### OPEN SESSION

**3:30**

1. Conflict of Interest  
   Declaration

**Consent Agenda**

**Motion:** To approve or receive for information by consent items 2-6 below.

2. Minutes of the 19 October 2015 Meeting  
   Decision

3. Reports from Committees and Councils
   a. Executive Committee  
     Information
   b. Graduate & Research Council  
     Information
   c. Undergraduate Council  
     Decision/Information

4. Report of the President
   a. Recognition and Commendation  
     Information

5. Reports from the Faculties  
   Information

6. Committee Appointments [to be distributed]  
   Information

**Regular Agenda**

7. Business Arising from the Minutes
   a. Degrees, Diplomas and Certificates Awarded at 23-24 October 2015 Convocation  
     Information
   b. Fall Term Break – Implications for Spring Term Exams  
     Decision

8. Research Presentation –  
   Heather Keller, Schlegel Research Chair on Nutrition & Aging  
   Information

9. Reports from Committees and Councils
   a. University Appointments Review Committee  
     Information
   b. Joint Report – Graduate & Research and Undergraduate Councils  
     Decision
   c. Graduate & Research Council  
     Decision
   d. Undergraduate Council  
     Decision

10. Report of the President
      Information
    b. University of Waterloo 2014 Environmental Sustainability Report – Mat Thijsen, sustainability coordinator  
      Information

11. Q&A Period with the President  
    Information

12. Report of the Vice-President, Academic & Provost  
    Information

13. Report of the Vice-President, University Research  
    Information

14. Other Business  
    Information
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<thead>
<tr>
<th>Time</th>
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<th>Type</th>
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<tr>
<td>5:35</td>
<td>15. Conflict of Interest</td>
<td>Declaration</td>
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<td>5:40</td>
<td>16. Minutes of the 19 October 2015 Meeting</td>
<td>Decision</td>
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<td>5:45</td>
<td>17. Business Arising from the Minutes</td>
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<td>5:50</td>
<td>18. Report of the President</td>
<td>Information</td>
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<td>5:55</td>
<td>19. Report of the Nominating Committee for Honorary Degrees</td>
<td>Decision</td>
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<td>6:00</td>
<td>20. Other Business</td>
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9 November 2015
Logan Atkinson
University Secretary & General Counsel
University of Waterloo
SENATE
Minutes of the Monday 19 October 2015 Meeting


Guests: Bruce Campbell, Pam Charbonneau, Bill Chesney, Donna Ellis, Colleen Even, Rocco Fondacaro, Stéphane Hamade, Derek Madge, Kelly McManus, Chris Read, Ellen Réthoré, Daniela Seskar-Hencic, Allan Starr, Marilyn Thompson, Jane Tingley, Jean-Jacques Van Vlasselaer, Glen Weppler

Secretariat & Office of General Counsel: Logan Atkinson, Emily Schroeder


*regrets
** telephone

Organization of Meeting: Feridun Hamdullahpur 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

1. DECLARATIONS OF CONFLICT OF INTEREST
   Senators were asked to declare any conflicts they may have in relation to the items on the agenda. No conflicts were declared.

Consent Agenda

Before introducing the consent agenda, Hamdullahpur advised Senate of the following changes to the agenda:

(i) The addition of item 7, Committee Appointments, in the consent agenda.
(ii) The addition of item 13(b), Report of the Vice-President, Academic & Provost: Degrees, Diplomas and Certificates.
(iii) A modification to the motion proposed under item 13(c) related to the proposed Fall Break Pilot, reflecting a start date for the pilot of fall 2016.
Senate heard a motion to approve or receive for information by consent items 2-7 below.

Wray and Bergman.

2. MINUTES OF THE 21 SEPTEMBER 2015 MEETING
   Senate approved the minutes of the meeting as distributed.

3. REPORTS FROM COMMITTEES AND COUNCILS
   Graduate & Research Council. Senate received the report for information.

   Undergraduate Council.
   Motion: To approve amendments to the rules for students enrolled in Faculty of Science courses as described in Attachment 1.

4. REPORT OF THE PRESIDENT
   Recognition and Commendation. Senate received the report for information.

5. REPORT OF THE VICE-PRESIDENT, UNIVERSITY RESEARCH
   Senate received the report for information.

6. REPORT FROM THE FACULTIES
   Senate received the reports for information.

7. COMMITTEE APPOINTMENTS
   Motion: To appoint Aaron Thompson (geography & environmental management) as environment graduate student representative, Senate Graduate & Research Council, term to 30 April 2016.

   Motion: To appoint Ian Evans (geography & environmental management) as environment graduate student representative, University Committee on Student Appeals, term to 30 April 2016.

   The motion carried.

Regular Agenda

8. BUSINESS ARISING FROM THE MINUTES
   Waterloo Innovation Summit: Attendance Report
   Sandra Banks updated Senate on faculty attendance at the Waterloo Innovation Summit over the three years of its existence. In 2013, of 175 attendees, seven were faculty. In 2014, 17 faculty attended among 160 attendees. Eight faculty attended in 2015 out of 220 attendees.

9. TEACHING PRESENTATION
   JANE TINGLEY, ASSISTANT PROFESSOR
   STRATFORD/FINE ARTS

   Jane Tingley is an assistant professor in hybrid media in the Department of Fine Arts. Her work combines traditional studio practice with new media tools – and spans responsive/interactive installation, performative robotics, and the creation of a gestural game. She is a founding member of the Modern Nomads and has participated in exhibitions and festivals in Canada, Asia, and Europe. She received the Kenneth Finkelstein Prize in Sculpture.

   The title of her presentation was “GBDA [Global Business and Digital Arts] – Where Art, Technology and Business Meet.” As a case study, Professor Tingley discussed her studio course, GBDA 101, in the
Global Business and Digital Arts program at Stratford. She discussed her approach to the class and gave an overview of one assignment. She also touched on how her teaching relates to the Global and Business side of the degree.

10. REPORT FROM COUNCIL

a. Undergraduate Council

Senate heard a motion to the following effects:

**Faculty of Arts, Economics**
To approve new plans, plan amendments and plan inactivations in economics as presented in Attachment 1.

**Faculty of Arts, Fine Arts**
To approve new plans, plan amendments, and plan inactivations in fine arts as presented in Attachment 2.

**Faculty of Arts, Germanic and Slavic Studies**
To approve plan amendments and plan inactivations in German as presented in Attachment 3.

**Faculty of Arts, Classical Studies**
To approve plan amendments in medieval studies as presented in Attachment 4.

**Faculty of Arts, Psychology**
To approve new plans and plan amendments in psychology as presented in Attachment 5.

**Faculty of Arts, Sexuality, Marriage, and Family Studies**
To approve new plans, plan amendments, and plan inactivations in sexuality, marriage, and family studies as presented in Attachment 6.

**Faculty of Arts, Social Development Studies**
To approve plan amendments in social development studies as presented in Attachment 7.

Coniglio and Peers.

Part of the process of plan standardization is to allow for students to transition between the old and new plans. Students must be registered in a course in September 2016 in order to access the new plan. That portion of the motion related to Economics is retroactive because it is the most extensive adjustment in the various plans changed pursuant to this consolidated motion. This is an exceptional circumstance and is not to be taken as a precedent. There is a transition plan in place for students with blocks of economics courses outside the department proper.

The question was called, and the motion carried.

**Faculty of Science, Psychology**

Senate heard a motion to approve changes to the honours psychology plan and the recommended course sequence as presented in Attachment 8.

Coniglio and Lemieux.

Coniglio agreed to check punctuation in the third line of Attachment 8 and to correct as necessary. In response to a question about the number of science credits in the program in relation to the electives,
Senate was advised that flexibility in course selection is thought to be appropriate and has received significant vetting on its way to Senate.

The question was called, and the motion carried.

11. REPORT OF THE PRESIDENT
Hamdullahpur presented a wide ranging report. He distributed a progress report on the university’s strategic plan implementation, and asked senators to bring observations back to the November meeting of Senate. Hamdullahpur reported on the sad death of a graduate student in Engineering. He referred to convocation ceremonies to be conducted this week and encouraged all to attend. He advised that Research Infosource has selected the university as the research institution of the year for the fourth year in a row, and applauded faculty for their efforts in this regard. Hamdullahpur finished his presentation by summarizing results from several key performance indicators among the 45 that are regularly monitored by administration. Many of these suggest good performance, while others suggest that additional work is required.


12. Q&A WITH THE PRESIDENT
It was pointed out that the student-to-faculty ratio performance indicator suggests that we are improving quite dramatically, although much of this change can be explained in a different method of counting both faculty numbers and student numbers. This relates to a count of total full-time faculty, and not simply tenure and tenure-track.

In response to a question about the composition of the search committee for an Associate Provost, Graduate Studies, the provost advised that membership on the committee had been expanded relative to the most recent search, such that the committee is more representative this time round than it was last time. Further, a broad consultation process has been undertaken to canvass constituencies to ensure that the search committee is properly informed of the community’s position on the matter. It was noted as well that responsibility for postdoctoral affairs at the university was added to the title of the position to alert the community of the change in role, and the position description will be adjusted as necessary. The provost agreed to take feedback on the composition of the committee into consideration for future reference, remembering to allow for adequate constituency representation.

Hamdullahpur advised that no time line has been established for a search for Vice-President, Advancement.

13. REPORT OF THE VICE-PRESIDENT, ACADEMIC & PROVOST
a. Call for University Professor Nominations. Orchard referred to a memorandum asking for nominations for University Professor Nominations, and encouraged senators to consider putting names forward.

b. 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 (on behalf of Senate and report at its subsequent meeting) based on the recommendation of the Registrar or (in the case of graduate students) 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 19 October 2015.

Darling and Watt. Carried.
c. Fall Break Pilot.

Mario Coniglio presented background information on the proposal to establish a fall break pilot. Slides used in his presentation may be seen here: https://uwaterloo.ca/secretariat-general-counsel/sites/ca.secretariat-general-counsel/files/uploads/files/senate_fall_break_presentation_20151019.pptx.

Senate heard a motion to approve modifications to calendar guidelines for a three-year period starting in 2016 to include a two-day Fall Break following Thanksgiving Monday by starting classes earlier by two days (Thursday of Orientation Week), and to evaluate this initiative after three years.

Coniglio and Lolas.

Coniglio confirmed that the matter will come back to Senate after three years for further deliberation.

Senators discussed a number of issues related to the motion, including: the need to use 22 December as the last examination date to allow for the possibility of weather disruptions; the preference for an October break as opposed to a break later in the fall so as to capitalize on the Thanksgiving long weekend, and so as to avoid a second disruption to courses with bi-weekly lab sessions; a spring term break is not currently under consideration; there is no hard evidence that a fall term break is beneficial to students, but it seems logical to suggest that for students transitioning to university some time to pause and prepare for the balance of the term makes sense; of the sixteen Ontario universities that currently have a fall term break, nine use the Thanksgiving period and have a full four day break following Thanksgiving Monday; the question put to students in the referendum allowed only for a two day break, as the decision had already been made that a longer break was not feasible; there was no consultation with faculty councils, and this is something that ought to be considered; a report will come forward to the November meeting of Senate in each year during the trial period, and there will be a number of assessments that will be reported; there was discussion of using the Friday before Thanksgiving and the Tuesday after, but the problem of affecting two weeks instead of one, and the overlap with Wilfrid Laurier University for double degree students, were important considerations; students will not have the opportunity to slot their exams in the spring term so as to ensure a proper summer break, while faculty will be afforded that opportunity; there is no agreement on the question of whether students would be better served by a break later in the term, such that this will be part of the assessment process, although we must remember the impact that the break will have on lab scheduling, for example; we must be cautious about the potential for adverse effects on vulnerable students as a result of the break (issues such as retention, mental well-being, international students without support), such that good baseline data will be valuable in measuring the impact of this idea; it is not yet clear whether the Thursday/Friday after Labour Day will function as a Tuesday/Wednesday; the idea of starting orientation week before Labour Day will be considered, given that some orientation events are already occurring on the Labour Day weekend, and given that this could allow teaching to start on the Wednesday following Labour Day so as to avoid the occasional day of Saturday classes; the discussion will continue to look for a compromise on the exam slotting question; students are very strongly in favour of the motion, and want to be involved in the annual assessments and the review at the end of the pilot period, with a particular focus on mental health issues and opportunities for student engagement outside of orientation week.

The question was called and the motion carried.

d. Course Evaluation Project Update.

Seasons expressed his thanks to members of the course evaluation project team, and confirmed that ultimately a report will be brought to Senate for approval.

e. **Faculty of Engineering, Electrical and Computer Engineering: Changes to Comprehensive Examination Milestones**

Jim Frank presented the rationale for the following motion to rescind.

