

University of Waterloo
SENATE EXECUTIVE COMMITTEE
Notice of Meeting

Date: Monday 7 March 2022
Time: 3:30 p.m. – 4.30 p.m.
Place: Microsoft Teams Videoconference

AGENDA	Action
1. Minutes of the 7 February 2022 Meeting	Decision
2. Business Arising from the Minutes	
3. Draft 28 March 2022 Senate Agenda	Decision
4. Senate Governance Review	Discussion
a. Update on Consultations	
b. Review of Senate Agenda Materials	
c. Review of Senate Committees and Councils	
5. Other Business	

25 February 2022

Karen Jack
University Secretary

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University of Waterloo
SENATE EXECUTIVE COMMITTEE
Minutes of the 7 February 2022 Meeting

Present: Michael Beauchemin, Jeff Casello, Joan Coutu, Lori Curtis, Benjamin Easton, George Freeman, Vivek Goel (chair), Karen Jack (secretary), Christiane Lemieux, Kristina Llewellyn, Graham Murphy, Oudy Noweir, Luke Potwarka, James Rush, Johanna Wandel

Regrets: Zabeen Khamisa

Guests: Diana Gonçalves, Andrea Kelman

1. MINUTES OF THE 4 JANUARY 2022 MEETING

Members heard a motion to approve the minutes of the 4 January 2022 meeting.

Beauchemin and Murphy. Carried unanimously.

2. BUSINESS ARISING FROM THE MINUTES

The chair advised that the follow-ups arising from the December minutes are complete.

3. DRAFT 28 FEBRUARY 2022 SENATE AGENDA

Following a brief overview of the agenda, during which the chair advised that a typographical error will be corrected, and that following discussions at the councils this week, an additional matter may be added to their joint report at part #7.b., the committee approved the agenda by consensus.

4. SENATE GOVERNANCE REVIEW

Update on Survey and Plans for 1:1 Conversations

The chair thanked members for contributing feedback to the survey and advised that it was distributed on 1 February 2022 and will run for one month. Members heard there has been a good response already, and that an external consultant is being engaged for the 1:1 interviews and analysis of the results of the survey. There were no comments regarding the memorandum about individual consultations distributed with the agenda.

Work Plan

The chair invited feedback on the proposed work plan distributed with the agenda. Members understood that materials will be prepared and circulated for discussion at meetings and the results of the consultations will feed into the work in the future too. There were no comments on the plan.

Items for Discussion at Senate

The chair invited members to discuss ways to enable Senate to devote time for discussion of strategic matters. In discussion: an impression that disengagement with some agenda matters is due to awareness that due diligence has occurred at the committee or council delegated to do that work; agreement that there is greater engagement on matters like admissions and tuition; a suggestion that better clarity in reports on matters which have had a full debate, and what is being asked of Senate would be worthwhile; a suggestion that matters bearing Senate's consideration which are outside of committee or council business be included in agendas; appreciation for discussions which can influence matters and decisions before they are made; a suggestion for improved cover notes for agenda materials; the potential to restructure agendas and use technology to enable engagement; a question whether Senate's size hinders deep conversations, and ways to address that; a suggestion that time be reserved at meetings for pre-submitted questions; a suggestion that all presentations at Senate engage the body on substantive matters of direct relevance to all of Senate; an observation that the committees and councils would benefit from direction from Senate to engage in strategic discussions too.

Frequency of Meetings

The chair invited members to discuss whether Senate's current schedule of meeting nine times each governance year is correct, and if not, consider the right number of meetings that should be held each year. In discussion: a

caution that a reduced number of meetings may be perceived as a decrease in transparency; agreement that if the number of meetings does decrease, there would be a need to ensure substantive discussions happen elsewhere; a suggestion that a firm decision be taken on whether to hold the December meeting or not; some various options for types of meetings, and their frequency, including expanding the length of the meeting “year”; the option of fewer, but longer meetings with deep dives into the strategic plan and the use of technology to transparently undertake routine Senate business, perhaps asynchronously; a suggestion to ensure that any changes to meeting frequency do not make calendar changes more difficult to undertake; a suggestion to start meetings earlier in the day; some caution that business occurring outside of meetings may inhibit discussion that might otherwise occur and there may be hesitancy in flagging matters for discussion from this type of business; agreement that technology should be used to enable discussion, not hinder it; the need for some homework on some suggestions.

The chair thanked members for the fruitful discussion and excellent suggestions.

5. OTHER BUSINESS

There was no other business.

11 February 2022

Karen Jack
University Secretary



**BRIEFING NOTE
For Discussion, 7 March 2022**

1. Senate Agenda Materials	p. 1
2. Committees and Councils	p. 3
Appendix A – Sector Scan of “Senate”-related supporting bodies	p. 7
Appendix B – Submission from the Associate Deans, Research re: SGRC	p. 11
3. Tracking List of Suggestions	p. 15

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SENATE AGENDA MATERIALS

Goal

To consider opportunities for improvements to the materials distributed with agendas, and the overall Senate agenda structure.

Background

Current Senate agendas are divided into Consent, Regular, and Confidential sections.

