University of Waterloo
SENATE
Minutes of the Monday 16 November 2015 Meeting


Guests: Stephen Amirikah, Matthew Bondy, Aldo Caputo, Jana Carson, Rocco Fondacaro, Stéphane Hamade, Bob Hicks, Heather Keller, Jennifer Kieffer, Derek Madge, Nick Manning, Ron McCarville, Flora Ng, Chris Read, Ellen Réthoré, Daniela Seskar-Hencic, Allan Starr, Brandon Sweet, Mat Thijssen, Marilyn Thompson

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


*regrets

Organization of Meeting: Feridun Hamdullahpur, chair of Senate, took the chair, and Logan Atkinson, secretary of Senate, acted as secretary. Atkinson advised that due notice of the meeting had been given, a quorum was present, and the meeting was properly constituted. Hamdullahpur welcomed senators to the first meeting of Senate in the university’s new board and senate meeting room. He also welcomed the chair of the Board of Governors, William Watson, and acting dean of engineering, Wayne Parker, to the meeting.

OPEN SESSION

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

Consent Agenda
Senate heard a motion to approve or receive for information the items on the consent agenda.

Porreca and Busch.

2. MINUTES OF THE 19 OCTOBER 2015 MEETING
Senate approved the minutes of the meeting.

3. REPORTS FROM COMMITTEES AND COUNCILS
Executive Committee. Senate received the report for information.

Graduate & Research Council. Senate received the report for information.
Undergraduate Council
- Faculty of Mathematics, Mathematical Economics. Senate approved amendments to the special major average from 75% to 70% as presented in the report.

Senate received the remaining items in the report for information.

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

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

6. COMMITTEE AND COUNCIL APPOINTMENTS/REAPPOINTMENTS [report at senators’ places]
Senate approved the following appointments:

- Distinguished Teacher Award Committee:
  - Tiffany Bradley (BA ’00), alumni representative, term to 31 December 2016
  - Firas Mansour (physics and astronomy), faculty representative, term to 31 December 2017
  - Sepehr Mohaddes (mechanical and mechatronics engineering) and Chris Pugh (physics and astronomy), graduate representatives, terms to 31 December 2016
  - Natasha Crasto (political science), Sean Harrap (computer science), and Bailey Jacobs (environment and resource studies) undergraduate representatives, terms to 31 December 2016

- Amit and Meena Chakma Awards for Exceptional Teaching by a Student Committee:
  - Rohan Jayasundera (physics and astronomy), faculty representative, term to 31 December 2016
  - Savio D’Silva (electrical and computer engineering) and Charis Enns (global governance), graduate representatives, terms to 31 December 2016
  - Akriti Agrawal (pharmacy), Niru Gidla (chemistry) and Junghee Seo (biomedical sciences), undergraduate representatives, terms to 31 December 2016

Typographical errors were corrected in the report of Undergraduate Council related to the “Curricular Modifications” section of the report. The first sentence of that section of the report is modified to read: “Course inactivations were approved for the Faculty of Mathematics (work reports) effective 1 September 2014.” The second sentence of that section of the report is modified to read: “Changes to regulations were approved for the Faculty of Mathematics (mathematics averages regulation) effective 1 September 2016.”

The question was called, and the motion carried.

Regular Agenda

7. BUSINESS ARISING FROM THE MINUTES
   a. Degrees, Diplomas and Certificates Award at 23-24 October 2015 Convocation.
      Hamdullahapur confirmed that no changes had been made to the list approved at Senate in October 2015.

   b. Fall Term Break – Implications for Spring Term Exams
      Motion: Senate heard a motion to request that the Registrar’s Office investigate and report back to Senate on the achievability of scheduling Spring term exams by April each year, starting in 2016.
Tolson and Wray.

Senate considered why the motion was limited to the scheduling of spring term exams, and is not applicable to exam scheduling for other terms. It was explained that the inquiry could be made for spring term exams and then extended to other terms if appropriate. It was pointed out that the challenge of teaching in back-to-back terms could be more acute at other times. However, the motion was motivated in part at least by the introduction of the fall term break.