Senate hear a motion to rescind the section of the Senate Graduate & Research Council consolidated motion passed by Senate on 21 September 2015 which refers to approval of “changes to the comprehensive examination milestone” in the Department of Electrical and Computing Engineering.

**Rationale:** An SGRC motion to split the PhD comprehensive in Electrical and Computing Engineering into two parts (background and proposal) was approved by Senate on 20 April 2015. The motion to Senate on 21 September 2015 was to record the two sections of the comprehensive examination as separate milestones on the student record. The recording of milestones is an administrative matter that should not have come to Senate; it requires SGRC approval only (approved 8 June 2015).

The motion to be rescinded was recorded in the 21 September 2015 minutes as follows: “to approve changes to comprehensive examination milestones as presented in the report, provided that students in the program at the effective date of this change can opt to continue under the regulations in place when they were admitted to the program, or to submit to the new regulations.”

The motion to rescind was called, and it carried.

f. **Pharmacy Faculty Council Constitution and Bylaws**

David Edwards presented background on the development of the proposed constitution for the School of Pharmacy.

Senate heard a motion to approve the Pharmacy Faculty Council constitution and bylaws as provided in the report.

Edwards and Lemieux.

Edwards advised that the School of Pharmacy requires a governing document as a requirement of its accreditation body, and that the attached constitution and bylaws were previously approved by Science Faculty Council.

It was agreed by Edwards and Lemieux to amend their motion in the following respects:

(i) To delete “the professors emeriti of the School” as members of the council.

(ii) To amend Article VII of the proposed constitution regarding amendments, by adding the words “Subject to the approval of Senate” immediately prior to the words “The Council may amend” in the first line.

(iii) To change the title of the constitution to “School of Pharmacy Council,” to change the title of the bylaws to “Bylaws of the School of Pharmacy Council,” and to replace the words “Faculty Council” with “School Council” wherever they appear in the proposed constitution and bylaws.

(iv) In the description of the Graduate Studies and Research Committee, section V.v. of the proposed bylaws, to delete the text at the second last bullet, which reads: “The Committee shall select a representative from the graduate students to serve on the Committee. It is understood that occasionally sensitive matters arise that may require the Committee to meet...”
in camera without a student present,” and to replace that text with the following: “One graduate student representative, elected by and from the graduate students in the School through procedures to be established by those graduate students, shall serve on the Committee.”

The motion, as amended by the four amendments recorded above, was called, and the motion carried.

14. OTHER BUSINESS

There was no other business.

19 October 2015

Logan Atkinson
University Secretary & General Counsel
Secretary to Senate
The Senate Executive Committee met on 2 November 2015 and agreed to forward the following item to Senate for information.

FOR INFORMATION

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December Meeting of Senate

Although there currently appears to be insufficient agenda to warrant a December meeting, the committee will hold its December meeting date and advise Senate to do likewise. The secretary will advise the Executive Committee within a week of its December meeting whether a meeting is warranted and Senate will be so advised. [Process instituted by the Executive Committee in November 2006.]

2 November 2015

Logan Atkinson
University Secretary & General Counsel
Secretary to the Committee
Senate Graduate & Research Council met on 5 October 2015, 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 new courses, new milestones, course changes, course inactivations for the Faculty of Applied Health Sciences (School of Public Health and Health Systems), the Faculty of Environment (School of Environment, Enterprise and Development; geography; planning) and Renison University College (English for multilingual speakers).

NEW AND CONTINUING MEMBERSHIPS
On behalf of Senate, council approved the membership recommendations for the Human Research Ethics Committee.

SCHOLARSHIPS AND AWARDS
On behalf of Senate, council approved the creation of the Hira and Kamal Ahuja Graduate Engineering Award.

Jim Frank      George Dixon
Associate Provost, Graduate Studies   Vice President, University Research
Senate Undergraduate Council met on 13 October 2015, and on behalf of Senate approved minor changes to academic plans, changes to faculty regulations, new courses, course changes, course inactivations and course reactivations. Council agreed to forward the following items to Senate for approval and for information. Council recommends that these items be included in the consent agenda.

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

FOR APPROVAL

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CHANGES TO ACADEMIC PROGRAMS [effective 1 September 2016]

- **Faculty of Mathematics**  
  Mathematical Economics

  1. **Motion:** To approve amendments to the special major average from 75% to 70% for the Mathematical Economics plan as presented.  
     (note: strikethrough = deleted text, underline = new text)

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<th>Relevant Courses</th>
<th>Minimum required average</th>
<th>Minimum courses for MAV or SMAV</th>
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<td>MAV</td>
<td>All math courses at any level</td>
<td>60%</td>
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<tr>
<td>Economics</td>
<td>SMAV</td>
<td>All ECON courses</td>
<td>75%–70%</td>
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**Rationale:** The special major average is being made consistent with the Arts special major average within the equivalent Faculty of Arts plan.

FOR INFORMATION

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CURRICULAR MODIFICATIONS

Course inactivations were approved for the Faculty of Mathematics (work reports) effective 1 September 2014.

Changes to regulations were approved for the Faculty of Mathematics (mathematics averages regulation) effective 1 September 2016.

New courses were approved for the Faculty of Environment (knowledge integration; social entrepreneurship) effective 1 May 2016.

New courses, courses changes, course inactivations, plan changes and regulation changes were approved for the Faculty of Applied Health Sciences (degree requirements; English language proficiency requirement; gerontology; health studies; kinesiology; re-admission regulations; recreation and leisure studies; School of Public Health and Health Systems), the Faculty of Arts (arts and business; calendar text clarifications; classical...
studies; foundation term; management studies; peace and conflict studies; psychology; specializations in arts; speech communication; sexuality, marriage and family studies; sociology and legal studies; Spanish & Latin American studies; women’s studies), the Faculty of Engineering (biomedical engineering; business, entrepreneurship & technology; chemical engineering; complementary studies electives; dean’s honour list; enterprise co-op; English language proficiency requirement; examinations and promotions; general engineering; nanotechnology engineering; systems design engineering; work reports), the Faculty of Environment (environment and business; environmental studies; examinations, petitions and appeals, and academic standing; geography; geography and aviation; geomatics; international development; knowledge integration; planning; professional development), the Faculty of Mathematics (statistics & actuarial science; calendar text; co-op regulations; combinatorics & optimization; communication skills requirement; computer science; financial analysis and risk management; fine arts; honours fallback provision; joint honours plans; mathematical economics; mathematics; minors for students outside the faculty; work reports), for the joint software engineering program, and for professional development courses effective 1 September 2016.

Course changes was approved for the Faculty of Applied Health Sciences (health studies), the Faculty of Arts (arts and business; economics), the Faculty of Environment (geography) and the Faculty of Mathematics (statistics & actuarial science) effective 2 September 2016.

A new course was approved for the Faculty of Applied Health Sciences (recreation & leisure studies) and the Faculty of Engineering (biomedical engineering) effective 1 January 2017.

Course inactivations were approved for the Faculty of Applied Health Sciences (health studies) effective 1 September 2017, 1 May 2018, 1 January 2020, and 1 May 2020.

Mario Coniglio
Associate Vice-President, Academic
FOR INFORMATION

Recognition and Commendation

Bessma Momani, a professor in the Department of Political Science, was awarded one of five 2015 Trudeau Foundation Fellowships. Addressing issues emerging at the intersection of international economics, finance, and global politics, Professor Momani has published and spoken extensively on topics such as the International Monetary Fund, the World Bank, Middle East politics and political economy, and the global politics of the Arab Spring. She has produced eight authored and co-authored books, published 53 peer-reviewed articles and chapters, and made more than 90 presentations in both academic and policy-oriented settings. In addition to her appointment in Political Science and the Balsillie School of International Affairs, Professor Momani is a senior fellow at Waterloo’s Centre for International Governance Innovation (CIGI). She has also been a non-resident senior fellow at the Brookings Institute in Washington DC, a Fulbright scholar at Georgetown University’s Mortara Researcher Center, and a visiting scholar at the Amman Amman Institute. (News, Political Science, 15 September 2015)

Zhou Wang, a professor of electrical and computer engineering at Waterloo, has won an Engineering Emmy® Award for developing computational models that accurately and consistently predict how people view image and video quality. The Television Academy, based in Los Angeles, California announced the award earlier this month. Professor Wang, along with co-creators Eero Simoncelli, a professor at New York University, Alan Bovik, a professor at the University of Texas at Austin and Hamid Sheikh, a director at Samsung’s Mobile Processor Innovation Lab, will receive the award for outstanding achievement in engineering performance on 28 October 2015, at ceremony held in Los Angeles, California. The Engineering Emmy recognizes the team for its creation of Structural Similarity (SSIM), a mathematical formula and computer algorithm that is now widely used throughout the television industry. Professor Wang was recently named to the Royal Society of Canada’s College of New Scholars, Artists and Scientists, and was also the recipient of an E.W.R Steacie Memorial Fellowship in 2014 – the prestigious award from the Natural Sciences and Engineering Research Council of Canada (NSERC) – for his work in understanding how people view the quality of images and videos. (Daily Bulletin, 14 October 2015)
A. APPOINTMENTS/REAPPOINTMENTS

Adjunct Appointment
Graduate Supervision
HAINES, Jess, Associate Professor, School of Public Health and Health Systems, October 1, 2015 – September 30, 2016.

MARRETT, Lorraine, Professor, School of Public Health and Health Systems, September 1, 2015 – September 30, 2016.

WHITEHEAD, Shawn, Assistant Professor, School of Public Health and Health Systems, October 1, 2015 – July 31, 2017.

Graduate Supervision and Research
GRAHAM, Ryan, Assistant Professor, Department of Kinesiology, September 1, 2015 – June 30, 2019.

Cross Reappointment
MINAKER, Leia, Research Assistant Professor, Propel Centre for Population Health Impact to School of Public Health and Health Systems, November 1, 2015 – August 31, 2016.
UNIVERSITY OF WATERLOO
REPORT OF THE DEAN OF THE FACULTY OF ARTS TO SENATE
November 16, 2015

FOR INFORMATION

A. APPOINTMENTS

Adjunct Appointments – Graduate Supervision
DAVIES, Scott, Professor, Department of Sociology and Legal Studies, August 1, 2015 to July 31, 2018.

Adjunct Reappointments – Instruction
KROEKER, Ronald, Assistant Professor, Department of Classical Studies, September 1, 2015 to December 31, 2015.

MANDEL, Jordan, Lecturer, Faculty of Arts, Stratford Programmes, September 1, 2015 to December 31, 2015.

MCGOWAN, Rosemary, Lecturer, Department of Political Science, September 1, 2015 to April 30, 2016.

Adjunct Reappointments – Miscellaneous (research, consultations, etc.)
ANTONY, Martin, Professor, Department of Psychology, September 1, 2015 to August 31, 2016.

FARVOLDEN, Peter, Assistant Professor, Department of Psychology, September 1, 2015 to August 31, 2016.

MUSZYNSKI, Alicja, Associate Professor, (Associate Professor Emerita), Department of Sociology and Legal Studies, September 1, 2015 to August 31, 2018.

Douglas M. Peers
Dean, Faculty of Arts
A. APPOINTMENTS

Probationary-Term Appointment

BASIR, Nada, Assistant Professor, Conrad Business, Entrepreneurship & Technology Centre, Dean of Engineering Office, October 1, 2015 – June 30, 2019. PhD York University 2015; MSc McGill University 2007; BSc University of Waterloo 2005. Dr. Basir’s research interests are in organizational innovation, entrepreneurship, patent management, knowledge brokers and social innovation. Dr. Basir will teach courses related to social entrepreneurship, strategy and commercialization to both undergraduates and professional masters students. She will also play an important role in deepening the centre’s research activities in entrepreneurship and related fields.

BUTCHER, Cliff, Assistant Professor, Department of Mechanical & Mechatronics Engineering, January 1, 2016 – June 30, 2019. PhD University of New Brunswick 2011; MSc University of New Brunswick 2007; BSc University of New Brunswick 2006. Dr. Butcher’s research interests are in the areas of sheet metal forming, ductile fracture, and materials characterization, with specific application to vehicle weight reduction in the automotive industry. He joins the Solid Mechanics research group in the MME department, and strengthens our research focus area of vehicle light-weighting and crashworthiness.

SIMPSON-PORCO, John, Assistant Professor, Department of Electrical & Computer Engineering April 1, 2016 – June 30, 2019. PhD University of California 2015; BSc Queen’s University 2010. Dr. Simpson-Porco’s expertise encompasses the fields of control systems, power systems, and mechatronics, with a focus on microgrids, which is becoming an important field of research due to the growing use of small renewable energy systems.

Visiting Appointments

ALNAHDI, Amani, Scholar, Department of Chemical Engineering, September 14, 2015 – December 17, 2015.