- The Consent agenda typically contains routine business from the committees and councils, and various notices and reports for Senators' information. The material included in this section is meant to allow Senate to complete a number of matters of business quickly so it can devote more of its attention to major items of business. The consent agenda is not intended to prevent discussion of any matter, but items listed are not discussed at the meeting unless a member so requests.
- The Regular agenda contains materials that are more substantive matters for Senate's consideration (and usually decision), including reports from the committees and councils; the president; the vice-president, academic and provost; and the vice-president, research and international. Typically, a presentation on some matter of interest occurs during this part of the meeting.
 - Regular annual presentations: Research Report; Waterloo International Report; Reports from the presidents of the Faculty Association of the University of Waterloo, the Waterloo Undergraduate Student Association, and the Graduate Student Association; Strategic Plan Update (annual + 3 theme updates through the year)
- The Confidential agenda contains only those infrequent matters that require confidentiality like senior administrative appointments and approvals of awards and honours.

February Discussion

During this committee's 7 February conversation about "Senate Discussions", the following suggestions were made regarding agenda materials:

- Better clarity in reports on matters which have had a full debate, and what is being asked of the Senate would be worthwhile.
- Improved cover notes for agenda materials.

The following suggestions were made regarding structural changes to the agenda:

- Matters bearing Senate's consideration which are outside of committee or council business should be included in agendas.
- A suggestion that time be reserved at meetings for pre-submitted questions.
- The potential to restructure agendas and use technology to enable engagement.
- A suggestion that all presentations at Senate engage the body on substantive matters of direct relevance to all of Senate.

Questions for consideration:

1. In addition to the suggestions above, what changes to Senate agenda materials would improve their readability and effectiveness for Senators' preparation for meetings?
2. Should principles be established for what kinds of items will be discussed at Senate?
 - a. Options for consideration:
 - i. Establishing a list of the areas within the Senate's responsibility which may be discussed (based on the powers within the *University of Waterloo Act*).
 - ii. Establishing a formal annual work plan to provide greater transparency about Senate business.
 - iii. Establish a template for all agenda materials to standardize reports and provide clarity about their

contents (what is being asked, what processes/consultation has occurred to date, etc.)

3. In addition to the suggestions above, what other structural changes to Senate agendas would improve the flow of meetings and agenda readability?
 - a. Options for consideration:
 - i. Move the consent agenda to follow the regular agenda materials. (Currently: Open Consent, Open Regular, Confidential [usually does not have consent materials]. Instead: Open Regular, Open Consent, Confidential.)
 - ii. Rearrange business to group items for decision, items for discussion, and reports.

COMMITTEES AND COUNCILS

Goal

To review the practices, structures, terms of reference and mandates of Senate's committees and councils and consider whether development or changes are advisable.

Questions for consideration:

1. What are the principles to guide what business should go to a committee or council, and what should come to Senate?
 - a. Is there any business currently discussed or approved at Senate that might be delegated to a committee or council?
 - b. Is there any business currently discussed at a committee or council that should instead be discussed at Senate?
 - c. The Senate Long Range Planning Committee and the Senate Finance Committee historically do not meet often or undertake significant business beyond strategic plans and the budget respectively which are both subsequently considered by Senate. Should their mandates be reconceived or should these committees be eliminated?
 - d. With the growth of the University, what is the role of Senate relative to the Faculty Councils?

Sector Scan

Appendix A contains a list of and links to the "Senate"-related committees at U6 Ontario universities plus McGill, Dalhousie, University of Alberta, and UBC for reference.

Current Committees and Councils at the University of Waterloo

Senate currently has the following committees and councils¹. Their mandates per bylaw or their terms of reference are included.

Executive Committee

The Executive Committee shall have the following powers and duties:

1. To request special meetings of Senate, in accordance with Senate Bylaw 1.
2. On those occasions when the agenda does not, in the estimation of the Executive Committee, warrant a meeting of Senate, to cancel any such meeting of Senate, and to exercise the powers of Senate, within the limits of *The University of Waterloo Act, 1972*, on all matters considered by the Executive Committee in its discretion to be of sufficient urgency that they must be decided prior to the next regular meeting of Senate, provided that the Executive Committee shall have no power under any circumstances to repeal, amend or modify Senate bylaws, or to exercise Senate's responsibilities under Policies 45, 48, 50 and 68. All such actions are to be reported to Senate.
3. To prepare the agenda for all regular and special meetings of Senate.
4. To receive and review reports from the deans of the university prior to their submission to Senate at each regular meeting.

¹ The University Committee on Student Appeals (UCSA) operates under Policy 72 – Student Appeals, and per the policy, has jurisdiction over final adjudication of student appeals concerning a variety of matters, and it reports annually to Senate on its activity. A Policy Development Committee (PDC) for the 70-72 suite of policies is underway and any suggestions that may arise regarding the UCSA will be forwarded to the PDC for consideration. For members' awareness, SEC member Jeff Casello is the chair of the PDC.

5. To present to Senate, normally at the last regular meeting in the academic year in April, a list of nominations for the committees and councils of Senate.
6. To make recommendations to Senate as may be necessary from time to time regarding the establishment of ad hoc committees of Senate, such recommendations to include the terms of reference of any such committee and a list of nominations for the membership thereof.
7. To receive and review the reports and recommendations of all committees and councils, prior to their presentation to Senate and to make at its discretion recommendations to Senate thereon.
8. To act on behalf of Senate on such matters as Senate may from time to time designate.
9. To report to Senate, as expeditiously as possible, with respect to the conduct of such matters as shall be delegated by Senate to the committee from time to time.

