

**University of Waterloo**  
**SENATE**  
**Minutes of the Monday 16 May 2016 Meeting**

**Present:** Jean Andrey, Sandra Banks, Hannah Beckett, Annie Bélanger, Catherine Booth, Graham Brown, Robert Bruce, Carmen Bruni, Jeffrey Bunn, Lutz-Alexander Busch, Brian Cepuran, Andrew Clubine, Tara Collington, Mario Coniglio, Eric Croiset, Rick Culham, Ray Darling, David DeVidi, George Dixon, Michael Drescher, Bernard Duncker, Fraser Easton, Samir Elhedhli, Marlene Epp, Mavis Fenn, Paul Fieguth, Sacha Forstner, Jim Frank, Murray Gamble, John Garcia, Mark Giesbrecht, Robert Gorbet, Sally Gunz, Feridun Hamdullahpur, Dennis Huber, Mike Hudson, Pallavi Hukerikar, Marios Ioannidis, Craig Janes, Beth Jewkes, Spiro Kariyiannis, Karim S. Karim, Scott Kline, Greta Kroeker, Robert Lemieux, Shoufa Lin, Christos Lolos, Mungo Marsden, Michele Mosca, Daniel O'Connor, Ian Orchard, Diana Parry, Douglas Peers, Angela Pereira, David Perrin, David Porreca, Tristan Potter, Christopher Pugh, James Rush, Erin Sargeant Greenwood, Susan Schultz Huxman, Samantha Shortall, James Skidmore, Richard Staines, Gordon Stuble, Hamid Tizhoosh, Tomson Tran, Johanna Wandel, Ross Willard, Dan Wolczuk, Alexander Wray

**Guests:** Bruce Campbell, Donna Ellis, Anne Fannon, Rocco Fondacaro, Jennifer Kieffer, Derek Madge, Nick Manning, Judene Pretti, Chris Read, Daniela Seskar-Hencic, Allan Starr, Marilyn Thompson, Sarah Wiley

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

**Absent:** Katherine Bergman\*, Susan Cadell\*, Jennifer Clapp\*, Simon Courtenay\*, David Edwards\*, Wendy Fletcher, Shikha Gandhi\*, Tom Jenkins, Alysia Kolentsis, Barb Moffatt\*, Paul Murphy, Mohammad Nasif, Neil Randall, Bruce Richter\*, Mark Seasons\*, Michael Stork\*, Neil Thomson, William Watson\*, Stephen Watt\*

\*regrets

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

**OPEN SESSION**

**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 Kroeker.

Senator Wray noted that, in the minutes, his vote on the motion to acclaim the membership of Senate committees and councils and on the Board of Governors, being item 10.ii. in the minutes of the meeting of 18 April 2016, be recorded as “abstain” rather than “against.” Atkinson confirmed that he would make that change in the official record.

**2. MINUTES OF THE 18 APRIL 2016 MEETING**

Senate approved the minutes of the meeting.

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**3. REPORTS FROM COMMITTEES AND COUNCILS**

**Graduate & Research Council**

**Guidelines for Reappointment of Postdoctoral Fellows.** Senate approved the amendment of the reappointment provision in the regulation pertaining to the appointment of postdoctoral fellows. Senate received the remainder of the report for information.

**Undergraduate Council**

Senate received 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. EARLY ISSUANCE OF DEGREE**

Senate received the report for information.

**7. COMMITTEE APPOINTMENTS**

Senate approved appointments to the Senate Nominating Committee on Honorary Degrees (Chris Lolas and Alexander Wray, undergraduate student representatives).

The question was called, and the motion carried.

**Regular Agenda**

**8. BUSINESS ARISING FROM THE MINUTES**

**Policy re: removing course cross-listings.** Orchard advised that discussion had taken place with the deans and AVP Academic Coniglio, and the consensus is that no policy is required on the matter. However, discussions will go forward at Undergraduate Operations Committee and Senate Undergraduate Council to determine if an inter-faculty protocol is required. Orchard further advised that the issue is really quite minimal, as there are very few cross-listed courses and changes would have little impact on allocation of funds.

**9. PRESENTATION**

**SALLY GUNZ, PRESIDENT, FACULTY ASSOCIATION OF THE UNIVERSITY OF WATERLOO**

Gunz informed Senators about the Faculty Association and its work in representing “regular faculty members” at the university.

Slides used in the presentation may be seen at the [Secretariat & Office of General Counsel web site](#).

**10. REPORTS FROM COMMITTEES AND COUNCILS**

**Graduate & Research Council**

Senate heard a motion to the following effects:

**Faculty of Science, Earth Sciences.** To approve the addition of a thesis proposal milestone in the doctor of philosophy plan in earth sciences.

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**Faculty of Science, Physics – Nanotechnology.** To approve the removal of a thesis proposal milestone in the master of science plan in physics-nanotechnology.

Frank and Lemieux. Carried.

**Undergraduate Council**

**Faculty of Arts, Classical Studies.** Senate heard a motion to approve the new minor plan in medieval studies.

Coniglio and Peers. Carried.

**Professional Development Program, Experiential Education Certificate.** Senate heard a motion to approve the experiential education certificate.

Orchard and Peers.