BERHORST, Steffen, Researcher, Department of Systems Design Engineering, October 1, 2015-January 21, 2016.


JIN, Chun, Researcher, Department of Mechanical & Mechatronics Engineering, October 1, 2015 – March 31, 2016.


PING, Sun, Scholar, Department of Mechanical & Mechatronics Engineering, September 29, 2015 – September 28, 2016.
WANG, Wenyi, Associate Professor, Department of Chemical Engineering, November 1, 2015 – April 30, 2016.

ZHANG, Yilong, Scholar, Department of Electrical & Computer Engineering, October 7, 2015 – October 6, 2016.

Special Appointments

Undergraduate Instruction

CHENNETTE, Victoria, Lecturer, Department of Civil & Environmental Engineering, September 1, 2015 – December 31, 2015.

HALTER, Jason, Lecturer, School of Architecture, September 1, 2015 – December 31, 2015.

HOWCROFT, Jennifer, Lecturer, Department of Systems Design Engineering, September 1, 2015 – December 31, 2015.

KAZEMZADEH, Farnoud, Lecturer, Department of Systems Design Engineering, September 1, 2015 – December 31, 2015.

KEDZIOR, Marcin, Lecturer, School of Architecture, September 1, 2015 – December 31, 2015.

KHOJASTEH, Yaser, Lecturer, Department of Chemical Engineering, September 14, 2015 – December 31, 2015.

KOHAR, Christopher, Lecturer, Department of Mechanical & Mechatronics Engineering, September 1, 2015 – December 31, 2015.

MINOTRA, Dev, Lecturer, Department of Systems Design Engineering, January 1, 2016 – April 30, 2016.

MOLLADAVOODI, Sara, Lecturer, Department of Systems Design Engineering, September 1, 2015 – December 31, 2015.

PEARSON, Christine, Lecturer, School of Architecture, September 1, 2015 – December 31, 2015.

Special Appointments

Graduate Instruction


Special Appointment

Other


Special Reappointments

Undergraduate Instruction

LUCKACHKO, Alex, Lecturer, School of Architecture, September 1, 2015 – December 31, 2015.
MORENO, Carlos, Lecturer, Department of Electrical & Computer Engineering, September 1, 2015 – December 31, 2015.

SCHUMACHER, Christopher, Lecturer, School of Architecture, September 1, 2015 – December 31, 2015.

Special Reappointments
Undergraduate & Graduate Instruction
MARCOPOULOS, Christos, Lecturer, School of Architecture, September 1, 2015 – December 31, 2015.

Special Reappointments
Graduate Supervision
JACKSON, Tim, Lecturer, Conrad Business, Entrepreneurship & Technology Centre, Dean of Engineering, September 1, 2015 – June 30, 2016.

Adjunct Appointments
Graduate Supervision
SIMMS, Ciaran, Associate Professor, Department of Mechanical & Mechatronics Engineering, September 1, 2015 – August 31, 2018.

Adjunct Appointments
Graduate Instruction, Graduate Supervision and Research
MIRAFTAB, Vahid, Associate Professor, Department of Electrical & Computer Engineering, October 1, 2015 - September 30, 2017.

Adjunct Appointments
Graduate Supervision and Research
YE, Siyu, Assistant Professor, Department of Chemical Engineering, September 1, 2015 – August 31, 2018.

Adjunct Appointments
Research
QUINTANA, Victor, Professor, Professor Emeritus, Department of Electrical & Computer Engineering, September 1, 2015 – August 31, 2018.

Adjunct Reappointments
Graduate Supervision
MATOTT, Shawn, Assistant Professor, Department of Civil & Environmental Engineering, October 1, 2015 – September 30, 2017.

Adjunct Reappointments
Other
ENRIGHT, Thomas Edward, Assistant Professor, Department of Chemical Engineering, March 1, 2015 – February 28, 2018.

Cross Appointments

BAJCSY, Michal, Assistant Professor, Department of Electrical & Computer Engineering to Department of Mechanical & Mechatronics Engineering, September 1, 2015 – August 31, 2018.
EMELKO, Monica, Associate Professor, Department of Civil & Environmental Engineering to Department of Systems Design Engineering, September 1, 2015 – August 31, 2018.

NACKE, Lennart, Associate Professor, Drama & Speech Communication, Faculty of Arts, to Department of Systems Design Engineering, September 1, 2015 – August 31, 2018.

Changes in Appointments


B. ADMINISTRATIVE APPOINTMENTS

AZIZ, Hany, Associate Director, Nanotechnology Engineering, Department of Electrical & Computer Engineering, November 1, 2015 – October 31, 2018.

INAL, Kaan, Associate Director of Forming and Structural Crashworthiness Waterloo Centre for Automotive Research (WatCAR), September 1, 2015 – August 31, 2018.

ADMINISTRATIVE REAPPOINTMENTS

ARMITAGE, Howard, Associate Director, Virtual Incubation Project (VIP), Conrad Business, Entrepreneurship & Technology Centre, Dean of Engineering Office, September 1, 2015 – August 31, 2016.


SHEPPARD, Lola, Interim Director, School of Architecture, October 1, 2015 – December 31, 2015.

SPARKES, Douglas, Associate Director, Undergraduate Programs, Conrad Business, Entrepreneurship & Technology Centre, Dean of Engineering Office, September 1, 2015 – August 31, 2016.

C. SABBATICAL LEAVES

For Approval by the Board of Governors

HIPEL, Professor, Department of Systems Design Engineering, January 1, 2016 – December 31, 2016, twelve months at 100% salary.

WEBER, Mark, Associate Professor, Conrad Business, Entrepreneurship & Technology Centre, Dean of Engineering Office, January 1, 2016 – June 30, 2016, six months at 85% salary.

Pearl Sullivan
Dean, Faculty of Engineering
FOR INFORMATION

A. APPOINTMENTS

Probationary Term Re-appointments

BURCH, Sarah, Assistant Professor, Department of Geography and Environmental Management, July 1, 2016 to June 30, 2019: PhD, University of British Columbia, 2009; BSc and BA, University of Calgary, 2004.

MITCHELL, Carrie, Assistant Professor, School of Planning, July 1, 2016 to June 30, 2019: PhD, University of Toronto, 2008; MSc, University of Toronto, 2003; BA, University of Guelph, 2000.

Adjunct Appointments

Graduate Supervision

GARRICK, Dustin, Assistant Professor, Faculty of Environment, October 1 2015 to September 30, 2017.

MURRAY, Daniel, Assistant Professor, School of Planning, August 1 2015 to July 31, 2018.

Graduate Supervision and Research

BRISBOIS, Marie Claire, Assistant Professor, Department of Environment and Resource Studies, October 1, 2015 to December 31, 2018.

MITCHELL, Bruce, Professor, Department of Geography and Environmental Management, November 1, 2015 to October 31, 2018.

Special Appointments

Instruction

JOHNSTON, Paul, Planner-in-Residence/Lecturer, School of Planning, January 1, 2016 to April 30, 2016.

MARTIN, Lori, Lecturer, School of Planning, January 1, 2016 to April 30, 2016.

Cross Appointment

CRAIG, James, Associate Professor, Department of Civil and Environmental Engineering, Faculty of Engineering, to the Department of Geography and Environmental Management, October 1, 2015 to September 30, 2018.

Graduate Student Appointed as Part-Time Lecturer

JASTREMSKI, Kathryn, Department of Environment and Resource Studies, January 1, 2016 to April 30, 2016.

Postdoctoral Fellow Appointed as Part-Time Lecturer

KIRCHHOFF, Denis, Department of Environment and Resource Studies, January 1, 2016 to April 30, 2016.

B. ADMINISTRATIVE APPOINTMENT

STONE, Michael, Interim Associate Dean, Research, Faculty of Environment, January 1, 2016 to December 31, 2016.
ADMINSITRATIVE REAPPOINTMENT
PLAISANCE, Kathryn, Associate Chair, Undergraduate Studies, Department of Knowledge Integration, September 1, 2015 to June 30, 2016.

C. SABBATICAL LEAVES
For Approval by the Board of Governors
MITCHELL, Carrie, Assistant Professor, School of Planning, February 1, 2016 to July 31, 2016, at 100% salary.

Jean Andrey
Dean
A. **APPOINTMENTS** (for approval by the Board of Governors)

**Definite Term - Reappointments**

GESHNIZJANI, Ghazal, Research Assistant Professor, Dept. of Applied Mathematics, September 1, 2015 – August 31, 2018.

PETRICK, Mark, Lecturer, David R. Cheriton School of Computer Science, January 1, 2016 – June 30, 2017.

**Visiting Appointments**

CHEN, Xin (Nanyang Technological University), Assistant Professor, David R. Cheriton School of Computer Science, September 1, 2015 – February 29, 2016.

LEE, Hun Hee (Seoul National University), Professor, Dept. of Pure Mathematics, December 23, 2015 – February 28, 2017.

ZHOU, Xia (Fuyang Teachers College), Scholar, Dept. of Applied Mathematics, November 15, 2015 – August 14, 2016.

**Adjunct Appointments**

**Research**

WONG, Johnny, Professor Emeritus, David R. Cheriton School of Computer Science, January 1, 2016 – December 31, 2018.

**Adjunct Reappointments**

**Research**


KALBFLEISCH, Jack (University of Michigan), Professor, Dept. of Statistics and Actuarial Science, October 1, 2015 – September 30, 2018.

LIN, Sheldon (University of Toronto), Professor, Dept. of Statistics and Actuarial Science, October 1, 2015 – September 30, 2018.


SONG, Peter (University of Michigan), Professor, Dept. of Statistics and Actuarial Science, October 1, 2015 – September 30, 2018.

**Grad Committee**

GAO, Xin (King Abdullah University of Science & Technology), Assistant Professor, David R. Cheriton School of Computer Science, July 1, 2015 – June 30, 2018.
MERCER, Robert (University of Western Ontario), Professor, David R. Cheriton School of Computer Science, July 1, 2015 – June 30, 2018.

Cross Appointments
ELIASMITH, Chris (Professor, Depts. of Philosophy and Systems Design Engineering), in the David R. Cheriton School of Computer Science, July 1, 2015 – June 30, 2018).

GANESH, Vijay (Assistant Professor, Dept. of Electrical and Computer Engineering), in the David R. Cheriton School of Computer Science, October 1, 2015 – June 30, 2018.

Cross Reappointments
BEDI, Sanjeev (Professor, Mechanical & Mechatronics Engineering), in the David R. Cheriton School of Computer Science, July 1, 2015 – June 30, 2018.

FISCHMEISTER, Sebastian (Associate Professor, Dept. of Electrical and Computer Engineering), in the David R. Cheriton School of Computer Science, July 1, 2016 – June 30, 2019.

LaFLAMME, Raymond (Professor, Dept. of Physics and the Institute for Quantum Computing), in the David R. Cheriton School of Computer Science, July 1, 2015 – June 30, 2018.

LUKASZ, Golab (Assistant Professor, Dept. of Management Sciences), in the David R. Cheriton School of Computer Science, October 1, 2015 – June 30, 2018.

MOSCA, Michele (Professor, Dept. of Combinatorics and Optimization), in the David R. Cheriton School of Computer Science, July 1, 2015 – June 30, 2018.

SMUCKER, Mark (Associate Professor, Dept. of Management Sciences), in the David R. Cheriton School of Computer Science, July 1, 2015 – June 30, 2018.

VECHTOMOVA, Olga (Associate Professor, Dept. of Management Sciences), in the David R. Cheriton School of Computer Science, July 1, 2015 – June 30, 2018).

Changes in Appointments
GORBUNOV, Sergey (HBSc, 2011; MSc, 2012, both from the University of Toronto; PhD, Massachusetts Institute of Technology), Assistant Professor (ref. September 2015).
From: July 1, 2016 – June 30, 2019
To: January 1, 2016 – June 30, 2019

Postdoctoral Fellows appointed as Part-time Lecturers

ZHAO, Yongqiang, Dept. of Pure Mathematics, October 1, 2015 – August 31, 2016.
B. ADMINISTRATIVE APPOINTMENTS

C. RETIREMENTS
TAYLOR, David, Professor, David R. Cheriton School of Computer Science, effective December 31, 2015.

WONG, Johnny, Professor, David R. Cheriton School of Computer Science, effective December 31, 2015.

Stephen M. Watt
Dean
For information:

A. **APPOINTMENTS**

*Adjunct Appointments*

*Graduate Supervision*

JOHNSON, Clark M., Professor, Department of Earth and Environmental Sciences, January 1, 2015 to December 31, 2017. (Please note these dates are correct, we just received the paperwork back.)

PASSEPORT, Elodie, Assistant Professor, Department of Earth and Environmental Sciences, October 1, 2015 to September 30, 2018.