Finance Committee

The Finance Committee shall have the following powers and duties:

1. To consider, study, and review all matters pertaining to the financial operations of the university and to make recommendations to Senate thereon.
2. To consider, study, and review the general policies governing the internal allocation of the university's financial resources and to make recommendations to Senate thereon.
3. To receive each year from the vice-president, academic & provost, for consideration, study, and review, on behalf of Senate, a detailed operating budget for the university and to make recommendations to Senate thereon.

Graduate & Research Council²

The Graduate & Research Council shall consider all questions relating to the academic quality of graduate studies and research activity within the university and, without intending to restrict the generality of the foregoing, the Graduate & Research Council shall,

1. Make recommendations to Senate with respect to the governance, direction and management of, or any changes in rules, regulations or policies for graduate studies and research in the university.
2. Advise the vice-president, academic & provost on all matters relating to graduate studies and research.
3. Receive, consider, study and review briefs on any aspect of graduate studies and research from members of the university.
4. Make recommendations to Senate with respect to any financial matter pertaining to graduate studies and research.
5. Consider, study and review all proposals for new graduate programs, the deletion of graduate programs, major changes to existing graduate programs, arrange for internal appraisals as the council shall see fit, and make recommendations to Senate thereon.
6. On behalf of Senate, consider and approve all new graduate courses, the deletion of graduate courses, and proposed minor changes to existing graduate courses and programs, and provide Senate with a brief summary of council's deliberations in this regard. Any matter of controversy that might arise may be referred to Senate.
7. Consider, study and review all proposals for new centres and institutes, and the closure of centres and institutes, and make recommendations to Senate thereon.

² FYI: SGRC currently is engaged in discussion about its structure. The Associate Deans, Research have written a proposal which is included as Attachment B. At the meeting, Jeff Casello, co-chair of SGRC, will provide members with an update on discussions to date and consultations to come.

8. On behalf of Senate, consider and approve renewals for centres and institutes, and report such renewals to Senate for information. Any matter of controversy that might arise may be referred to Senate.
9. On behalf of Senate, consider and approve all new graduate scholarships and awards. Any matter of controversy that might arise may be referred to Senate.

Honorary Degrees Committee

1. To consider and make recommendations to Senate for inclusion in a 'pool' of candidates for honorary degrees those candidates who meet the established criteria.
To select from the pool of approved names, the individuals to receive degrees at any particular convocation, and to approach these individuals.
Note: The name of an individual recommended for an honorary degree is to be removed from the pool if no degree has been awarded to that person within a period of four years.
2. To consider and make recommendations to Senate for the conferring of the title "Distinguished Professor Emeritus" on those candidates who meet the established criteria. Senate will then forward the recommendation(s) to the Board of Governors for approval.
3. To consider and make recommendations to Senate for the conferring of the title "Honorary Member of the University" on those candidates who meet the established criteria. Nominations will be forwarded to the Senate Committee from the Honorary Member of the University Committee. The Senate Committee will also be responsible for appointing members to the Honorary Member of the University Committee.

Honorary Member of the University

The Honorary Member of the University Committee, a subcommittee of the Senate Nominating Committee for Honorary Degrees ("Honorary Degrees"), is charged with:

1. Soliciting nominations for Honorary Member of the University;
2. Screening and vetting nominations that come forward; and
3. Making recommendations re: no nominations to Honorary Degrees for recommendation to Senate.

Long Range Planning Committee

The Long Range Planning Committee shall have the following powers and duties:

1. To make recommendations to Senate in all matters pertaining to the co-ordination of the planning of the academic, physical, and operational development of the university and the achievement of a planned rate and scope of such development.
2. To receive from the president, for consideration, study and review, on behalf of Senate, plans for the development of the university and to make recommendations to Senate thereon.
3. To undertake such studies as Senate may designate from time to time.
4. To report to Senate, as expeditiously as possible, with respect to the conduct of such matters as shall be delegated by Senate to the committee from time to time.

Undergraduate Council

The Undergraduate Council shall consider all questions relating to the academic quality of undergraduate studies within the university and, without intending to restrict the generality of the foregoing, the Undergraduate Council shall,

1. Make recommendations to Senate with respect to rules and regulations for the governance, direction and management of undergraduate studies in the university.
2. Make recommendations to Senate with respect to new undergraduate programs/plans, the deletion of undergraduate programs/plans, and major changes to undergraduate programs/plans.
3. On behalf of Senate, consider and approve all new undergraduate courses, the deletion of undergraduate courses, and proposed changes to existing undergraduate courses and minor changes to programs and/or plans, and provide Senate with a summary of council's deliberations in this regard. Any matter of controversy that might arise may be referred to Senate.
4. Advise the vice-president, academic & provost on all matters relating to undergraduate studies.
5. Consider, study and review briefs on any aspect of undergraduate studies from members of the university.

