seeing to the University’s commitment to freedom of expression and academic freedom.

Orchard was asked about the metrics chosen to measure progress in each of the strategic planning themes, and how those metrics were determined. Senate was advised that the metrics chosen for the hard copy summary of progress were chosen by the theme leads after consultation, but that the accountability website has a full suite of metrics for review. Senators were encouraged to submit their ideas to Seskar-Hencic for follow up.

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

Report from the Fall Break Task Force. The provost provided this report for information, summarizing the process by which it was generated. He advised that students will hold a referendum on the question later this fall.

Senators asked a number of questions about this report, and were provided with additional information, including: one option not mentioned in the report was the idea that “no grade components are to be assigned during the two days following any mid-fall break”; the Task Force was asked to look at a break in the style of other universities, and was not rushed in its deliberations; in the development of recommendations, the focus was on the best interests of the students and not on any pre-determined time period or duration; an earlier start to the term was thought by some to be unworkable, but it was confirmed that, in the opinion of the task force, this would likely be the best alternative, given that it is driven in part by scheduling considerations during exam time and other factors; some concern about the lack of evidence that a fall break is needed, based on stress, and a fall term break could potentially have a negative impact on the quality of the course; concerns about measuring the effectiveness of a break, and whether the impact of the winter term break is instructive; some argument exists that the reading week ought to be later in the term than October to be more meaningful, and there was comment that some teaching and evaluation methods can spread the anxiety more evenly through the term; the purpose of a fall reading break must be thoroughly understood before making any commitment; any recommendations on final implementation will come back to Senate for full debate and approval.

With respect to next steps, students will have a referendum on the question in early November. Once the results are known, the task force will meet again and develop questions to support further consultation. Then, a recommendation will be developed and brought to Senate.

A review of the winter term reading week will go ahead no matter what the outcome of the referendum.

Amendments to Policy 68 – Vice-President, University Research. Senate heard a motion to approve amendments to Policy 68 – Vice-President, University Research as presented in the report.

Orchard and Wray. Carried. It was noted that Dixon abstained.
Degrees, Diplomas and Certificates. Senate heard a motion to approve the lists of candidates for degrees, diplomas and certificates as recommended by the faculty councils and the associate provost, graduate studies, and to authorize the chair, the registrar and the associate provost, graduate studies to add to or change the lists of candidates for degrees, diplomas and certificates as approved at the meeting on 20 October 2014.

Darling and Guild. Carried.

13. REPORT OF THE VICE-PRESIDENT, UNIVERSITY RESEARCH
Dixon reported that, of 13 available chairs in Applied Public Health available from the Canadian Institutes of Health Research nationally, two will be awarded to University of Waterloo researchers. Congratulations were extended to Professors Dave Hammond and Scott Leatherdale, both of the School of Public Health and Health Systems. Chairs are valued at $185 thousand per year for five years.

14. OTHER BUSINESS
There was no other business.

Senate convened in Confidential Session.

Logan Atkinson
University Secretary & General Counsel

21 October 2014