*Graduate Supervision and Research*

METLITSKI, Max, Assistant Professor, Department of Physics and Astronomy, September 1, 2015 to August 31, 2020.

*Graduate Supervision and Other*

GILBERT, Janice, Assistant Professor, Department of Biology, September 16, 2015 to September 15, 2018.

MARTYNIUK, Christopher J., Associate Professor, Department of Biology, September 22, 2015 to September 21, 2018.

*Undergraduate Instruction*

DELUCO, Carla, Clinical Lecturer, School of Pharmacy, September 1, 2015 to August 31, 2016.

de VILLIERS, Peet, Clinical Lecturer, School of Pharmacy, September 1, 2015 to August 31, 2016.

WENTZELL, Jason, Clinical Lecturer, School of Pharmacy, September 1, 2015 to August 31, 2016.

*Adjunct Reappointments*

*Graduate Supervision*

HUBER, Ann L., Professor, Department of Earth and Environmental Sciences, October 1, 2015 to September 30, 2018.

LEE, Edgar D., Professor, Department of Chemistry, September 1, 2015 to August 31, 2018.

PARKIN, Gary W., Professor, Department of Earth and Environmental Sciences, September 1, 2015 to August 31, 2018.
PEHME, Peeter, Assistant Professor, Department of Earth and Environmental Sciences, October 1, 2015 to September 30, 2018.

Cross Appointment

ABUKHDEIR, Nasser Mohieddin, Assistant Professor, Department of Chemical Engineering cross appointed to Department of Physics and Astronomy, September 1, 2015 to August 31, 2018.

POPE, Mike, Assistant Professor, Department of Chemical Engineering cross appointed to Department of Chemistry, September 1, 2015 to August 31, 2018.

Cross Reappointments

AUCOIN, Marc, Associate Professor, Department of Chemical Engineering cross appointed to Department of Chemistry, September 1, 2015 to August 31, 2018.

LI, Yuning, Associate Professor, Department of Chemical Engineering cross appointed to Department of Chemistry, September 1, 2015 to August 31, 2018.

PENLIDIS, Alexander, Professor, Department of Chemical Engineering cross appointed to Department of Chemistry, September 1, 2015 to August 31, 2018.

REN, Carolyn, Professor, Department of Mechanical and Mechatronics Engineering cross appointed to Department of Chemistry, September 1, 2015 to August 31, 2018.

TAM, Michael, Professor, Department of Chemical Engineering cross appointed to Department of Chemistry, September 1, 2015 to August 31, 2018.

Special Appointments

Undergraduate Instruction

Research Associate appointed as Part-time Lecturer

LIU, Ying, Lecturer, Department of Physics and Astronomy, January 1, 2016 to April 30, 2016.

Special Reappointments

Undergraduate Instruction

HANNA, W.J. Brad, Lecturer, School of Optometry and Vision Science, September 1, 2015 to December 31, 2015.

JOHNSON, Ron, Lecturer, School of Optometry and Vision Science, September 1, 2015 to December 31, 2015.

KIRBY, Gordon M., Lecturer, School of Optometry and Vision Science, September 1, 2015 to December 31, 2015.

Staff reappointed as Part-time Lecturer

DINH, Tan N., Lecturer, Faculty of Science, September 1, 2015 to December 31, 2015.
Research Associate reappointed as Part-time Lecturer

LYNCH, Michael, Lecturer, Department of Biology, January 1, 2016 to April 30, 2016.

VARIKOOTY, Jalaiah, Lecturer, School of Optometry and Vision Science, September 1, 2015 to December 31, 2015.

B. ADMINISTRATIVE REAPPOINTMENTS

DUNCKER, Bernard, Associate Dean, Research, Faculty of Science, January 1, 2016 to December 31, 2018.

GORECKI, Tadeusz, Associate Dean, Co-op, Faculty of Science, September 1, 2015 to August 31, 2016.

MOFFATT, Barbara, Associate Dean, Student Relations, Faculty of Science, September 1, 2015 to August 31, 2018.

SPAFFORD, Marlee, Associate Dean, Undergraduate Studies, Faculty of Science, April 1, 2016 to March 31, 2019.

FOR APPROVAL BY THE BOARD OF GOVERNORS

C. SABBATICAL

SANDERSON, Joseph, Associate Professor, Department of Physics and Astronomy, January 1, 2016 to June 30, 2016, 100% salary arrangements.

R.P. Lemieux
Dean
FOR APPROVAL

FALL TERM BREAK – IMPLICATIONS FOR SPRING TERM EXAMS

Motion: Senate requests that the Registrar’s Office (RO) investigate and report back to Senate on the achievability of scheduling Spring term exams by April each year, starting in 2016.

Rationale: An exam schedule released early for the Spring term is a clear work-life balance benefit to University of Waterloo students, faculty and staff trying to plan vacation time in August.

The RO pledge (as part of the Fall Break initiative) to try and pre-slot instructors who teach in both Spring and Fall terms seems unlikely to be helpful for all campus stakeholders – it is for instructors only, and if most Spring and Fall instructors request early exams, it will not be feasible for RO to accommodate the majority of requests.

Achievability refers to investigating how it could/should be done if the University decided to do it (much like the directions given to the Fall Break Task Force).

/ees

Bryan Tolson
Faculty-at-Large Representative
(Engineering)
FOR INFORMATION

Proposals Reviewed: September 2014 to August 2015 (September 2013 to August 2014 in parentheses)
UARC reviewed a total of 85 (70) proposals for regular faculty appointments. Of these [34 (29) females, 51 (41) males], 11 (6) were for tenured, 49 (45) were for probationary, and 25 (19) were for definite-term appointments. More detail is provided in the table contained within this report. For comparison purposes, the total number of proposals reviewed in recent years was: 58 (2009-10), 79 (2010-11), 87 (2011-12), 68 (2012-2013) and 70 (2013 – 2014).

Length of the Review Process
Appointment proposals from academic units and faculties generally were very good, and department chairs/school directors have been very helpful in providing any additional information requested. Advance notice of proposals continues to be important to ensure speedy turnaround. Policy 76 specifies five working days for the review process. During the past year, UARC members were able to complete most reviews within five working days unless there was some missing information and discussions with the chair/director or dean were required.

Administration
The Summary of Recruiting Efforts for UW Faculty Positions form which chairs/directors are required to complete can be found at: https://uwaterloo.ca/secretariat-general-counsel/committees-and-councils/university-appointments-review-committee

UARC Members, September 2014 to August 2015
Stephen Prentice (AHS), Rhona Hanning (AHS), Doreen Fraser (ARTS), Andrew Faulkner (ARTS), Gerry Schneider (ENG), Catherine Rosenberg (ENG), Dawn Parker (ENV), Johanna Wandel (ENV), Kenneth Davidson (MATH), Kevin Lamb (MATH), Tadeusz Gorecki (SCI), Brian Dixon (SCI), Flora Ng (ENG)(Chair).
### SUMMARY OF PROPOSALS FOR REGULAR FACULTY APPOINTMENTS
of duration two years or more
REVIEWED BY UARC
September 2014 to August 2015

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Files</th>
<th>Nationality</th>
<th>Gender</th>
<th>Appointment Type</th>
<th>Professorial Rank</th>
<th>Offers</th>
<th>Accepted</th>
<th>Declined</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cdn</td>
<td>Perm</td>
<td>Res.</td>
<td>Foreign</td>
<td>Tenured Probationary Definite Term</td>
<td>Lect. Assist. Prof. Assoc. Prof. Prof.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>M</td>
<td></td>
<td></td>
<td>F M F M F M F M</td>
<td>F M F M F M F M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHS</td>
<td>9</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTS</td>
<td>16</td>
<td>10</td>
<td>2</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG</td>
<td>26</td>
<td>21</td>
<td>1</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>ENV</td>
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<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td>23</td>
<td>9</td>
<td>1</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCIENCE</td>
<td>6</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>85</td>
<td>53</td>
<td>6</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Of the 63 who accepted offers 24 were female, 39 were male. Of the 20 who declined offers, 9 were female, 11 were male.

9 November 2015

Flora Ng
Chair, UARC
Senate Graduate & Research Council will meet on 9 November 2015 and Senate Undergraduate Council will meet on 10 November 2015, and those bodies will consider a proposal for the academic calendar dates for recommendation to Senate. Contingent upon the recommendation of both bodies, this item is forwarded to Senate for approval. Both bodies recommend this item be included in the regular agenda.

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

FOR APPROVAL

► Office of the Registrar
Calendar Dates

1. **Motion:** To approve the 2016-17 calendar dates and the guidelines for determining academic calendar of dates as presented in Attachment #1.

   **Rationale:** The dates lay out major academic milestones throughout the year and are required to provide guidance to units throughout the campus community to conduct academic planning within their respective areas. Amendments to sections 2 and 6 and new sections 17 and 18 in the guidelines reflect the three-year pilot Fall Study Break starting in 2016.

   George Dixon
   Vice-President, University Research
   /mg
   
   Jim Frank
   Associate Provost, Graduate Studies
   
   Mario Coniglio
   Associate Vice-President, Academic
### Academic Calendar Dates, 2016-2017

<table>
<thead>
<tr>
<th></th>
<th>Fall 2016</th>
<th>Winter 2017</th>
<th>Spring 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-operative Work Term Begins *</td>
<td>Aug. 29 (M)</td>
<td>Jan. 2 (M)</td>
<td>May 1 (M)</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Sept. 8 (R)</td>
<td>Jan. 3 (T)</td>
<td>May 1 (M)</td>
</tr>
<tr>
<td>Holidays</td>
<td>Monday, October 10</td>
<td>Monday, February 20</td>
<td>Monday, May 22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Friday, April 14</td>
<td>Monday, July 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monday, August 7</td>
</tr>
<tr>
<td>Study Days</td>
<td>Oct. 11, 12 (T, W)</td>
<td>Feb. 20-24 (M-F)</td>
<td>N/A</td>
</tr>
<tr>
<td>Convocation</td>
<td>Oct. 21, 22 (F,S)</td>
<td>N/A</td>
<td>June 13-17 (T-S)</td>
</tr>
<tr>
<td>Classes End</td>
<td>Dec. 5 (M)</td>
<td>Apr. 3 (M)</td>
<td>July 25 (T)</td>
</tr>
<tr>
<td>Make-up Day(s) for interim holidays and Study Days</td>
<td>Oct. 13 (R) &amp; 14 (F)</td>
<td>N.A.</td>
<td>May 23 (T)</td>
</tr>
<tr>
<td></td>
<td>Note: Tuesday, Wednesday schedule used to balance days</td>
<td>Note: Monday schedule used to balance days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dec. 5 (M) for Thanksgiving</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Examination Study Days</td>
<td>Dec. 6, 7 (T,W)</td>
<td>Apr. 4-6 (T-R)</td>
<td>July 26-27 (W,R)</td>
</tr>
<tr>
<td>On-Campus Examinations Begin</td>
<td>Dec. 8 (R)</td>
<td>Apr. 7 (F)</td>
<td>July 28 (F)</td>
</tr>
<tr>
<td>Online Class Examination Days</td>
<td>Dec. 9, 10 (F, S)</td>
<td>Apr. 7, 8 (F,S)</td>
<td>July 28, 29 (F,S)</td>
</tr>
<tr>
<td>On-Campus Examinations End</td>
<td>Dec. 22 (R)</td>
<td>Apr. 25 (T)</td>
<td>Aug. 11 (F)</td>
</tr>
<tr>
<td>Co-operative Work Term Ends *</td>
<td>Dec. 16 (F)</td>
<td>April 28 (F)</td>
<td>Aug. 25 (F)</td>
</tr>
<tr>
<td>Teaching days</td>
<td>60</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>Pre-examination study days</td>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Examination days</td>
<td>13</td>
<td>14</td>
<td>11</td>
</tr>
</tbody>
</table>

The following symbols and abbreviations are used throughout this table:
- (M) Monday, (T) Tuesday, (W) Wednesday, (R) Thursday, (F) Friday, (S) Saturday, (U) Sunday
- N/A – Not Applicable

Red arrow denotes change from material originally distributed to Senate
Guidelines for Determining Academic Calendar of Dates

The following are principles and guidelines either formally agreed upon by Senate or adopted as common practice in determining the dates for the academic year.

1. That the practice of setting dates for each academic year continues to be an annual exercise.

2. That there be no fewer than 14 examination days in the Fall and Winter Terms, and 11 examination days in the Spring Term.

3. That there be no fewer than two pre-examination study days (excluding Saturday, Sunday and holidays) between the end of classes and the beginning of examinations and the university will attempt to schedule more study days when possible (including Saturday, Sunday and holidays). A clear rationale for using Saturday, Sunday and holidays as pre-examination study days must be communicated to Senate at the time calendar dates are approved.