McMaster University

- Committee on Academic Integrity
- Committee on Appointments
- Committee on By-Laws
- Committee on Honorary Degrees
- Committee on Student Affairs
- Committee on University Ceremonials & Insignia
- Faculty Discipline Board
- Senate Executive Committee
- Tenure and Promotion Appeals Nominating Committee
- Senate Board for Student Appeals
- Committees of the Board of Governors and the Senate

University of Ottawa

- Executive Committee of the Senate
- Council on Undergraduate Studies
- Committee on the Evaluation of Undergraduate Programs
- Committee on the Evaluation of Graduate Programs
- Council on Graduate Studies
- Strategic Committee on Graduate and Postdoctoral Studies
- Senate Committee on Teaching and Teaching Evaluation
- Council on French Services and Programs
- Senate Appeals Committee
- Committee on Honorary Degrees
- Joint Committee of the Senate and of the Board of Governors

University of Toronto

Academic Board

- Academic Appeals Committee
- Agenda Committee
- Divisional Councils
- Committee on Academic Policy & Programs
- Planning & Budget Committee

Western University

- Operations/Agenda Committee (OAC)
- Nominating Committee
 - Nominating Subcommittee to Select a Senate Representative from the General Community
- Academic Policy and Awards (SCAPA)
 - Subcommittee on Program Review - Undergraduate (SUPR-U)
 - Subcommittee on Program Review - Graduate (SUPR-G)
 - Subcommittee for Western Approved Micro-credentials (SWAM)
 - Teaching Awards (SUTA)
 - Administrative Subcommittee to Review Scholarships (SRS)
- Senate Committee on University Planning (SCUP)
 - Enrolment Planning and Policy (SUEPP)
 - Information Technology (SUIT)
- University Research Board (URB)
- Convocation Board
- Honorary Degrees
- Review Board Academic (SRBA)

Queen's University

- Academic Development and Procedures
 - Subcommittee on Academic Integrity
 - Subcommittee on Examinations
 - Subcommittee on Academic Calendars
- Advisory Research Committee
- Agenda and Summer Action Committee
- Cyclical Program Review Committee
- Educational Equity Committee
- Governance and Nominating Committee
- Honorary Degrees Committee
- Library Committee
- Senate Orientation Review Committee
- Residence Committee
 - Admissions Committee
 - Executive and Agenda Committee
 - Budget Committee
 - Meal Plan Committee
 - Student Conduct Committee
- Scholarships and Student Aid Committee

McGill University

- Standing Committees
 - Academic Policy Committee (APC)
 - APC Website
 - APC Subcommittee on Teaching and Learning (STL)
 - APC Subcommittee on Courses and Teaching Programs
 - Committee on Enrolment and Student Affairs
 - Honorary Degrees and Convocations Committee
 - Nominations for Honorary Degrees
 - McGill Medal Advisory Committee
 - Committee on Libraries
 - Senate Nominating Committee
 - Senate Committee on Physical Development
 - Committee on the Rights of Senate
 - Senate Steering Committee
 - Committee on Student Services
- Committees arising from regulations
 - Advisory Council on the Charter of Students' Rights
 - Appeal Committee for Student Discipline and Grievances
 - Panel for the Investigation of Research Misconduct
 - Committee on Staff Grievances and Disciplinary Procedures
 - Statutory Selection Committees (SSCs)
 - Committee on Student Discipline
 - Committee on Student Grievances
 - University Tenure Committees for the Faculties and Libraries (UTCs)
 - University Tenure Committee for Recruitment (UTCR)
 - University Appeals Committee
- Ad hoc Committees
 - Ad Hoc Advisory Committee on COVID Academic Planning and Policies
- EDI Committee (Joint Board Senate Committee)

Dalhousie University

- Senate Discipline Committee (SDC)
- Senate Appeals Committee (SAC)
- Senate Nominating Committee (SNC)
- Senate Planning and Governance Committee (SPGC)
- Senate Academic Programs and Research Committee (SAPRC)
 - SAPRC Research Sub-Committee Terms of Reference
 - SAPRC Research Sub-Committee Membership
 - SAPRC Undergraduate Academic Programs Subcommittee (UAPSC) Terms of Reference

- SAPRC Undergraduate Academic Programs Subcommittee (UAPSC) Membership
- Senate Learning and Teaching Committee (SLTC)
 - E-Learning Advisory Committee Mandate
 - E-Learning Advisory Committee Membership
- Senate Honorary Degrees Committee

University of Alberta

- Executive
- Campus Inquiries and Initiatives
- Honorary Degree Selection
- Nominating and Review
- Senate Student Mental Health Advisory
- U School Advisory

University of British Columbia

- Academic Building Needs
- Academic Policy
- Admissions
- Agenda
- Appeals on Academic Standing
- Awards
- Curriculum
- Library
- Nominating
- Research and Scholarship
- Student Appeals on Academic Discipline
- Teaching & Learning
- Tributes
- Senate Representatives

McMaster University	https://secretariat.mcmaster.ca/senate/committees/
University of Ottawa	https://www2.uottawa.ca/about-us/senate/committees
University of Toronto	https://governingcouncil.utoronto.ca/governance-bodies
Western University	https://www.uwo.ca/univsec/senate/committees/index.html
Queen’s University	https://www.queensu.ca/secretariat/senate/senate-committees
McGill University	https://www.mcgill.ca/senate/
Dalhousie University	https://www.dal.ca/dept/university_secretariat/university_senate/standing_committees.html
University of Alberta	https://www.ualberta.ca/chancellor-and-senate/senate/what-we-do/committees.html
University of British Columbia	https://senate.ubc.ca/vancouver/committees

SENATE REFORM

Establishment of Senate Research Council

Proposed by Associate Deans Research

March 1 2022

Proposal

In response to the call for Senate reform at the University of Waterloo, a revised academic structure to properly and more effectively support both graduate studies and research at the University of Waterloo (UW) is proposed. The revised academic structure is to convert the Senate Graduate and Research Council (SGRC) to its pre-2003 state as two separate councils, namely, the Senate Graduate Council (SGC) and the Senate Research Council (SRC). Creating an SRC will enable the institution to meet its strategic objective of “advancing research for global impact”.