Orchard thanked the Experiential Education strategic plan theme group for their work on this certificate. The initiative comes directly from the work of that group. One of the exciting elements of this certificate is the way it connects with provincial government priorities, and with the university's strategic mandate agreement. The mandate letter for the Minister of Training, Colleges and Universities contains express reference to experiential education, and proposals to reform the funding formula also contain reference to experiential learning. The university, therefore, is meeting its own commitments and anticipating change at the provincial government level through the development of this certificate.

Orchard was asked if there is any possibility to broaden the number of courses with experiential components, and also opportunity to bring in experiences by students not directly related to coursework. Senate was advised that conversations with Faculties are continuing to develop additional courses, and courses can be approved on a case-by-case basis when components are added.

It was noted that the reference under the heading "Skills Identification and Articulation Courses" in the report to "ENGL 119R" should be "ENGL 119." Atkinson advised that the correction would be made in the official version.

A question was asked about courses that are principally focused on field work. The criteria identified are 18 hours engagement with a work or community-based partner, and for field work to qualify the partnerships must be identified and understood. Partnerships in non-Canadian settings will be investigated for approval.

Work terms already completed may be credited to the certificate as students elect to leave co-op.

Motivation for the development of this certificate comes from work done in the development of the university strategic plan and the feedback received from students at that time and since. Further, the development of this certificate nicely anticipates a growing interest in experiential education by the provincial government.

A question was raised about research as an aspect of experiential learning. This will be considered on a case-by-case basis, on request. This is consistent with the university's interest in promoting research opportunities for undergraduate students.

Departments not represented on the list of certificate courses can still develop additional options, and the curricular and co-curricular options introduce greater flexibility for students.

Students will not be charged tuition for professional development courses.

The question was called, and the motion carried.

#### 11. REPORT OF THE PRESIDENT

Hamdullahpur presented a report on recent activities at the university, including a summary of discussions at the recent executive council retreat (focusing on aspects of strategic enrolment management, hiring in the faculty complement, hiring in the staff complement, student-to-faculty ratios, sources of operating revenue, research awards, expansion of the physical plant). He also spoke to some developments in the external environment, including data on how the University is perceived by constituencies outside the University. The president updated Senate on review of the provincial funding formula and its relationship to the differentiation initiative, the federal strategic investment fund project submissions, and the Canada First Research Excellence fund submission.

Slides used in the president's presentation may be seen at the [Secretariat & Office of General Counsel web site](#).

#### 12. Q&A PERIOD WITH THE PRESIDENT

In response to a question, Senate was advised that detail on country-by-country enrolment for our international students is available on the Institutional Analysis & Planning web site.

#### 13. REPORT OF THE VICE-PRESIDENT, ACADEMIC & PROVOST

**Roster of Graduands.** Senate heard a motion to delegate approval of the roster of graduands for the June convocation to its Executive Committee since the roster of graduands will not be available until after the regular meeting of Senate in May and approval is required before the June meeting of Senate.

Darling and Andrey. Carried.

**Timetabling/Scheduling Update.** Jewkes and Darling presented an update on the timetabling and scheduling project, including the history of the initiative, the creation of the first centrally coordinated timetable in 2014, and the successful creation of six schedules since that time. Some issues do remain as the project evolves. Consultation continues in an effort to streamline meet times, create instructor teaching windows, and generate tool improvements, all in an effort to enhance the system generally. Senate was provided with information as to proposed improvements in the system to be made as greater experience is gained in the coming months.

Success will be measured from the student perspective from multiple viewpoints, including an enhanced ability for students to create a conflict-free schedule (a challenge, given the large number of academic plans), and outcomes are available to departments on request.

It was asked whether alternatives to the standard meet times have been considered and whether those alternatives are suitable to answer some of the issues that are emerging through consultations. Senate was advised that, yes, other patterns have been considered, but at this University the overwhelming choice is to teach with a one day break between sessions. Great care must be taken in introducing alternative meet time patterns and the potential this generates for scheduling conflicts.

Senate was advised that there is student representation on the Provost's Advisory Committee on Timetabling. The University Timetabling Committee is an operational committee and does not have student representation. The standard separation between course timeslots is ten minutes, and the selection of location is largely a function of instructor and departmental preferences. The software does allow settings for maximum lengths of day, but it does not capture gaps during the day.

It was reported that, by and large, students are reasonably satisfied with the project outcomes, although it is very complicated to meet all the requests that are heard. Not much information has been received about students not getting the courses they need because courses are filled, but if that information is supplied the committees will consider the issues.

A question was raised whether there is news on the possibility of advance scheduling for examinations. A report to Senate on the question of early scheduling of examinations will be provided at a future date, when sufficient information is gathered, but there are challenges here with “drops” and “adds” and losing control of the schedule.

Slides used in the presentation may be seen at the [Secretariat & Office of General Counsel’s website](#).

**14. REPORT OF THE VICE-PRESIDENT, UNIVERSITY RESEARCH**

There was no report from the Vice-President.

**15. OTHER BUSINESS**

There was no other business.

Senate convened in confidential session.

17 May 2016

Logan Atkinson  
University Secretary & General Counsel  
Secretary to Senate