Senate heard a motion to amend the principal motion to widen its applicability to examination scheduling for all terms.

Richter and Koo.

Senate was reminded that the principal relevant issue with the new fall term break is the scheduling of vacations at the end of August, prior to the start of the fall term. The observation was made that it is difficult to put together an exam schedule prior to the date on which all students have been identified. The registrar confirmed the commitment to investigate this more fully and bring back the results of that investigation to Senate, and pointed out that there is only one other university in Ontario preparing the exam schedule in the way that the motion proposes.

Students are looking for more flexibility in their scheduling, and an early exam schedule would introduce additional flexibility.

The question was called on the motion to amend, and it was defeated.

The question was called on the principal motion, and it carried.

8. RESEARCH PRESENTATION

DR. HEATHER KELLER, SCHLEGEL RESEARCH CHAIR ON NUTRITION & AGING

Dixon introduced Dr. Heather Keller, Schlegel Research Chair on Nutrition & Aging.

As a nutritional epidemiologist and dietitian, Dr. Keller conducts research and translates this knowledge to support the food and fluid intake and nutritional care of older adults. Vulnerable older adults who are frail or who have dementia are a special focus.

Her presentation, “Food, Glorious Food”, introduced the new research kitchen at the RIA/Village at University Gates, located on the north campus of the university. She explained why novel food products and technologies are required to meet the health and quality of life needs of older adults. She also presented key areas of work that will be the initial focus of this unique research space, and why this research space is so important.

Slides used in the presentation may be seen at: https://uwaterloo.ca/secretariat-general-counsel/sites/ca.secretariat-general-counsel/files/uploads/files/item_8_food_glorious_food.pptx

9. REPORTS FROM COMMITTEES AND COUNCILS

University Appointments Review Committee.

Flora Ng, chair of the committee, presented the committee’s report on faculty hiring during the last cycle. She expressed special thanks to Associate University Secretary & Senior Legal Counsel Sian Williams, and to Legal Assistant & Tribunal and Committee Clerk Terri Rau, both of the Secretariat & Office of General Counsel, for assistance in the work of the committee and in preparing the report.
She also expressed thanks to chairs and deans in supporting the work of the committee, and to faculty members serving on the committee and their diligence in their work.

Slides used in the presentation may be seen at: https://uwaterloo.ca/secretariat-general-counsel/sites/ca.secretariat-general-counsel/files/uploads/files/item_9a_uarc_report_to_senate_nov_16_2015.pptx

In response to a question, Ng confirmed that the final graph is combined for all positions. UARC does keep track of gender balance in different appointment categories. There is a higher percentage of female appointments in lecturer positions than in other categories. Further data on this question is to be brought forward to an early Senate meeting.

**Joint Report – Graduate & Research and Undergraduate Councils.**

**Motion:** Senate heard a motion to approve the 2016-17 calendar dates and the guidelines for determining academic calendar of dates as presented in that version of the report distributed to Senate on 13 November 2015.

The dates in the report 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.

It was noted that this matter is brought to Senate in the regular agenda for the first time this year. The matter was delayed slightly to allow for the debate on the fall term break. It was also noted that both Senate Undergraduate Council and Senate Graduate & Research Council had approved the calendar dates in a new procedure for this year.

Darling and Coniglio. Carried.

**Graduate & Research Council.**

**Motion:** Senate heard a 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.

Frank and Kline.

It was observed that the addition of a full-time option would prove attractive to potential students from across Canada. Six faculty members teach in the program.

The question was called, and the motion carried.

**Undergraduate Council.**

- **Faculty of Applied Health Sciences, Kinesiology**
  Senate heard a motion to approve a rehabilitation sciences minor as presented in the report.

  Coniglio and Rush. Carried.

- **Faculty of Engineering, Chemical Engineering**
  Senate heard a 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 in the report.

  Coniglio and Parker. Carried.
• **Faculty of Mathematics, Computer Science/Mathematics [Combined motions 3 and 4]**
  Senate heard a consolidated motion to approve a computational fine arts option for Bachelor of Computer Science and Bachelor of Mathematics (Computer Science) students as presented in the report, and to approve a human-computer interaction option for Bachelor of Computer Science and Bachelor of Mathematics (Computer Science) students as presented in the report.