Background

The SGRC is a formal council of Senate established and defined in Senate Bylaw 2 which sets the membership and duties of SGRC. SGRC has the mandate of “considering all questions related to the academic quality of graduate studies and research activity with the university”. In 2003, SGRC was formed by merging the original Senate Research Council (SRC) and original Senate Graduate Council (SGC). The Appendix contains relevant excerpts from Senate indicating reasoning for merging the councils in 2003.

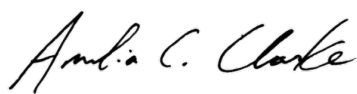
Motivation

1. **New institutional challenges.** There are many new challenges affecting the UW research landscape: security risks, equity/diversity/inclusivity, data management, role of centers/institutes, large-scale research grants of national importance, intellectual property, entrepreneurship, as examples. Academic input and discussion on these topics are essential yet there currently is no academic group on campus that is capable and committed to providing academic input on these topics. A Senate Research Council would satisfy these needs.
2. **Enabling research growth.** Given UW’s growth in faculty complement and corresponding growth in research productivity, infrastructure, and ambitions over the last 20 years coupled with expectations of future impact, an academic mandate and discussion forum for research is required necessitating a Senate Research Council. That there is currently no dedicated forum for academic research discussions is detrimental to UW’s strategic interests.
3. **Research academic representation.** SGRC is skewed with roughly 80% of agenda topics dedicated to graduate studies and 20% dedicated to research. Typical graduate items include academic calendar changes, program reviews, curriculum submissions and graduate awards. Typical research items include ethics committee membership approvals and centre/institute renewals, but do not involve many of the challenges summarized in (1.) above. . Further, Associate Deans Graduate (ADGs) do not have the basis to address research administrative issues while Associate Deans Research (ADRs),

similarly, do not have the basis to address graduate issues. Departments and faculties should have the ability to percolate concerns from grassroots into a functional, academic decision-making pipeline to improve research decision making, utilize lines of communications, provide a voice for the institution, and provide forums for active academic ideas and opinions. None of this exists now and a Senate Research Council will enable such academic necessities.

4. **Motivation for 2003 merger no longer applicable.** Graduate studies, undergraduate studies and research each have different mandates even though there are relationships between these mandates. As such, each of these domains require a separate academic body reporting to Senate. The Senate recorded, when SGRC was created in 2003, that creating SGRC *“is seen as a streamlining effort (the Councils have significant overlap) and a way to integrate even further graduate studies and research activities on campus.”* but this has not been achieved because the “streamlining” has led to the neglect of academic research advocacy, there are no noticeable overlaps, and there is very little (if any) integration of “graduate studies” and “research” via SGRC. The original merger had good intentions, but operationally these are not applicable today and SGRC has been implemented at the expense of not providing a forum for academic research discussions and advancements.
5. **Revised process to support academic research.** Major initiatives and implementations for research should be discussed and refined with the Research Operations Council (ROC). Items that require Senate approval will then move from ROC to the Senate Research Council which would be a broader body of representation (i.e., involving other stakeholders to scrutinize) to support formal academic approval. ROC, comprised of the ADRs and Vice-President Research and International (VPRI) can discuss and process based on positions that are committed to the research mandate on campus before receiving formal approval. Other institutional decisions not requiring formal Senate approval would be sent to Deans Council for ratification and institutional support.
6. **Non-voting status.** If knowledge of committee activities being cross-fertilized between SRC and SGC is desirable, it is recommended that ADGs be non-voting members of SRC and, similarly, ADRs be non-voting members of SGC. This non-voting mechanism (where non-voting positions do not count towards quorum) will allow ADs to either provide feedback to their counterpart AD or attend SRC/SGC meetings in a non-voting capacity to have the opportunity to provide insights from their perspective on issues.

On behalf of all Associate Deans Research, thank you for the consideration of this valuable initiative to benefit the University of Waterloo to improve the research mandate on campus. We are happy to have a discussion to address any feedback on this proposal.



