

**UNIVERSITY OF WATERLOO  
SENATE LONG RANGE PLANNING COMMITTEE  
NOTICE OF MEETING**

DATE: Wednesday 20 March 2019 Chair – J. Rush  
TIME: 1:00 p.m. – 3:00 p.m.  
PLACE: Needles Hall, Room 3318

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**AGENDA**

<u>Item</u>	<u>Action</u>
1. Declarations of Conflict of Interest a. Excerpt from Bylaw 1, section 8*	Information
2. Minutes of 30 October 2017* and Business Arising	Decision
3. Development of the University: Applying a Health and Wellness Lens in Planning a. Excellence Canada – Excellence, Innovation & Wellness Standard* (Marilyn Thompson) <a href="https://uwaterloo.ca/associate-provost-human-resources/programs-and-initiatives/excellence-canada">https://uwaterloo.ca/associate-provost-human-resources/programs-and-initiatives/excellence-canada</a>	Information
b. Okanagan Charter - Progress report** (Walter Mittelstaedt, Jennifer McCorriston) <a href="https://uwaterloo.ca/news/news/university-waterloo-adopts-okanagan-charter-promote-student">https://uwaterloo.ca/news/news/university-waterloo-adopts-okanagan-charter-promote-student</a> <a href="https://uwaterloo.ca/mental-health-wellness/okanagan-charter-commitments">https://uwaterloo.ca/mental-health-wellness/okanagan-charter-commitments</a>	Information
4. Strategic Plan: Bridge to 2020 a. Progress report (Daniela Seskar-Hencic)** <a href="https://uwaterloo.ca/strategic-plan/bridge-to-2020/">https://uwaterloo.ca/strategic-plan/bridge-to-2020/</a>	Information
5. Other Business	Information
6. Next Meeting: Tuesday 21 May 2019 from 10:00 a.m. – 11:30 a.m.; NH 3318	Information

\* material attached  
\*\* to be distributed separately

7 March 2019

Kathy Winter, PhD, CPsych  
Assistant University Secretary

## Excerpt from Senate Bylaw 1

### 8. Declarations of conflict of interest

8.01	At the beginning of each meeting of Senate or any of Senate's committees or councils, the chair will call for members to declare any conflicts of interest with regard to any agenda item. For agenda items to be discussed in closed session, the chair will call for declarations of conflict of interest at the beginning of the closed portion of the meeting. Members may nonetheless declare conflicts at any time during a meeting.
8.02	A member shall be considered to have an actual, perceived or potential conflict of interest, when the opportunity exists for the member to use confidential information gained as a member of Senate, or any of Senate's committees or councils, for the personal profit or advantage of any person, or use the authority, knowledge or influence of the Senate, or a committee or council thereof, to further her/his personal, familial or corporate interests or the interests of an employee of the university with whom the member has a marital, familial or sexual relationship.
8.03	Members who declare conflicts of interest shall not enter into debate nor vote upon the specified item upon which they have declared a conflict of interest. The chair will determine whether it is appropriate for said member to remove themselves from the meeting for the duration of debate on the specified item(s).
8.04	Where Senate or a committee or council of Senate is of the opinion that a conflict of interest exists that has not been declared, the body may declare by a resolution carried by two-thirds of its members present at the meeting that a conflict of interest exists and a member thus found to be in conflict shall not enter into debate on the specified item upon which they have declared a conflict of interest. The chair will determine whether it is appropriate for said member to remove themselves from the meeting for the duration of debate on the specified item(s).

**University of Waterloo**  
**SENATE LONG RANGE PLANNING COMMITTEE**  
**Minutes of the meeting held 30 October 2017**  
**[in agenda order]**

**Present:** Bilal Akhtar, Jean Andrey, Charmaine Dean, George Dixon (chair), Feridun Hamdullahpur, Marios Ioannidis, Peter Johnson; Mel Knox (secretary), Robert Lemieux, Rick Myers, Mark Seasons, Pearl Sullivan, Stephen Watt, Ross Willard, Kathy Winter (secretary)

**Guests:** Mario Coniglio, Peggy Jarvie, Bruce Muirhead, Chris Read, Ian Rowlands, Daniela Seskar-Hencic (1)

**Regrets:** Hannah Beckett, Jeff Casello, David Edwards, Dennis Huber, Beth Jewkes, Doug Peers, Neil Randall, James Rush, Samantha Shortall, Beth Sandore Namachchivaya (resource), Allan Starr (resource)