4. That there be no fewer than 60 teaching days in a term. A clear rationale for fewer than 60 teaching days must be communicated to Senate at the time calendar dates are approved.

5. That attention be given to balancing the number of meets in courses. Where an imbalance may occur because of holidays (e.g., 11 Fridays and 13 Mondays), the last day of classes may use the class schedule for a different day or Study Days, classes may use the class schedule for a different day in order to balance the number of meets across all courses.

6. That Fall Term classes in September begin on the Monday following the Labour Day Holiday, Thursday following the Labour Day Holiday as per the requirements of the three-year Fall Break pilot starting in Fall 2016.

7. That in the Fall Term no examinations be scheduled beyond December 22.

8. That the start date for Winter Term be January 3 when that date falls on a Monday, Tuesday or Wednesday. Otherwise the start date is the first Monday following January 3. In the event of Monday, January 3 being a declared holiday the term would begin January 4.

9. That the 5-day Winter Reading Week occurs in all Faculties and must begin on the third Monday in February in keeping with an informal agreement with Wilfrid Laurier University and University of Guelph.

10. The start date for Spring Term is normally May 1, 2 or 3 when these dates fall on a Monday, Tuesday, or Wednesday. Otherwise the start date is the first Monday following May 3.
11. In calculating teaching days in a term, Saturdays, Sundays and statutory or University holidays are excluded. An exception may be made to have a make-up class on Saturday in the Fall term when there is a late Labour Day.

12. In calculating examination days, Saturdays which fall within the period are included, whereas Sundays and statutory or university holidays are excluded. One exception to the above, approved by Undergraduate Operations Committee is that normally examinations will not be scheduled on the Saturday which follows Good Friday or the Saturday of the Civic Day weekend when that day falls within the examination schedule.

13. Grades due dates for on-campus courses are normally scheduled seven days from the date of the final examination. Grades for courses without a scheduled final examination are normally due 14 days after the start of examinations. Grades for Distance Education courses are due on the last date of the grades submission period.

14. That Fall Convocation be the Friday and Saturday that fall in the third full week of October.

15. That Spring Convocation be the Tuesday to Saturday in the second full week in June.

16. That Online Class Examination Days in each term be the first Friday and Saturday after the exam period starts.

17. Co-op work terms are expected to be 16 weeks in duration. Actual start and end dates may vary depending on employer or student requirements in consultation with CECA.

18. That there be a two-day Fall Study Break following Thanksgiving Monday by starting classes on Thursday of Orientation week. This is a three-year pilot starting in Fall 2016.

Prepared by:
R.A. Darling, Registrar
November 16, 2015 (replaces September 9, 2014)
Senate Graduate & Research Council met on 5 October 2015, and agreed to forward the following item to Senate for approval. This item is 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

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CHANGES TO ACADEMIC PLANS

St. Jerome’s University
Master of Catholic Thought

1. **Motion:** To approve plan changes and the addition of a full-time option to the Master of Catholic Thought plan as presented in Attachment 1 and effective 1 May 2016.

**Rationale:** The addition of a full-time track of study responds directly to the recommendations of the 2011 external review, and fills the demand for a master-level theology program that is deliverable to a wider geographic audience. Plan changes also respond to the external review recommendations and align with the overall long-term direction being taken for the plan.

 sağlamakGeorge Dixon
Vice-President, University Research

Jim Frank
Associate Provost, Graduate Studies
Major Modification

Program: Master of Catholic Thought

Degree Designation:

Type of Modification:
Addition of a full-time option
Changes to program requirements

Approved at (please note date of approval at previous levels):
St. Jerome’s University Senate Council approved the modifications on June 18, 2015

Effective Date: Spring 2016

Description of Proposed Change:
• The Master of Catholic Thought program will have two tracks: full-time and part-time.
• It will have one point of entry: CT 603 Foundations of Theology course (Spring term).
• Program requirements:
  5 required courses [this requirement remains the same];
  2 elective courses [instead of 5];
  CT 606 major research paper now includes an integrative seminar.

Rationale for Proposed Change:
The external review of the MCT program in 2011 was very positive about the academic strength of the program. However, it also raised questions about the total number of courses required, strongly encouraged the implementation of a full-time track, and recommended a clearer institutional commitment of faculty resources.

The inclusion of a full-time track responds directly to the recommendations of the external reviewers. It also responds to the need for a master’s-level theology program that is deliverable to a wider geographic audience. Furthermore, decisions being made at other institutions (e.g., shifting resources from master’s theology programs to doctoral programs) means that there is an increasing need for a program like ours which responds directly to potential students wishing to develop their understanding of Catholic theology.
St. Jerome’s University
Master of Catholic Thought

Degree Requirements

Course Requirements
Students will be required to complete a set of five (5) core courses that provide them with a broad understanding of key aspects of the Roman Catholic tradition—scripture, history, theology, ethics and spirituality. As well, students will complete five (5) elective courses and a master's-level research paper or project with an integrative seminar.

Core Courses
Students will be required to complete the following set of five (5) core courses:
- CT 601: The Books of the Church
- CT 602: The History of Catholicism
- CT 603: Foundations of Theology
- CT 604: Catholic Moral Life and Thought
- CT 605: The Prayer Life of the Church: Spirituality and Liturgy

Elective Courses
The following is a list of possible elective courses that will be available:
- CT 610: Catholic Sacramental Life
- CT 611: Catholic Perspectives on Ecology
- CT 612: Special Topics in Catholic Theology
- CT 613: The Catholic Imagination in Art and Literature
- CT 614: Catholicism and Education
- CT 615: Catholic Social Ethics
- CT 616: Gender Ethics in Roman Catholicism
- CT 617: Contemporary Bioethics: Issues of Life and Death
- CT 618: The Catholic Church in Canada

Other Elective Courses
Students in this MCT program may also choose electives from appropriate graduate-level theology courses offered at another University or University College, such as Conrad Grebel University College. The maximum number of courses that can be taken from another University is three two.

Students must obtain a minimum overall average of B or 75 in all courses.

Research Paper or Project Requirements (CT 606)
Students are expected to complete a master's-level research paper, 35-50 pages [8750-12,500 words] or complete a discipline or profession-related research project and participate in an on-campus Integrative Seminar. The nature of the research project will be determined in consultation with the Director of the program.

The paper/project will be evaluated by two faculty members: the supervisor and one other faculty member who teaches in the core of the program.
A conversation focusing on the research paper or project shall normally take place between the student, the supervising faculty member, the second reader, and the Graduate Program Director (or designate). This provides the student with an opportunity to present and discuss the research undertaken in the paper or project.

The research paper will be the basis of a seminar presentation to peers and faculty.

Students must obtain a minimum grade of B or 75 for the paper or project.

*Non-Credit Academic Integrity Workshop*
All students will be required to complete a non-credit Academic Integrity Workshop for graduate students offered by uWaterloo within their first eight weeks of study. Once completed, this workshop will be shown on each student’s academic record.

*Modes of Delivery*
To meet the needs of part-time and full-time students, the modes of delivery of the courses will vary. For example:

(i) courses can be taught during regular semesters but offered in the evening, e.g. one evening per week for 12 weeks, 3 hours per evening.

(ii) courses can be taught in a two-week intensive period, 4 hours per day, 5 days per week.

Check Course Registration and Schedule for information on upcoming courses.

As well, because the program is meeting the needs of a wide geographical area, courses will be taught off-site when feasible.

Check Course Registration and Schedule for information on upcoming courses.

*Residency is required for CT 603 and for the concluding Integrative Seminar.*

*Completion of the Program*
The five electives in this program can be taken in any order provided that any course prerequisites have been met. It is expected that at least one elective, and typically more, will be offered every term.

Upon completion of CT 603, the other courses in this program can be taken in any order provided that any course prerequisites have been met. It is expected that at least one elective will be offered every term.

Normally, the research paper/project will be started only when the coursework is completed.

Students wishing to take two courses every term can complete their coursework requirement in six consecutive terms. Students wishing to take one course every term...
can complete their course work requirement in ten consecutive terms. Given the students that are expected to take this MCT program, interruptions due to professional or personal commitments are anticipated.

Typically, students should be able to complete their course requirements in four years, five years when allowing for significant interruption. The research paper/project is expected to take one year to complete. Hence, there is every reason to believe that students can complete all of their degree requirements in a maximum of seven years.

Students may proceed through the program either in full-time status or part-time status. A full-time student will complete the program in two years. A part-time student would normally complete the program in five years.
Senate Undergraduate Council met on 13 October 2015, and considered proposals for new academic plans, changes to academic plans, and academic regulations. Council agreed to forward the following items to Senate for approval. Council recommends these items be included in the regular agenda.

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

FOR APPROVAL

NEW ACADEMIC PLANS [effective 1 September 2016]

◆ Faculty of Applied Health Sciences
  Kinesiology

1. **Motion:** To approve a rehabilitation sciences minor as presented.

The Rehabilitation Sciences Minor is open to University of Waterloo students who wish to obtain some specialization in Rehabilitation Sciences.

The Honours Kinesiology program is well suited to prepare students for future study/practice in a wide variety of health professions (e.g. Physical Therapy, Chiropractics, Occupational Therapy, Athletic Therapy, Clinical Kinesiology). Although the kinesiology core includes several Rehabilitation Science courses, the Rehabilitation Sciences Minor is designed to provide additional elective courses in Rehabilitation Sciences to prepare students for success in post degree study/practice in the health professions.

**Degree Requirements**

1. Students must be in an honours or three- or four-year general program at the University of Waterloo.
2. Normally, a maximum of 2.5 units (5 courses) obtained on a Letter of Permission Form or in transfer credit may be applied toward fulfillment of the Rehabilitation Sciences Minor course requirements. These courses must be equivalent to courses listed in the course requirements (including any prerequisites) as assessed by the department offering the replaced course.
3. Successful completion of 5.0 units from the following requirements:

**Legend**

* KIN 431, KIN 432, KIN 433, KIN 472 must be on Rehabilitation Sciences topics approved in advance by the course supervisor and Associate Chair Undergraduate Studies.

**Required Courses (2.5 units):**

- KIN 340
- KIN 407
- KIN 415
- KIN 422
- KIN 471

**Electives (2.5 units):**
Select 5 courses from the following list:

- KIN 242
- KIN 301
- KIN 356
• KIN 357
• KIN 404
• KIN 405
• KIN 416
• KIN 418
• KIN 427
• KIN 428
• KIN 429
• KIN 431*
• KIN 432*
• KIN 433* or KIN 472*
• KIN 446
• KIN 456
• KIN 457
• KIN 458
• KIN 491
• KIN 492A and KIN 492B
• HLTH 421
• ENGL 109 or ENGL 140R or ENGL 210E, ENGL 210F, ENGL 210H

Note: Admission requirements vary greatly among professional schools (e.g., physiotherapy, chiropractic, occupational therapy etc.). It is therefore imperative that students consult professional schools directly when choosing courses.

Rationale: The minor is designed for students who have specialized interests/career plans in rehabilitation sciences (e.g. physical therapy, chiropractics, occupational therapy, athletic therapy, clinical kinesiology), and will prepare them to be highly-competitive and successful in these areas upon graduation.

Faculty of Engineering
Chemical Engineering

2. Motion: To approve new specializations in 1) energy and environmental systems and processes, 2) materials and manufacturing processes, and 3) chemical process modelling, optimization and control as presented.

Options and, Minors and Specializations

A number of Faculty or University Designated Options available to Engineering students Options, Specializations and Electives for Engineering Students are listed and described elsewhere in this Engineering section. Students who satisfy the option requirements (usually seven or eight courses) will have the appropriate designation shown on their transcript.

Minors are sequences of courses, usually totalling eight to ten, which are arranged in conjunction with another department outside of Engineering, such as Economics, Biology, Psychology, etc. and lead to an appropriately designated degree. Approval from both Chemical Engineering and the other department is required.

Usually students must take extra courses to complete a Minor or a Designated Option. Students in Chemical Engineering are most frequently interested in the Management Sciences Option, the
Environmental Engineering Option, the Biomechanics Option, the Statistics Option and the Water Resources Option.

The Faculty of Engineering recognizes three designated specializations within the BASc degree in Chemical Engineering: Specialization in Energy and Environmental Systems and Processes, Specialization in Materials and Manufacturing Processes, and Specialization in Chemical Process Modelling, Optimization and Control. These specializations are described in more detail below. Students interested in pursuing one of these specializations must take four required technical elective courses from the corresponding list of approved technical electives (List 1, List 2 or List 3). An average of at least 60% in the four specialization courses and a grade of at least 50% in each of the four courses is required. Students who satisfy the requirements for Faculty Options, Specializations and Electives for Engineering Students will have the appropriate designation shown on their diploma and transcript.