Amelia Clarke – Associate Dean Research, Environment



David Clausi – Associate Dean Research & External Partnerships, Engineering

Ana Ferrer

Ana Ferrer – Associate Dean Research, Arts



Anita Layton – Associate Dean Research and International, Math

Richard Staines

Richard Staines – Associate Dean Research, Health

John Thompson

John Thompson – Associate Dean Research (Acting), Science

Appendix

From the minutes of the 24 March 2003 Senate meeting:

“Graduate and Research Councils. *The Vice-president, University Research presented this report to Senate for information (distributed at Senators' places). The possible merger of these two Councils will be brought back to Senate. It is seen as a streamlining effort (the Councils have significant overlap) and a way to integrate even further graduate studies and research activities on campus. A merger will require an amendment to the relevant Senate bylaws (8 and 12). In order to facilitate continued discussions, it is proposed that the April meeting of Senate consider extending the current terms of Council members for two months (to June 30, 2003). Bylaw changes could be introduced at the May and June meetings of Senate.”*

Also, by way of background, SGC and SRC had begun to hold joint meetings beginning on 11 February 2003, from their joint report to Senate 24 March 2003:

“On a trial basis, Senate Graduate and Research Councils are holding joint meetings, co-chaired by the Associate Dean, Graduate Studies (Jim Frank) and the Vice-president, University Research (Paul Guild). The first joint meeting was held on February 11, 2003. Councils forward the following items to Senate, for information...”

First reading of the bylaw changes to join SGC and SRC occurred at the 20 May 2003 meeting. The minutes are incredibly brief:

“Amalgamation of Senate Graduate and Research Councils - Revised Bylaws 8 and 12.

Senate agreed to amalgamate the two Councils and approve the revised Bylaw 8 for first reading.

Waller and Helmes-Hayes. Carried.”

Also see the attached pdf of the open Senate minutes and agenda.

The second reading occurred at the 16 June 2003 meeting of Senate. From the minutes:

“Second Reading of Bylaw Number 8; Appointments to Graduate & Research Council.

Senate agreed to approve Bylaw Number 8 for second and final reading and approved the slate of Faculty, Federated & Affiliated College and graduate student representatives to the Council as presented in the agenda package.

Guild and George. Carried.”

Suggestions being Tracked - updated 4 March 2022

Senate Governance Review Items to Track for Discussion	Status
From January SEC meeting:	
Where should Senate's energy and time be focused?	Discussed in February
How frequently should it meet, and in what format? (And, separately from a committee member: discussion regarding allowing flexibility in terms of meeting times based on the needs of each agenda.)	Discussed in February
How to improve agenda materials	For discussion in March
How to align Senate's cycle with the Board's cycle	For discussion in May
Consultations: Survey	Complete
Consultations: 1:1 interviews	Underway soon
Clarity needed re:Senate's constituencies	
Clarity needed re:Senators' roles	
Clarity needed re: ways for Senators to engage appropriately with the community	For discussion in April
Agenda materials should be improved with better introductory and summary information to provide context and why approval is being sought, and that they should include more links to supporting materials being considered	For discussion in March
Orientation should occur	For discussion in April
From a committee member: discussion re: contacts Senators receive from the community/constituency about concerns about a forthcoming decision to be voted on at Senate	For discussion in April
PART recommendations	
Rules of Order - should Senate adopt some?	
Implement ongoing surveys of Senate	

From February SEC meeting	
Items for Discussion at Senate	Status
A suggestion that better clarity in reports on matters which have had a full debate, and what is being asked of Senate would be worthwhile	
A suggestion that matters bearing Senate's consideration which are outside of committee or council business be included in agendas	
Appreciation for discussions which can influence matters and decisions before they are made	
A suggestion for improved cover notes for agenda materials	
The potential to restructure agendas and use technology to enable engagement	
A question whether Senate's size hinders deep conversations, and ways to address that	
A suggestion that time be reserved at meetings for pre-submitted questions	
A suggestion that all presentations at Senate engage the body on substantive matters of direct relevance to all of	
An observation that the committees and councils would benefit from direction from Senate to engage in	
Frequency of Meetings	Status
discussions happen elsewhere	
A suggestion that a firm decision be taken on whether to hold the December meeting or not	
The option of fewer, but longer meetings with deep dives into the strategic plan and the use of technology to transparently undertake routine Senate business, perhaps asynchronously	
A suggestion to ensure that any changes to meeting frequency do not make calendar changes more difficult to	
A suggestion to start meetings earlier in the day	
Agreement that technology should be used to enable discussion, not hinder it	

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University of Waterloo
SENATE
Notice of Meeting

Date: Monday 28 March 2022

Time: 3:30 p.m.

Place: Microsoft Teams Videoconference

	OPEN SESSION		PAGE #
3:30	<p><u>Consent Agenda</u> Motion: To approve or receive for information by consent items 1-3 below.</p> <p>1. Minutes of the 28 February 2022 Meeting*</p> <p>2. Reports from Committees and Councils a. Graduate & Research Council b. Undergraduate Council</p> <p>3. Reports from the Faculties</p>	Decision	
		Information	25
		Decision/Information	27
		Information	31
	<p><u>Regular Agenda</u></p>		
3:35	4. Business Arising from the Minutes		
3:40	5. Reports from Committees and Councils a. Finance Committee i. Committee Report * ii. Operating Budget Presentation b. Graduate & Research Council c. Undergraduate Council	Decision Information Decision Decision	 33 35
4:00	6. Report of the President a. Strategic Plan Update: Community b. President's Update	Information Information	
5:00	7. Report of the Vice-President, Academic & Provost	Information	
5:05	8. Report of the Vice-President, Research & International	Information	
5:10	9. Other Business		
	CONFIDENTIAL SESSION		
4:40	10. Minutes of the 28 February 2022 Meeting*	Decision	
4:45	11. Business Arising from the Minutes		
4:50	12. Report of the President		
4:55	13. Other Business		

KJJ/dg
25 February 2022

Karen Jack
University Secretary
Secretary to Senate

* to be distributed

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University of Waterloo
SENATE GRADUATE & RESEARCH COUNCIL
Report to Senate
28 March 2022

Senate Graduate & Research Council met on 14 February 2022 and agreed, in accordance with [Senate Bylaw 2](#) (section 4.03), to forward the following items to Senate for information as part of the consent agenda.

