

**University of Waterloo**  
**SENATE GRADUATE & RESEARCH COUNCIL**  
**Minutes of the 5 October 2020 Meeting**  
**[in agenda order]**  
**Microsoft Teams Meeting Videoconference**

**Present:** David Billedeau, Jeff Casello, Amelia Clarke, Peter Deadman, Bernard Duncker, Anna Esselment, Ana Ferrer, Nathan Funk, Alison Hitchens, Julie Joza, Adam Kolkiewicz, Brian Laird, Dmitri Marin, Daniel Martel, Bruce Muirhead, Liz Nilsen, Max Salman, Sophia Sanniti, Jerika Sanderson, Siva Sivothythaman, Richard Staines, Mike Szarka, Shirley Tang, Shawn Wettig, Kathy Winter (secretary)

**Resources:** Trevor Clews, Carrie MacKinnon Molson, Amanda McKenzie, Alyssa Voigt.

**Guests:** Jennifer Coghlin, Marianne Simm

**Regrets:** David Clausi, Charmaine Dean\*, Anita Layton, Kareem Tarek Mostafa\*

**Organization of Meeting:** Jeff Casello, co-chair of the council, took the chair, and Kathy Winter acted as secretary. The secretary advised that due notice of the meeting had been given, a quorum was present, and the meeting was properly constituted.

### **1. DECLARATIONS OF CONFLICT OF INTEREST**

No conflicts of interest were declared.

### **2. MINUTES OF 14 SEPTEMBER 2020 AND BUSINESS ARISING**

By consensus, the minutes were approved as distributed – noting one typographical error under agenda item 5.5 HREB membership. That is, Sean Peterson term to end 30 September 2023 not 30 September 2020.

### **3. CO-CHAIRS' REMARKS**

Casello reported: (a) Banting candidates: forty-eight applications received; 20 of those reviewed at the faculty level and 11 subsequently moved forward representing all 6 faculties, (b) Grad student access to campus: new processes in place to receive and approve students' requests to access the campus, including their offices, as well as non-research or laboratory spaces and facilities in a timely fashion, and (c) Field work and research with human participants: all aspects are now in effect (even those involving human participants)—though international travel bans continue to hinder. For questions related to face-to-face human participant research, please contact Joza (Director, Research Ethics). Casello ended by welcoming Marianne Simm, new Director of Graduate Studies and Postdoctoral Affairs.

### **4. ACADEMIC CALENDAR DATES**

Council heard a motion to recommend to Senate to approve the 2021-2022 academic calendar dates and calendar guidelines for establishing academic dates as presented. Coghlin outlined how the dates lay out major academic milestones throughout the year and provide guidance to units throughout the campus community as they conduct academic planning within their respective areas. As a result of the need for flexibility due to COVID-19 impacts, and expected increases in demand for in-person exams for online and remote courses, dates for in-person exams for online and remote courses will be determined at a later date. When scheduled, these exam dates will fall within the defined exam period (i.e. none will be scheduled before the "Examinations Begin" date, nor after the "Examinations End" date). Laird and Wettig. Carried.

### **5. GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS**

**5a. Recording Students' Names.** On behalf of Senate, council heard a motion to approve new text for the Graduate Studies Academic Calendar (and Undergraduate Studies Academic Calendar), as presented, to formalize the University of Waterloo's current practices regarding student name usage on campus. Coghlin outlined how, with the introduction of the chosen/preferred first name option in January 2020, the proposed Calendar text will add transparency for students and ensure they understand their options. The University continues to work on measures to improve equity and inclusion for its students, therefore data related to names, gender identity, and

pronoun use will evolve. Wettig and Sivoththaman. Carried. **NB:** Following the 5 October 2020 Senate Graduate and Research Council (SGRC), this item went to Senate Undergraduate Council where some minor wording changes were made, as presented at Attachment 1 to these minutes. Those minor changes will be brought forward to SGRC on 9 November 2020 as an information item under Business Arising.

**5b. Item 1: Qualifying Examination Regulations.** Council heard a motion to recommend to Senate to approve new Qualifying Examination Regulations (under [Minimum Requirements for the PhD Degree](#)), effective 1 January 2021, as presented. Minimum requirements for University-level qualifying examination regulations have been developed to provide University-level guidance to students, faculty, and staff on qualifying examinations. Nilsen and Sivoththaman. Carried.

**5b. Item 2: University Responsibilities regarding Supervisory Relationships.** Council heard a motion to recommend to Senate to approve changes to [University Responsibilities regarding Supervisory Relationships](#), effective 1 January 2021, as presented. The University Responsibilities regarding Supervisory Relationships (approved by Senate in April 2020) are being updated to provide better clarity of expectations for students and faculty as to what is expected when a relationship between a student and a supervisor ends. Nilsen and Sivoththaman. Carried - with three [friendly amendments](#) (found on pages 15-18; as depicted in red).

## 6. CURRICULAR SUBMISSIONS

**a. Engineering.** On behalf of Senate, council heard a motion to approve item 1, as presented. Sivoththaman and Kolkiewicz. Carried—with one friendly amendment—ECE 750 topic 35 “Applied Topics in Artificial Intelligence” being re-titled “Social Robotics”. On behalf of Senate, council heard an omnibus motion to approve items 2 and 3 as presented. Sivoththaman and Wettig. Carried.