1. The Specialization in Energy and Environmental Systems and Processes (List 1) provides students with an opportunity to examine in-depth systems and processes related to energy sources, conversion and management or the assessment and control of impacts to the environment resulting from industrial activity, depending on the exact combination of courses selected. Students interested in the design of energy or pollution control systems may be particularly interested in this specialization.

2. The Specialization in Materials and Manufacturing Processes (List 2) provides students with an opportunity to examine in-depth the properties and the methods of production and processing of a broad spectrum of technologically relevant materials, including polymers, metals, alloys, ceramics, composites, as well as materials of biological origin finding application in the medical, pharmaceutical, and food industries. Focus on a specific class of materials depends on the exact combination of courses selected. Students interested in the production or processing of engineering materials may be particularly interested in this specialization.

3. The Specialization in Chemical Process Modelling, Optimization and Control (List 3) provides students with an opportunity to examine in-depth mathematical and computational approaches underpinning the simulation, optimization and control of processes related to the production of energy and materials. Students interested in process simulation and/or optimization, in addition to control of chemical processes, may be particularly interested in this specialization.

**Rationale:** The option takes advantages of existing expertise from both units to provide a unique educational opportunity for interested students.

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**Faculty of Mathematics**

**Computer Science / Mathematics**

3. **Motion:** To approve a computational fine arts option for Bachelor of Computer Science and Bachelor of Mathematics (Computer Science) students as presented.

This option is available for the Bachelor of Computer Science (BCS) and Bachelor of Mathematics (BMath) (Computer Science) plans. The Computational Fine Art Option gives Computer Science students an opportunity to develop creativity and critical thinking, ultimately applying their computer science skills to create works of art. These works might, for example, explore new ways to visualize high dimensional data, develop non-photorealistic rendering, or simply create new computer-mediated experiences. The option provides a basic foundation in art studio practice, art history, and art theory to prepare students for focused studio courses combining computers and art. The option culminates in a specially designed studio course (CS/FINE 383) taken together with Fine Arts students who have a foundation in computer programming. The course requirements are the same as for the BCS or BMath with the following additional requirements:
All of
CS 349 User Interfaces
CS 488 Introduction to Computer Graphics
CS/FINE 383 Computational Digital Art Studio
FINE 100 Studio Fundamentals
FINE/VCULT 101 Art History and Visual Culture
FINE/GBDA 229 Hybrid Digital Media
FINE 257 Video, New Media, and the Digital Turn

**Rationale:** The option takes advantage of existing expertise from both units to provide a unique educational opportunity for interested students.

4. **Motion:** To approve a human-computer interaction option for Bachelor of Computer Science and Bachelor of Mathematics (Computer Science) students as presented.

Human-Computer Interaction (HCI) is concerned with the study of how people interact with computers and computational systems, as well as the design and implementation of such systems. The HCI option is available for the Bachelor of Computer Science (BCS) and Bachelor of Mathematics (BMath) (Computer Science) plans. The course requirements are the same as for the BCS or BMath with the following additional requirements:

All of
CS 349 User Interfaces
CS 449 Human-Computer Interaction
CS 492 The Social Implications of Computing

Two of
CS 445/ECE 451 Software Requirements Specification and Analysis
CS 446/ECE 452 Software Design and Architectures
CS 447/ECE 453 Software Testing, Quality Assurance and Maintenance
CS 454 Distributed Systems
CS 458 Computer Security and Privacy
CS 484 Computational Vision
CS 485 Machine Learning: Statistical and Computational Foundation
CS 488 Introduction to Computer Graphics

Two of
ENGL 108D Digital Lives
ENGL 293 Introduction to Digital Media Studies
ENGL 295 Social Media
FINE 150 Appreciation and Expression
FINE 257 Video, New Media & the Digital Turn
INTEG 251 Creative Thinking
KIN 320 Task Analysis
PSYCH 207 Cognitive Processes
PSYCH 261 Physiological Psychology
STAT 332 Sampling and Experimental Design
STAT 430 Experimental Design

**Rationale:** Computer science already offers a combination of courses that together provide a solid foundation in the area of human computer interaction. This option recognizes this combination, packaging it with a selection of appropriate courses from other disciplines.
CHANGE TO ACADEMIC PLAN [effective 1 September 2016]

Faculty of Applied Health Sciences
Kinesiology

5. Motion: To amend the title and degree requirements of the ergonomics specialization as presented.

Ergonomics Specialization  Ergonomics and Injury Prevention Minor

Injuries occur in the workplace every day. While this is a sad commentary on the quality of worker safety, it presents outstanding challenges to ergonomists/kinesiologists. The Department of Kinesiology at the University of Waterloo presents the only undergraduate Ergonomics Specialization in Canada. The Ergonomics Specialization is a unique opportunity to prepare those interested in making a contribution to the well-being of others. Kinesiologists are concerned with the assessment and prescription of solutions to problems in the workplace that involve issues such as human-machine interaction, matching skill level with job demands, employee wellness, circadian rhythm, workplace boredom, fatigue, and design of equipment in the interests of maximizing productivity and minimizing the risk of injury.

The co-operative system of study rewards students with deeper insight into solving workplace problems. The Department of Kinesiology has been the leader in producing graduates who secure high paying jobs due to their co-op job experience and comprehensive course work. The course requirements have been selected to provide students with a thorough background in the biophysical and behavioural sciences of human motion and related measurement and problem-solving skills. Admission and graduation requirements are listed below.

The Ergonomics and Injury Prevention Minor is open to University of Waterloo students who wish to obtain some specialization in Ergonomics and Injury Prevention.

The Honours Kinesiology program has been a leader in preparing students for future study/practice in Ergonomics and Injury Prevention. Kinesiologists are concerned with the assessment and prescription of solutions to problems in the workplace that involve issues such as human-machine interaction, matching skill level with job demands, employee wellness, circadian rhythm, workplace boredom, fatigue, and design of equipment in the interests of maximizing productivity and minimizing the risk of injury. The kinesiology core includes several courses in Ergonomics and Injury Prevention; the course requirements for the Ergonomics and Injury Prevention Minor have been selected to provide students with a thorough background in the biophysical and behavioural sciences of human motion and related measurement and problem-solving skill directly relevant for further study/certification/practice in Ergonomics and Injury Prevention.

1. Normally, co-op kinesiology students will apply at the end of Year One for admittance for the fall term of Year Two. Application materials will be available from the Ergonomics Specialization advisor during the winter term. Approximately ten students per year will be selected, dependent upon the number of co-op jobs available.

2. Normally at least three of the last four work terms, including work term reports, must be ergonomics related.

3. Students must complete 20.0 units.

4. The cumulative averages required are the same as for Honours Kinesiology. Refer to Faculty of Applied Health Sciences, Academic Standing.

Degree Requirements

1. Students must be in an honours or three- or four-year general program at the University of Waterloo.
2. Normally, a maximum of 2.5 units (5 courses) obtained on a Letter of Permission Form or in transfer credit may be applied toward fulfillment of the Ergonomics and Injury Prevention Option course requirements. These courses must be equivalent to courses listed in the course requirements (including any prerequisites) as assessed by the department offering the replaced course.

Successful completion of 5.0 units from the following requirements:

Legend
* KIN 431, KIN 432, KIN 470E must be on ergonomics topics approved in advance by the Ergonomics Specialization advisor.
** Additionally, students should note that taking the following courses – as free electives – would be beneficial if they ultimately want to proceed to professional certification with the Canadian College for the Certification of Professional Ergonomists: KIN 356, KIN 403, HLTH 340, HLTH 350, SYDE 542, HRM 200, STV 202, STV 302

Legend
* KIN 431, KIN 432, KIN 433, KIN 472 must be on Ergonomics and Injury Prevention topics approved in advance by the course supervisor and Associate Chair Undergraduate Studies.

Option Courses (20.0 units)
1. Required Life Sciences courses (5.0 units):
   KIN 100, KIN 100L (.25), KIN 101 (.25), KIN 105, KIN 121, KIN 205, KIN 217, KIN 221, KIN 346, BIOL 130, BIOL 273
2. Required Social and Behavioural Sciences courses (2.5 units):
   KIN 155, KIN 250, KIN 354, PSYCH 101, SOC 101
3. Required Physical and Technical Sciences courses (2.5 units):
   KIN 222, KIN 330, MATH 124 or MATH 127, PHYS 111, CHEM 120
4. Required Ergonomics courses (6.0 units):
   KIN 104, KIN 320, KIN 340, KIN 420, KIN 427, KIN 428, KIN 431*, KIN 432*, KIN 470E*, SYDE 348, SYDE 543, MSCI 211
5. Free elective courses: 4.0 units**

Required Courses (2.5 units):
- KIN 221
- KIN 320
- KIN 420
- KIN 428
- HRM 200

Electives (2.5 units):
Select 5 courses from the following list:
- KIN 340
- KIN 356
- KIN 403
- KIN 427
- KIN 431*
- KIN 432*
- KIN 433* or KIN 472*
- KIN 451
- HLTH 340
- HLTH 350
- SYDE 162
- SYDE 348
- SYDE 542
• SYDE 543
• STV 202
• STV 302
• MSCI 211

Note:
1. Students should note that taking as many electives from the list above as possible would be beneficial if they ultimately want to proceed to professional certification with the Canadian College for the Certification of Professional Ergonomists.

Rationale: Changing the plan name and course requirements allow the department to achieve better consistency across minors and provide greater clarity for academic planning.

6. Motion: To amend the human nutrition minor as presented.
(strikethrough = deleted text; bold = new text)

Human Nutrition Minor

The Human Nutrition Minor examines the effects of diet and food on health and disease in human individuals and at the population level. **Fundamental and applied knowledge in Human Nutrition is deemed crucial for a variety of health professions.** The study of nutrition includes investigations of cellular metabolism and physiological responses to nutrients, the impact of diet on chronic disease risk, and examinations of food choices in populations. As such, the study of nutrition is multidisciplinary, but at the core requires a fundamental understanding of biochemistry and physiology. **The Kinesiology core includes Physiology, Biochemistry and Nutrition courses and** the minor is designed to provide these fundamentals followed by the application of the basic concepts of nutrition to various aspects of health and disease.

The Human Nutrition Minor is open to University of Waterloo students who wish to obtain some specialization in nutrition.

Legend
* Transfer course equivalency, topic of independent study, research projects and seminar essay courses must be approved in advance by the Human Nutrition Minor academic advisor, course supervisor and Associate Chair Undergraduate Studies.

Degree Requirements
1. Students must be in an honours or three- or four-year general program at the University of Waterloo.
2. An overall minimum average of 67% is required for courses presented for the minor.
3. Normally, a maximum of 2.5 units (5 courses) obtained on a Letter of Permission Form or in transfer credit may be applied toward fulfillment of the Human Nutrition Minor course requirements. These courses must be equivalent to courses listed in the course requirements (including any prerequisites) as assessed by the department offering the replaced course.
4. Successful completion of 5.0 units from the following requirements:
   • Required courses (2.5 units):
     o BIOL 273
     o BIOL 373
     o KIN 342
     o KIN 343
     o HLTH 346/KIN 346
- KIN 217 or CHEM 233 or CHEM 237
  - KIN 446
- Electives (2.5 units):
  Select five courses from the following list:
  - BIOL 241
  - BIOL 345
  - HLTH 355
  - HLTH 360
  - HLTH 407/KIN 407
  - HLTH 421
  - HLTH 449
  - HLTH 471
  - KIN 307
  - KIN 342
  - KIN 343
  - KIN 404
  - KIN 405
  - KIN 408
  - KIN 429
  - KIN 431 Research Proposal (Nutrition)*
  - KIN 432 Research Project (Nutrition)* or HLTH 432B Honours Thesis (B) (Nutrition)*
  - KIN 433 Senior Essay (Nutrition)* or KIN 472 Directed Study in Special Topics (Nutrition)* or HLTH 472 Independent Study (Nutrition)* or HLTH 473 Contemporary Issues in Health (Nutrition)*
  - KIN 470 Seminar in Kinesiology (Nutrition)*
  - KIN 471 Contemporary Issues in Kinesiology (Nutrition)* or MU353 Inclusive Arts for Children (1.0 unit) (see Laurier calendar) is accepted as a University of Waterloo recreation elective.

Rationale: Changing the minor plan course requirements achieves better consistency across minors and provides greater clarity for academic planning while preserving the ability for non-kinesiology students to complete the minor.

Faculty of Applied Health Sciences
Recreation and Leisure Studies

7. Motion: To amend the degree requirements for general recreation and leisure studies as presented. (strike through = deleted text; bold = new text)

The four-year General Recreation and Leisure Studies degree is offered through the regular system of study only.