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

FOR INFORMATION

CURRICULAR SUBMISSIONS

On behalf of Senate council approved new courses, course inactivations, and minor program revisions for the Faculty of Arts (Philosophy, English), Faculty of Engineering (Civil and Environmental Engineering), and the Faculty of Environment (Geography and Environmental Management; Environment, Enterprise and Development).

GRADUATE AWARDS

On behalf of Senate, council approved the GM Canada Innovators Graduate Scholarship (trust) and the Rico Mariana 2SLGBTQ+ Graduate Award (endowment).

UNIVERSITY RESEARCH ETHICS

On behalf of Senate, council approved the following:

- Clinical Research Ethics Board – new member (1)

/mh kw Jeff Casello
Associate Vice-President, Graduate Studies and
Postdoctoral Affairs

Charmaine Dean
Vice-President, Research & International

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University of Waterloo
SENATE UNDERGRADUATE COUNCIL
Report to Senate
28 February 2022

Senate Undergraduate Council met on 11 January 2022 and agreed to forward the following items to Senate. Council recommends that these items be included for information or approval, as noted, in the consent agenda.

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

FOR APPROVAL

ACADEMIC PLAN CHANGES

Renison University College
Diploma in East Asian Studies

1. **Motion:** That Senate approved a major modification to the Diploma in East Asian Studies as outlined, effective 1 September 2023.

Background and Rationale:

With the redefinition of diplomas, the East Asian Studies diploma is out of step with the University of Waterloo practice. The current version is identical to the East Asian Studies minor. The new version proposed here realigns with current practice, reducing the number of courses to four. Appropriate language courses may be used but are no longer required, as some students may wish to take a different path to the diploma. The note about EASIA 250R is no longer relevant and thus is removed.

Revised calendar text (**bold** = new; ~~strikethrough~~ = deleted)

Students enrolled in any **degree program or** non- or post-degree academic plan may pursue the Diploma in East Asian Studies.

The Diploma in East Asian Studies requires successful completion of a minimum of ~~four~~ **two** academic course units (~~eight~~ **four** courses) with a minimum cumulative diploma average of 65%, including:

- EASIA 100R
- ~~four language courses (2.0 units) from CHINA, JAPAN, KOREA (not in the student's first language)~~
- **two courses (1.0 unit) from EASIA (see Note)**
- ~~one~~ **three** courses (~~1.5~~ **0.5** units) from the following:
 - o **any other EASIA course**
 - o **any CHINA course**
 - o **any JAPAN course**
 - o **any KOREA course**
 - o GEOG 215
 - o HIST 239
 - o PSCI 259, PSCI 358, PSCI 479
 - o RS 100, RS 204

Note

~~Students taking EASIA 250R are required to complete only one additional plan elective (0.5 unit) from the last section~~

EASIA 250R is 1.0 unit and therefore counts as two EASIA courses.

Further Information

For further information, visit the East Asian Studies website.

ACADEMIC REGULATIONS

Environment

Internal Transfer Credits

- 2. Motion:** That Senate approve the following revision to the internal transfer credit regulation for the Faculty of Environment, effective 1 September 2023.

Background and Rationale:

The proposed revision aligns calendar text with practice. Clearing after an absence doesn't happen unless the absence was the result of a failed standing.

Existing Calendar Text: <http://ugradcalendar.uwaterloo.ca/page/ENV-Internal-and-External-Transfer-Credits>

Revised Calendar Text (**bold** = new; ~~strikethrough~~ = deleted)

...

A student transferring to a Faculty of Environment academic plan from within the University, or former Faculty of Environment students returning after ~~an absence~~ **a failed standing**, will have their previous Waterloo courses assessed for internal transfer credit. If it is determined to be in the student's best interest, their prior University of Waterloo record will be cleared; all courses will remain on the student's academic record, but the grades achieved will not be included in the calculation of cumulative plan averages. Cleared courses with a grade of 50% or better will contribute credits towards a degree up to the [University maximum allowance](#).

...

FOR INFORMATION

UNDERGRADUATE SCHOLARSHIPS, AWARDS AND BURSARIES

Council received a report regarding new undergraduate scholarships, awards and bursaries from the Registrar's Office. [[Appendix 1](#)]

ACADEMIC PROGRAM REVIEWS

Council reviewed and approved the following reports on behalf of Senate:

- Final Assessment Report, Business Administration and Mathematics Double Degree [[Appendix 2](#)]
- Two-Year Progress Report, Architecture [[Appendix 3](#)]

MINOR PLAN & CURRICULAR MODIFICATIONS

Council approved the following on behalf of Senate:

- minor plan changes for the Faculty of Arts (cognitive science minor); Faculty of Environment (business option, climate and environmental change, geography and environmental management, geomatics (honours and joint), environment and business (honours), environment, resources and

sustainability (honours), international development, practice and research specialization (honours), knowledge integration (honours)); Faculty of Environment (international development); Faculty of Mathematics (computing minor).