**Organization of Meeting:** George Dixon, chair of the committee, took the chair, and Mel Knox, secretary of the committee, 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. STRATEGIC PLAN FALL 2017 UPDATE**

Seskar-Hencic presented on the documents circulated with the agenda package, noting: annual report indicates overall positive results; exceeded key targets; next year's report will summarize the full 2013-2018 cycle; and consultations for the next cycle will likely begin November 2018. On experiential education, attendees discussed: objectives; the need for indicators to effectively evaluate progress; reshaping co-op earning indicators and the challenge that earnings vary widely; incorporating data on employer retention and turnover of student employees; supply and demand levels being sector dependent; the need for indicators to take into account different sector contexts; the extent of feedback given to students following co-op placement varying by Faculty; and the lessons that can be learned from co-op reports. The 99.8% employment rate achievement for Coop for the current Fall term was recognized. One member questioned whether experiential education captures systematically the various work-integrated learning initiatives on campus outside of co-op. On vibrant student experience, it was noted: consider surveying student satisfaction immediately following the learning experience/activity. Also discussed: SMAs, EDGE certificates, and the extent to which students could or should receive credit for certain work-integrated learning activities.

- a. Progress and Outcomes – Fall 2017 Update.** Received for information.
- b. Faculty Update Supplement – Fall 2017 Update.** Received for information.

## **2. MINUTES OF THE 5 JANUARY 2016 MEETING AND BUSINESS ARISING**

The committee heard a motion to approve the minutes. Watt and Andrey. Carried.

### **a. Velocity Start January 2017 Update**

The committee received for information the document circulated with the agenda package. Andrey noted the launch of Velocity Start @Environment.

## **3. OTHER BUSINESS**

### **a. NSSE Results**

Hamdullahpur addressed the apparent disconnect between student responses on reflective and integrative learning and the University's data on the level of student engagement in this area, noting the co-op employment rate. In response, attendees noted: students might not be connecting their experiences to the questions posed; improved communication and messaging could better align student perception and actual engagement; increase opportunities for reflection; consider a seminar series whereby students present on their experience; highlight the transferable "soft skills" also gained through co-op experiences; and SMAs factor NSSE results into consideration.

## **4. NEXT MEETING:** Thursday, 4 January 2018 from 1:00 p.m. – 2:30 p.m. in NH 3318.

28 November 2017

Mel Knox  
Associate University Secretary



# Healthy Workplace and Excellence Canada

**Marilyn Thompson, Associate Provost Human Resources**



# Excellence Canada: Excellence, Innovation and Wellness

- **Standards:**
  - A comprehensive healthy workplace policy including physical and psychological health and safety is in place, and has been shared with employees.
  - In the decision-making process, the organization considers the wide-spread impact of decisions on customers and employees. Impacts include quality, physical and psychological health and safety, ethical behaviour and societal issues.
  - A human resources (HR) plan and a wellness plan are in place, and clearly link to the overall strategic plan and related operational plans. The plans are monitored, evaluated and updated as appropriate.
  - The leaders actively promote a culture of work/life balance.
  - Wellness assessments are routinely scheduled and conducted to identify new, continuing or emerging physical and psychological health and safety hazards and risks.
- **Outcomes:**
  - Healthy workplace statement
  - All 5 Driver working groups looking at wellness impacts
  - Being developed complimentary to the strategic planning process.
  - EFAP
  - Great West Life reports

# Healthy Workplace Initiatives

- **Healthy Workplace Committee (February 2015):**
  - Relationship to Strategic Plan
  - Putting in place strategies to create a healthy and safe workplace.
  - Representatives: FAUW, UWSA, CUPE, HR, OHD, OH, Equity, Safety Office, EFAP, AODA, undergraduate students
  - 2017 and 2018 Champion of Canada's Healthy Workplace Month
  - Workplace Wellness Community of Practice for Canadian Universities/ Colleges
- **Programs:**
  - Staff Excellence Fund:
    - Staff suggestions
    - Well @ Work Day, October
  - Psychological Health & Safety in the Workplace
  - Bell Let's Talk Day
  - Movember Scavenger Hunt
  - Mindful Employer (Pilot Project for the Ministry of Labour)
  - Psychological Health and Safety in the Non-Profit Sector (Case Study Project for the ministry of Labour)