Recreation courses (minimum of 9.0 10.0 units):
Required Recreation courses (3.5 6.0 units): REC 100, REC 101, REC 205, REC 105, REC 107, REC 120, REC 220, REC 201, REC 270, REC 356, REC 371, REC 373, REC 405 and REC 420. one 400 level REC course.

Recreation elective courses (minimum of 5.5 4.0 units):
Each student must complete additional recreation electives to meet the required minimum of 9.0 10.0 recreation units.

- Note that MU353 Inclusive Arts for Children (1.0 unit) (see Laurier calendar) is accepted as a University of Waterloo recreation elective.
All cross-listed courses with REC are counted as recreation electives and are included in the major average.

Courses outside the Department of Recreation and Leisure Studies (maximum of 11.0 units):
Required courses (1.0 unit):
PSYCH 101
SOC 101

Restricted elective courses (2.0 units):
Select one course from four of the following eight subject categories. You must complete a total of four courses from the following twelve subject categories. To fulfill this requirement, you may only choose one course per subject category.
(Note – for calendar, bold “four” and “one course per subject category”)
- An English course
  - An English writing course (one of ENGL 109, ENGL 129R, ENGL 140R, or any ENGL 210 course) is strongly recommended.
- A Fine or Performing Arts course
  - DRAMA, FINE, MUSIC
- A Humanities course
  - CLAS, EASIA, HIST, HUMSC, JS, MEDVL, NATST, PACS, PHIL, REES, RS, SPCOM, VCULT WS
- A Social Science course other than Psychology or Sociology
  - ANTH, ECON, LS, PACS, PSCI, SDS, SMF, SOCWK, STV, WS
- A Language course from the Faculty of Arts (other than English or EMLS)
- A Psychology course (other than PSYCH 101/101R)
- A Sociology course (other than SOC 101/101R)
- A course from the Faculty of Applied Health Sciences (other than REC)
  - AHS, GERON, HLTH, KIN
- A course from the Faculty of Environment
  - ENBUS, ENVS, ERS, GEOG, INDEV, INTEG, PLAN
- A course offered by the School of Computer Science
- A course offered by the Faculty of Mathematics
  - ACTSC, AMATH, CO, COMM, MATBUS, MATH, MTHEL, PMATH, STAT
- A course offered by the Faculty of Science
  - BIOL, CHEM, EARTH, MNS, PHYS, SCI

Note: The course subjects listed may not be comprehensive. For a complete list, or approval of a specific course subject, please see an academic advisor or the department website.

- Free elective courses: 8.0 units

Total number of units to complete degree is 20.0.

Rationale: As a result of the department’s recent augmented review and the recommendations made in that process, the department has increased the number of core units in order to ensure the necessary breadth and depth of knowledge and create consistency across programs.

Faculty of Applied Health Sciences
School of Public Health and Health Systems

8. Motion: To amend the degree requirements for the bachelor of public health plan as presented.
The Honours Bachelor of Public Health Promotion will be of interest to students concerned with the determinants of health, including those who value social justice and those with interests in how economic, cultural, social, political, ecological, biological, and geographic factors affect impact upon individual and population health. Graduates of the program will be practitioners of public health promotion with a breadth of understanding across the full spectrum of public health promotion activities and domains, including epidemiology, education, health communication and social marketing, health policy, and health systems. mediation, and advocacy.

Students may apply for admission directly into Honours Bachelor of Public Health, regular or co-operative system of study.

Legend
* Must be approved by the School of Public Health and Health Systems associate director, undergraduate studies.

In order to receive the Honours Bachelor of Public Health degree the student must successfully complete 20.0 units of which at least 10.0 total units are at or above 200-level and including the following requirements:

1. Required Health Studies courses (13.0 7.5 units):

2. Engagement Seminar (0.5 unit): Restricted Health seminar courses
   One of: HLT448, HLT451, HLT452, HLT473*, HLT173 or HLT273

3. Methods / Application Cluster (1.0 units):
   Two of: HLT303, HLT344, HLT433, HLT435, STAT 316

4. Core Content Clusters (minimum 0.5 unit per cluster; total 2.0 units):
   i. One of: HLT401, HLT410, HLT412, or HLT373*/ HLT473* with an approved topic in Health Systems and Policy
   ii. One of: HLT301, HLT304, HLT305, HLT352, HLT448, or HLT373*/ HLT473* with an approved topic in Social Behavioural Sciences
   iii. One of HLT350, HLT442, HLT443, or HLT373*/ HLT473* with an approved topic in Population Health
   iv. One additional course from lists i-iii

5. Capstone (0.5 units)
   One of: HLT481, HLT472*, HLT432A/B or any 4th year seminar (cannot double count)

6. Required Applied Health Science course (0.5 units):
   AHS 150

7. Required courses from other departments (0.5 units):
   PSYCH 101

8. Restricted elective courses (2-5 1.5 units):
   One of: ENGL 109 or ENGL 140R (recommended for Year One) or any ENGL 210 (recommended for Year Two)
   One of Philosophy Restricted Elective, List A: PHIL 110B, PHIL 118J, PHIL 215, PHIL 218J,
PHIL 219J, PHIL 220, PHIL 221, PHIL 224, PHIL 226, PHIL 227, PHIL 319J, PHIL 324, PHIL 328, PHIL 418J, PHIL 451J
One of Philosophy Restricted Elective, List B: PHIL 110A, PHIL 145, PHIL 202, PHIL 204J, PHIL 208, PHIL 210J, PHIL 216, PHIL 245, PHIL 255, PHIL 258, PHIL 306J, PHIL 350
One of: SPCOM 432, PACS 313
One of: ANTH, ECON, PSCI, PSYCH, SDS, SOC
Language, Communication, or Environment course
One of: CLAS, ENGL, HIST, MEDVL, PHIL, RS

9. Free elective courses: 3-5 6 units

Rationale: In response to the recommendations made by the external reviewers for the school’s augmented review and in response to the recommendations of current students, this amendment reduces the number of required courses in the program through a process of consolidation and inactivation. New courses that are introduced reflect changing foci in the field of public health.

9. Motion: To amend the degree requirements for the bachelor of science, health studies plan as presented.

In the Health Studies academic plan, the knowledge from several traditional disciplines is combined and focused on the study of health and prevention of disease. Courses provide students with an understanding of (a) the biological and social determinants of health and causes of disease, the nature of diseases, (b) their causes, (c) behavioural factors that contribute to disease, and (d) ways in which health behaviour can be changed.

The curriculum has four core areas:

1 Health sciences – the scientific knowledge and principles pertinent to personal and community health. Specific subject areas include
   a. introduction to health sciences
   b. fundamentals of population and public health
   c. determinants and distribution of disease (pathobiology, epidemiology),
   d. environmental and occupational health,
   e. nutrition, and others.
2 Social and Behavioural sciences – introduction to psychology, social factors that affect health, determinants of health behaviour, and health behaviour modification.
3 Biological Life sciences – the basic principles of biology, kinesiology, physiology, and biochemistry.
4 Evaluation and research – the principles of statistics and research design aimed at developing sufficient competencies to enable students to evaluate, and interpret, and apply the findings of health-related research.

Students may apply for admission directly into Honours Health Studies, regular or co-operative system of study.

Legend
* Must be approved by the School of Public Health and Health Systems associate director, undergraduate studies.
In order to receive the Honours Bachelor of Science, Health Studies degree the student must successfully complete 20.0 units of which at least 10.0 total units are at or above 200-level and including the following requirements:

1. **Required Health Studies courses (9.0 6.5 units):**
   HLTH 101, HLTH 102, HLTH 107, HLTH 201, HLTH 202, HLTH 204, HLTH 210, HLTH 220, HLTH 230, HLTH 245, HLTH 260, HLTH 280, HLTH 320, HLTH 333, HLTH 340, HLTH 341, HLTH 344, HLTH 346, HLTH 370, HLTH 360, HLTH 410, HLTH 435

2. **Engagement Seminar (0.5 units)**
   One of: HLTH 173 or HLTH 273

3. **Methods / Application Cluster (1.0 units):**
   Two of: HLTH 303, HLTH 344, HLTH 433, HLTH 435, STAT 316

4. **Core Content Clusters (3.0 units):**
   i. One of: HLTH 401, HLTH 410, HLTH 412, or HLTH 373*/ HLTH 473* with an approved topic in *Health Systems and Policy*
   ii. One of: HLTH 301, HLTH 304, HLTH 305, HLTH 352, HLTH 448, or HLTH 373*/ HLTH 473* with an approved topic in *Social Behavioural Sciences*
   iii. One of HLTH 350, HLTH 355, HLTH 442, HLTH 443, or HLTH 373*/ HLTH 473* with an approved topic in *Population Health*
   iv. Three of: HLTH 310, HLTH 340, HLTH 341, HLTH 407, HLTH 421, HLTH 461, HLTH 471 or HLTH 373*/ HLTH 472*/ HLTH 473* with an approved topic in *BioHealth*

5. **Required Kinesiology courses (0.5 units):**
   KIN 217

5 **Required courses from other departments (4.0 3.5 units):**
   BIOL 130/BIOL 130L, BIOL 239, BIOL 273
   CHEM 120/CHEM 120L
   KIN 217
   STAT 316
   PSYCH 101
   SOC 404

6 **Restricted elective courses (4.5 0.5 units):**
   One of: ENGL 109 or ENGL 140R (recommended for Year One) or any ENGL 210 (recommended for Year Two)
   One of: PHIL 110B, PHIL 145, PHIL 215, PHIL 216, PHIL 218J, PHIL 219J, PHIL 220, PHIL 224, PHIL 226, PHIL 319J
   One of: BIOL 240, BIOL 301 or KIN 100, BIOL 211, BIOL 241, BIOL 303, BIOL 308, BIOL 309, BIOL 331, BIOL 354, BIOL 355, BIOL 373, BIOL 441, BIOL 455, BIOL 472, HLTH 350, HLTH 407, HLTH 421, HLTH 461, HLTH 471, HLTH 472*, HLTH 473*, KIN 404, KIN 472*

7 **Free elective courses: 5.5 5.0 units**
Rationale: These amendments work to consolidate the offerings of the school while also ensuring that students take courses deemed by the school to be essential according to the curriculum core areas that define the program.

CHANGES TO ACADEMIC REGULATIONS

10. Motion: To approve the Academic Regulations Related to Assignments, Tests and Final Exams as presented in Attachment 1.

Rationale: This new section of the undergraduate calendar will likely be placed following the “Admissions” section in the calendar and is broadly intended to provide transparency to instructors, students and proctors regarding expectations and conduct for graded course elements while also clarifying expectations and procedures. Similar content existed within the calendar in the past and the core content of these regulations have to date resided within non-calendar resources; the content is now being reintroduced to provide substantial policy guidance for easy reference on these issues in a central location.

Mario Coniglio
Associate Vice-President, Academic
Academic Regulations Related to Assignments, Tests and Final Exams

The following regulations are intended to provide transparency to instructors, students and proctors regarding expectations and conduct for graded course elements. These regulations support academic integrity by clarifying expectations and procedures. Assignments refer to assessments that are intended to provide opportunities for students to implement or apply concepts, skills and/or judgments taught in a course over an extended period of time usually outside of class meeting times. Tests are assessments of knowledge, skills and/or judgment in a controlled environment; examinations are tests that are scheduled during the University’s final examination period.

The Formal Lecture Period

Each term, the formal period during which lectures take place is defined in the Calendar of Events and Academic Deadlines published in the undergraduate calendar. The normal teaching day at the University of Waterloo extends from 8:30 am to 10:00 pm. Student assignments and tests – assessments of knowledge, skills and/or judgment – may be scheduled by instructors throughout the formal lecture period except that major term tests may not be held in the last five teaching days of this period. Major term tests are those which account for more than twenty-five percent of the final course grade. Exceptions must be approved in advance by the instructor's Department Chair and the Associate Dean (Undergraduate) of the Faculty concerned.

Note: Senate approval has been given to the Faculty of Science to hold final examinations during the latter part of the Formal Lecture Period in laboratory courses which may require laboratory facilities.

The Final Examination Period

Final examinations are scheduled during a period of days following the formal lecture period, defined by the Calendar of Events and Academic Deadlines. Final examinations normally cover all or a substantial portion of the course material. Students require sufficient opportunity to prepare for the final assessment of their courses. Normally the Final Examination Period is reserved for preparation and sitting for the final.

Courses with final exams may not have other course assignments due during the final examination period. Courses without a final exam may have an assignment equivalent in scope and value to a final exam due during the final examination period. No assignments are to be due during the period between the end of lectures and the beginning of examinations.

Instructors are expected to be available for reasonable consultation (office hours, online discussion boards, etc.) with students from the end of lectures until the time of their final examinations. When instructors cannot be available at the times they set, they will delegate this responsibility to an appropriate substitute.