  Coniglio and Richter. Carried.

• **Faculty of Applied Health Sciences, Kinesiology [Combined motions 5 and 6]**
  Senate heard a motion to amend the title and degree requirements of the ergonomics specialization as presented in the report.

  Senate heard a motion to amend the human nutrition minor as presented in the report.

  Coniglio and Rush. Carried.

• **Faculty of Applied Health Sciences, Recreation and Leisure Studies**
  Senate heard a motion to amend the degree requirements for general recreation and leisure studies as presented in the report.

  Coniglio and Rush. Carried.

• **Faculty of Applied Health Sciences, School of Public Health and Health Systems**
  Senate heard a motion to amend the degree requirements for the Bachelor of Public Health plan as presented in the report.

  Coniglio and Rush.

  Senate considered why the proposed amendments eliminates many of the 400-level course requirements in an honours program. The requirements are being reduced from seven 400-level course requirements to perhaps only three or four. Ron McCarville, associate dean, undergraduate studies in Applied Health Sciences, advised that the new plan introduces greater flexibility with fewer required courses as a consequence of the external reviewer’s recommendation. Coniglio advised that we ought not to presuppose that there is a difference between 300 and 400-level courses, and there are other programs where a similar number of 400-level courses are required.

  The question was called, and the motion carried.

  Senate heard a motion to amend the degree requirements for the Bachelor of Science, Health Studies plan as presented in the report.

  Coniglio and Rush. Carried.

• **Academic Regulations Related to Assignments, Tests and Final Exams**
  Senate heard a motion to approve the Academic Regulations Related to Assignments, Tests and Final Exams as presented in Attachment 1. It was noted that the word “should” in the second line of the last paragraph on page 5 of Attachment 1 is to be replaced by the word “must.”

  Coniglio and Henderson.
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.

Senators engaged in a lengthy debate on this motion, addressing the following matters: the advisability of special arrangements for nutrition breaks as a response to the prohibition of food in the examination room; the impact of the fourth full paragraph on page 5 of attachment 1, and whether this language restricts professors in managing details on course assessment and raises false expectations in the student; is the language in attachment 1 too restrictive, reducing the flexibility of both students and faculty in managing course delivery, or does it represent good practice in support of students without unnecessarily impeding flexibility for faculty; decision-making relative to issues addressed in attachment 1 properly reside with course instructors, who ought to make decisions based on the context of each individual course; attachment 1 may cause confusion by commingling “regulations” (understood to be prescriptive), and “guidelines” (understood to be instructive), such that some clarity ought to be provided prior to including the item in the calendar; the right to search and seize students’ belongings in the examination room seems to go too far, although this power already resides in the current regulation; the content of attachment 1 is intended to assist faculty in delivering their courses; faculty members ought to be empowered to make decisions on the execution of certain of their responsibilities, and this must be clear despite the language of “recommendations.”

The question was called, and the motion carried.

Coniglio and Frank were asked to consider whether a document such as this ought to be considered by both Senate Undergraduate Council and Senate Graduate & Research Council before coming to Senate, and they agreed to consider the matter.

10. REPORT OF THE PRESIDENT
Hamdullahpur presented a short report on recent activities at the university, including confirmation that all of our students on exchange in France are safe following the terrorist attacks of Friday 13 November; the exciting groundbreaking for the new building to be known as Engineering 7; optimism with the appointment of the new federal cabinet, changes in certain of the ministries, and content of certain of the mandate letters; further support and funding for co-op and entrepreneurship at this university is to be anticipated; review of funding formula at provincial level continues, and we anticipate that differentiation will be an important feature of the new formula.

Strategic Plan 2013-2018: 2014-15 Progress and Outcomes, Fall Update
The progress report on the strategic plan was distributed to senators in advance of the meeting. Hamdullahpur thanked those involved in strategic plan implementation and the successes achieved to date.

University of Waterloo 2014 Environmental Sustainability Report
Mat Thijssen, sustainability coordinator, presented a summary of aspects of the Sustainability Report.