**b. Mathematics.** On behalf on Senate, council heard an omnibus motion to approve Applied Mathematics items, as presented. Kolkiewicz and Sivoththaman. Carried. On behalf on Senate, council heard an omnibus motion to approve Computer Science items, as presented. Kolkiewicz and Esselment. Carried.

## 7. OTHER BUSINESS

In other business, council discussed the potential unionization of graduate students. Members heard from Billedeau, Vice President Graduate Student Association (GSA), who described the initiative in terms of advocacy—whereby the role of GSA is to inform students and to direct them to union resources such as [Organize uWaterloo](#)—versus being adversarial and advancing the union drive. Casello underscored the University’s position as being eager for graduate students to have the best experience possible whereby challenges can be resolved; he reminded members of the following resource as one illustration, [Graduate Relations website](#).

## 8. NEXT MEETING

The next meeting will be held Monday 9 November 2020 from 10:30 a.m. to 12 noon; Microsoft Teams.

30 October 2020

Kathy Winter, PhD, CPsych,  
Assistant University Secretary

## Attachment 1 to Minutes of 5 October 2020

### 1. REGULATIONS

#### 1.1. Recording Students' Names

**Effective date:** September 1, 2021. The intention is that the new rule will be implemented for all current students as of the effective date – it is not tied to their program requirement term.

**Background and rationale:** New text for the Academic Calendars (Undergraduate and Graduate) is being created to formalize the University of Waterloo's current practices regarding student name usage on campus.

In response to feedback from students, the "Improving Name Usage" project was launched to students in January 2020 to allow them the opportunity to use a chosen/preferred first name broadly on campus, while retaining their legal first name on tax receipts and official documents. This project, influencing 26 information systems throughout campus, required collaboration among a number of key partners, and the participation of number of committees. Privacy and human rights legislation informed the process, and student consultations helped drive decision-making. More specifically, direction was provided, and decisions were made, through numerous meetings with units including the Secretariat, Legal Office, Equity Office, Glow Centre for Sexual and Gender Diversity, and the Gender and Sexual Diversity Working group. Policy 33 (Ethical Behaviour) was also considered during the decision-making process.

With the introduction of the chosen/preferred first name option in January 2020, this proposed Calendar text adds transparency for students and ensures they understand their options. The University continues to work on measures to improve equity and inclusion for its students, and data related to names, gender identity, and pronoun use will evolve. Based on publicly available websites and academic calendars, the University of Waterloo appears to be one of the early adopters of a chosen/preferred name option compared to other Canadian universities.

The University is committed to displaying a student's chosen/preferred first name wherever possible, and to continuing to increase that use across various systems, processes, and documents. Thus, specifics about current use have not been included in the academic calendar text, allowing greater flexibility to make changes by not being tied to the University calendar publication timelines.

- Examples of official documents displaying legal name: transcripts, diplomas, tax receipts, official and/or legal University letters.
- Examples of where chosen/preferred first name is displayed: systems (e.g., LEARN, Quest, WaterlooWorks), class and exam lists, email, WatCard. Students can use this name on forms and in many communication they request (e.g., reference letters).

The legal name is being treated as protected data and employees have access only to students' chosen/preferred first name – unless the employee role demonstrably requires that they have access to the legal name.

Details as well as procedural aspects of changing a student's legal name and/or their chosen/preferred first name are outlined on The Centre's "**updating personal information**" web page.

- A legal name change requires the completion of a **Change of Name Form**, and must be accompanied by legal documentation or photo identification (e.g., marriage certificate, adoption papers, driver's license, passport, etc.). For those that don't have the required documentation or identification, they can have a Commissioner for Taking Affidavits sign a statutory declaration.

- A chosen/preferred first name change is done via WatIAM, requires no documentation, and can be done as often as a student desires.

**Proposed Calendar text:****New Calendar page: Recording Students' Names**

To maintain the integrity of the University of Waterloo's student records, each student is required to provide, either on application for admission or on personal data forms needed for initial registration, their complete legal name. The University requires that individuals use their legal name on all legal records and official documents.

**Students' Chosen/Preferred First Name**

A student's chosen/preferred first name is typically the first name that they commonly use, and may differ from their legal first name. Waterloo also recognizes that, as an inclusive community, many of its members use first names other than their legal first names to identify themselves. The University acknowledges that as per the Ontario Human Rights Code, students have the right to be addressed by their chosen name.

**Changing Students' Names on Official Documents**

Students who wish to change their legal name(s) (first, middle, and/or last) used for official documents are required to provide acceptable documentation or photo identification reflecting the change, or in their absence, complete a statutory declaration.

Note: It is not currently possible to accommodate requests to include accents and special characters on official transcripts nor can these characters be displayed as part of the student's centrally maintained academic record. Students wishing to include accents or special characters in their names on diplomas need to provide that information during the Application to Graduate process.

**More information**

View the [updating name\(s\) web page](#) for options and instructions.