Study Days

Study days are designated periods to act as a pause for students in an academic term, to reflect upon and catch up on their term’s work to date and, as necessary, prepare for any upcoming assignments and assessments. The dates are published in the Calendar of Events and Academic Deadlines.
Examples of study days include the reading week during the winter term, as well as the days in each term between the Formal Lecture Period and beginning of the Final Examination Period.

Except where classes are rescheduled as the result of a campus-wide emergency closure, no classes are to be held during study days. With the exception of the English Language Proficiency Examination, instructors are not permitted to administer, and students are not required to sit for examinations, tests, or lectures during study days.

Guidelines on Tests during the Formal Lecture Period

Instructors are encouraged to hold tests during the regularly scheduled class times for their courses. If instructors hold a test outside of the normal course meeting times that creates a legitimate conflict for students, the regularly scheduled event takes precedence, and the instructors must provide an alternative, mutually agreeable time for the student to write the test.

The date and time of tests must be included on the course outline. This time and date cannot be subsequently changed unless there is an extreme circumstance and unanimous consent from the class.

Material included on a test should be introduced sufficiently in advance of the test date to allow students reasonable time to seek clarification or greater understanding of concepts. Normally, this period will be a minimum of two working days.

Instructors are encouraged to avoid requiring students to sit for tests during the time when co-operative work-term employment interviews are scheduled. Whenever possible, students are encouraged to avoid scheduling co-operative work-term employment interviews that conflict with tests. Attendance at co-operative work-term employment interviews is not considered to be a valid reason to miss a test.

Students shall not be required to sit for a test during the Formal Lecture Period that is held outside the time period 8:30 am to 10:00 pm, Monday through Friday, inclusive. Instructors who choose to schedule a test outside that time period must provide suitable alternative time arrangements within the Monday to Friday time period for any students who request an alternate time.

In instances where students have adjacent tests or when students have more than two tests in a given day, these students should request accommodation from instructors within one week of the notification that caused the conflict. Guidance on when accommodation may be granted and potential options for accommodation are provided below.

Rules for Test Conduct

Only students enrolled in a course are eligible to sit for a test; writing a test when not enrolled is a violation of test regulations, unless prior instructor approval has been obtained.

Students must present their University of Waterloo Student ID card at all tests. If students do not have this card, the instructor or proctor may accept another form of photo identification. If ID acceptable to the instructor or proctor is not provided, candidates must complete an Interim Identification Form (IIF) and sign each test booklet and/or answer card.
Only those items authorized for use in the test are to be on the examination desk. Bags, purses, knapsacks and cases are to be closed and placed with any hats or caps under the desk or in a location directed by the instructor or proctor. Wireless or electronic devices that are capable of receiving, sending and/or storing course-related information must be turned off and placed outside the reach of students.

There shall be no extension of time for students who are allowed to sit for tests after arriving late.

Students may, with the permission of the instructor or proctor, leave the examination room briefly, only if accompanied by an assigned proctor. During a test, it is a violation of test regulations to take electronic devices, capable of receiving, sending and/or storing information, in and/or out of the test room.

At ten minutes before the conclusion of the test period, the instructor or proctor shall announce the time remaining (for tests longer than 50 minutes, one additional time announcement may be helpful). Candidates may not leave their seats in the test room after this time, until all papers have been collected.

At the conclusion of the test, all candidates shall cease writing and proctors shall collect the test materials. Failure to cease writing at this time is considered a violation of test regulations.

If candidates provide or obtain assistance from another candidate, or have unauthorized aids during tests, such individuals will be liable to disciplinary action.

If an instructor, proctor, or presiding officer – a designated person responsible for overseeing the test – has reasonable grounds to believe that a violation of academic regulations has occurred, that person shall collect all of the evidence available and has the authority regarding students to:

- remove anything on the desk not authorized for use in the test and keep it until those students have completed and handed in the test materials, as required.
- look into knapsacks, bags, purses, pencil cases, etc; remove any "evidence" (this to be done in the presence of students and another proctor); and return the knapsack, bag, purse, pencil case, etc., to under the desk.
  Note: if students require a copy of such evidence, a copy is to be provided with the original to be retained by the presiding officer or proctor.
- require students to move to a seat where the presiding officer or proctor can more easily monitor them.
- ask students to adduce "evidence" where the presiding officer or proctor believes that students have hidden it on their person.
  Note: if students refuse, under no circumstances should the alleged offenders be touched.
- remove answer book(s) and replace them with new ones.

In all cases, students are to be allowed to finish writing the test. As soon as possible following the conclusion of the test, the presiding officer or proctor is expected to: make a note of the time and details (e.g., refusal to cooperate); explain to alleged offenders that the status of their paper is in question; identify the paper and set it aside; inform the course instructor of the circumstances, and turn
over all of the evidence available. In the event that the instructor is not available, the presiding officer or proctor will inform the student’s appropriate Associate Dean.

Additional Rules for Final Examinations

Once a final examination has begun, all candidates must remain for the first hour. Candidates who arrive more than one hour late for an examination may be barred from writing the examination if students have already completed the examination and left the examination room. The decision to allow candidates to write the examination is at the discretion of the proctor. If candidates are allowed to write the examination, the proctor shall mark the time of entry clearly on all of the answer booklets.

Students are prohibited from consuming food and drinks (with the exception of water in a clear bottle with no label) during their final examinations. Students can make arrangements for a short nutrition break supervised by a proctor outside the exam venue during the final exam.

If a single short break will not be sufficient because a student is medically required to consume food or drinks regularly during a final exam, they must register for this accommodation with AccessAbility Services and must submit appropriate documentation from a recognized professional at least three weeks before the start of the final examination period.

Students who become ill during the writing of an examination and are unable to continue should ensure before leaving the site of the examination that the proctor in charge is notified of the situation. In addition, students must notify their course instructor and supply the medical documentation specified above within 48 hours after the partially completed examination.

If students complete an examination, even though they are ill, the grade obtained in the course will normally stand. Students may seek exception to academic regulations on the grounds of illness. These requests must be accompanied by appropriate and timely documentation. The department or Faculty of these students may take the illness into consideration, and possibly alter academic standing, but the grade will not normally be altered.

Accommodations

From time to time students will encounter extenuating circumstances such as significant illnesses, ongoing medical conditions or religious observations that prevent them from meeting academic obligations. The University is committed to assisting students who experience these events.

Students who are unable to meet assignment due dates or write a test must provide documentation verifying the events that have precluded them from meeting their academic deadlines. When illness is the cause of a missed deadline, students should seek medical treatment and provide confirmation of the illness to the instructor(s) within 48 hours by submitting a completed University of Waterloo Verification of Illness Form to support requests for accommodation due to illness. Students in Centre for Extended Learning (CEL) courses must submit their confirmation of the illness to the CEL.

The University of Waterloo Verification of Illness Form is normally the only acceptable medical documentation. Students who consult their physician or use the services of an off-campus walk-in clinic
must provide this form to the attending physician for completion; notes and forms created by the physician or clinic are normally not acceptable. Although not compelled to do so, instructors may accept medical documentation that contains the same information specified on the University of Waterloo Verification of Illness Form. Health Services charges a fee for completing the University of Waterloo Verification of Illness Form that is not covered by OHIP/UHIP. Fees for this service or those levied by off-campus practitioners are the student’s responsibility.

False claims of illness and/or the submission of false supporting documentation of extenuating circumstances constitute an academic offence that will result in disciplinary action under Policy 71.

Adjustment of due dates or deferrals of term tests or final examinations are not automatic upon the presentation of suitable medical verification. Instructors will use this documentation among all information available to them when determining whether accommodation is warranted.

When instructors elect to provide an accommodation, the options available to students vary based on the nature of the extenuating circumstances they are facing, and on the kind of evaluation mechanism they are unable to complete on time.

For in-term assignments, instructors may use their discretion and allow an extension. If the instructor does not grant an extension and an element is missed, it is recommended that the weight of the missed element – an assignment, a laboratory report, or other evaluation mechanism – be transferred to similar types of elements due later in the term. If this option is not available, the weight of the missed assignment may be transferred to a test or the final examination.

If students are granted an accommodation for a test, the weighting of the missed test is added to the final examination weighting or spread over the remaining tests. Term tests are normally not deferred.

If students are granted an accommodation to postpone a final examination, they shall write the exam the next time the course is taught or during the next term the student is on campus, whichever is sooner. The examination may be written earlier than the specified period if students and their instructors mutually agree upon a date and time or if a final grade is required for continued enrolment. The Undergraduate Officer from the offering academic unit should be informed as to the dates and times when deferred final examinations are to be written. If the course instructor of the deferred examination is not available to set and mark the examination as well as grade the course overall, the department/school will arrange for these activities to be carried out.

Elective arrangements (such as travel plans) are not considered acceptable grounds for granting an accommodation.

The University acknowledges that, due to the pluralistic nature of the University community, some students may seek accommodations on religious grounds. Accordingly, students must consult with their instructor(s) within one week of the announcement of the due date for which accommodation is being sought. Failure to provide a timely request will decrease the likelihood of providing an accommodation.
Any unresolved disputes between instructors and students regarding the legitimacy of extenuating circumstances or the suitability of accommodations will be decided by the appropriate Associate Dean(s). When in doubt, students should approach the Associate Dean from their home Faculty. In such cases, any regularly scheduled University academic activity will be given precedence in the resolution of a conflict with a test or examination in another course. For students in courses taught at the University Colleges where there is no associate dean, the Dean exercises these responsibilities.

Accommodations Due to Final Examination Schedule Conflicts
Senate has determined that the University will strive to schedule final examinations conflict free and with:

a. No student having two examinations in a row
b. No student writing in the last period on one day and the first period the next day;

Where this cannot be accomplished for a particular student, the University shall ensure relief by making alternative scheduling arrangements for that student. Students can elect to accept examination combinations that violate these constraints. In doing so, they understand that petitions or appeals based on a violation of the above conflicts will not be granted.

If students have an examination conflict with a Laurier final exam (two examinations at the same day/time) that has been detected during the examination scheduling process, the department/instructor will be notified by the Registrar’s Office and asked to contact the individual students to discuss alternative examination arrangements to be determined by the department/instructor.

If students have an examination conflict (two examinations at the same day/time) that was not detected during the examination scheduling process, they must complete the Final Examination Timetable Conflict Form from the Registrar’s Office web site. The Registrar’s Office will confirm the conflict, then notify the department/instructor so that they can contact the individual students to discuss alternative examination arrangements to be determined by the department/instructor.

Student Access to Final Examination Papers
For many courses, final examinations are a major component of student assessment and often contribute substantially to the final grade awarded. In addition, final examinations may serve an important educational purpose in indicating to students what, and how well, they have learned in the course. Course instructors may choose to use a final examination for one or both of these objectives.

Students may request an informal review of a final examination (both the questions and the examination responses) up to one year from the date that the examination was written or until the date indicated in the course outline.

If students wish to challenge their mark on the Final Examination, the request must be made within one month of notification of the mark. Policy 70 dictates the challenge process.
FOR INFORMATION

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Funding Notices:
PI Kyung Soo Choi (IQC/Physics & Astronomy) received $506,760 from KIST (Korea Institute of Science & Technology) for project “Towards hybrid quantum networks: Functional quantum memories and efficient photon pair sources”.

Waterloo received 7 of 20 NSERC Strategic Partnership Grants for a 35% success rate, total over 3 years $3.9M.

Major tri-agency competitions:
- SSHRC Insight Grants: 43 were submitted (lower number than usual, average has been 60 over the past few years)
- NSERC Discovery Grants: 148 submitted
- NSERC CREATEs: 2 full applications submitted lead by Waterloo, with Waterloo faculty as co-applicants on 10 others lead by other institutions
- NSERC Strategic Networks proceeding to full applications: 1 from Waterloo, 2 others with Waterloo applicants
- CIHR Foundation: 12 Stage 1 applications submitted

CRC Submissions October 2015
- 7 submitted, 4 Tier 2’s ($100,000/5 years = $500,000); 3 Tier 1’s ($200,000/7 years = $1,400,000) for a total of $6,200,000

JELF (John R. Evans Leaders Fund) stand-alone submissions October 2015
- 6 submitted, total CFI request of $565,023

Maclean’s 2016 Overall Comprehensive Rankings
- Ranked No. 1 in Social Sciences and Humanities Grants
- New for 2016 – Ranked No. 1 in Citations
- Ranked Most Innovative University

Reminder: Next “Research Talks” scheduled for 11 November 2015 at 12:00 pm in DC 1302; “Roads of the future: environmentally-friendly and resilient pavement”, Susan Tighe, founding Principal and Director of the Centre for Pavement and Transportation Technology (CPATT) and the Norman W. McLeod Professor in Sustainable Pavement Engineering.

D. George Dixon
Vice-President, University Research