Thijssen responded to a number of questions from senators, including: encouragement for further focus on biodiversity, landscape management, vehicle fleets, assessment of student transportation and movement, social and economic sustainability, and more focus on energy consumption, in particular gas consumption; confirmation that LEED silver is the standard for all new buildings going forward;
the new Science building adjacent to Needles Hall, and the Needles Hall extension, were designed to this standard, and meet the standard although not certified as such; the consumption of energy in our labs is one of the largest consumers of energy on campus; the impact of thinking on sustainable transportation, including hybrid technology and electric cars; our strengths and weaknesses relative to other universities, and our growing ability to measure in comparison to others; satellite campuses were considered in the preparation of the report; research and student participation in courses related to questions of sustainability is a real strength of our university, as is improvement in the efficiency of our use of water; recent award for storm water management acknowledged.

Slides used in the presentation may be seen here: https://uwaterloo.ca/secretariat-general-counsel/sites/ca.secretariat-general-counsel/files/uploads/files/item_10b_sustainability_-_senate_presentation.pdf

11. Q&A PERIOD WITH THE PRESIDENT
Porreca observed that the return of long form census by the new federal government is a good outcome from the recent election. He also reminded Senate of the annual Hagey Lecture, occurring the evening of 17 November.

Hamdullahpur was asked about the outcomes in the vibrant student experience section of the strategic plan update. Certain indicators are dropping, and this is disappointing. The president advised that work continues on these challenges, and progress has been made already since the report was published. He suggested that senators visit the strategic plan implementation web site, where additional detail is provided to help us understand this better. Senate was also reminded that the strategic plan implementation update is not simply designed to tell a good news story; it is also to highlight areas where additional work is needed.

Following the town hall meetings, we heard many issues from students on space utilization that overlapped with other themes. A special group was formed to study the issue, and the university is investing funds to improve space devoted to student activity and teaching and learning. We also discovered that there were overlapping concerns related to the student experience in research – this question emerged in a number of town halls. This is why these items are highlighted in the update package.

Hamdullahpur and Orchard responded to a question about the percentage of courses taught by non-tenured and non-tenure track faculty. The question is a complicated one. The classification of different categories is not as easy as it appears, and clear distinctions are difficult to establish. We are in a very good position, and we will be able to report with more confidence soon because the province is pushing for data. The data we do have is assembled from reports generated by the deans, and those numbers are not dissimilar to the numbers generated by the faculty association in a separate study. Orchard confirmed that there is no budgetary pressure at this university to hire sessional lecturers as opposed to regular faculty.

12. REPORT OF THE VICE-PRESIDENT, ACADEMIC & PROVOST
1 November 2015 Count Date. Jennifer Kieffer of Institutional Analysis & Planning, and Frank, presented information on graduate enrolments. We are in the process of evaluating how much it is costing the university given that we are not meeting our targets. We have not yet had an opportunity to assess the numbers for any particular faculty to determine causes for missing targets.

Slides used in the presentation may be seen here: https://uwaterloo.ca/secretariat-general-counsel/sites/ca.secretariat-general-counsel/files/uploads/files/item_12b_enrolment_update.pptx
Darling presented information on undergraduate enrolments.

Students taking a second undergraduate degree represent a very small number of the total. We do a very good job at retention, and a good job at graduation rates as well. Our admission numbers can be broken down by gender to determine if we are improving in attracting women applicants.

With respect to the question of grade inflation in the high schools, one would expect that the number of students eligible for admission would be growing, meaning there shouldn’t be a challenge in identifying students qualified according to our admissions standards. However, from year to year, there really isn’t much change, and our Faculties look at many things other than grades during the admissions process.

What can we really do to improve our numbers? How do we make decisions on our recruitment strategy?  The current approach involves decision-making and input by the provost and the deans, and targets are continually adjusted as more data becomes available during the cycle. Support was expressed for keeping our entrance average high in Arts so as to maintain our brand as a high quality institution.

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

14. OTHER BUSINESS
There was no other business.

Senate convened in confidential session.

17 November 2015
Logan Atkinson
University Secretary & General Counsel
Secretary to Senate