- new courses for the Faculty of Arts (anthropology, English language and literature, American Sign Language)
- course changes for the Faculty of Arts (religious studies, social & development studies, sociology); Faculty of Environment (dean of environment, geography & environmental management, environment and business); Faculty of Mathematics (computer science).
- course inactivations for the Faculty of Arts (political science).

/rmw

David DeVidi
Associate Vice-President, Academic

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University of Waterloo
REPORT TO SENATE FROM THE FACULTIES
28 March 2022

FOR INFORMATION

The Faculty Reports for Senators' information regarding the variety of appointments, reappointments, special appointments, leaves, and other matters of interest about individuals in the Faculties are available at the [Senate agenda page](#)¹.

¹ https://uwaterloo.ca/secretariat/sites/ca.secretariat/files/uploads/files/march_2022_all_faculties.pdf

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University of Waterloo
SENATE GRADUATE & RESEARCH COUNCIL
Report to Senate
28 March 2022

Senate Graduate & Research Council met on 14 February 2022 and agreed, in accordance with [Senate Bylaw 2](#) (section 4.03), to forward the following item to Senate for approval as part of the regular agenda.

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

FOR APPROVAL

PROGRAM CHANGES

Faculty of Arts

1. **Motion:** To approve the permanent online delivery of the two program intensive milestones for the Master of Digital Experience Innovation (MDEI), effective 1 May 2022, as presented.

Rationale: When MDEI transitioned to an online program starting in fall 2021, there were two in-person program intensive milestones as part of the new program plan. Each intensive milestone is 10 days in duration, with the first occurring in August prior to the fall term, and the second occurring in April after the winter term courses. The program intensive 1 milestone was delivered online in fall 2021 due to the COVID-19 pandemic, and the request is for both intensive milestones to move online permanently. Both terms of coursework are delivered online, and it has now been shown that the intensives can be run successfully online as well. Moving both intensive milestones online will make these graduation milestones more accessible for students (i.e., international students will not have to obtain study visas to come to campus for 10 days and working professionals and those with families can complete the intensives remotely).

Faculty of Science

2. **Motion:** To approve revising the graduate research fields noted on the application for M.Sc. and Ph.D. Pharmacy programs to include the following three research fields: Pharmaceutical Science; Pharmacy Practice and Health Services Research; Pharmacoepidemiology and Health Outcomes Research, effective 1 May 2022, as presented.

Rationale: Currently, the graduate research fields noted for MSc in Pharmacy are Drug Design: Molecular Pharmacology, Pharmacokinetics and Toxicology, as well as Pharmaceutics: Drug and Vaccine Delivery Systems and Nanomedicine; and for the PhD in Pharmacy, Pharmaceutical Discovery and Evaluation. Revising the graduate research fields for both the MSc and PhD in Pharmacy programs is being sought in order to be consistent between the programs and to include research areas that were not approved on the original program proposals, to better represent research conducted by all faculty members at the School.

/mh kw Jeff Casello
Associate Vice-President, Graduate Studies and
Postdoctoral Affairs

Charmaine Dean
Vice-President, Research & International

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University of Waterloo
SENATE UNDERGRADUATE COUNCIL
Report to Senate
28 March 2022

Senate Undergraduate Council met on 15 February 2022 and agreed to forward the following items to Senate for approval in the regular agenda.

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

FOR APPROVAL

ACADEMIC REGULATIONS

Registrar's Office
Posthumous Degrees and Certificates of Enrolment

1. **Motion:** That Senate approve the following regulation regarding the awarding of posthumous degrees and certificates of enrolment, effective 1 May 2022.

Background and Rationale: . The new rule will be implemented for all current students as of the effective date – it is not tied to their program requirement term – and it will first appear in the 2021-2022 Undergraduate Studies Academic Calendar.

New text for Posthumous Degrees and Certificates of Enrolment has been generated for the Undergraduate Studies Academic Calendar to formalize the University of Waterloo's practices regarding the criteria for granting posthumous degrees and to offer certificates of enrolment for when posthumous degree criteria is not met. The University's reputation was considered in the development of the criteria.

The new Certificate of Enrolment is considered as a certificate of participation, and as such will not be treated as an earned credential (see notes below). [Definitions](#) for certificate and credential will be updated to make this distinction clear.

The proposed wording is consistent with what has been approved for the Graduate Studies Academic Calendar and graduate-level posthumous degrees (i.e., percentage of coursework and possibility of degree enrolment certificate). Graduate-level criteria went into effect as of spring 2021 and will be published in the Graduate Studies Academic Calendar when the undergraduate-level criteria has been approved.

Proposed Undergraduate Calendar text:

Section of Calendar: [University Policies, Guidelines, and Academic Regulations](#)

New Calendar page: Posthumous Degrees and Certificates of Enrolment

Posthumous degrees can be granted to an undergraduate student who, at the time of their death, was pursuing the completion of a University of Waterloo undergraduate degree. If a student is terminally ill, similar criteria can be used, and the approval of the degree expedited.

Senate has delegated the authority to award posthumous degrees to the university registrar and the associate vice president, academic. Typically, the associate provost, students (or designate) and/or associate dean, undergraduate from the student's home faculty, in collaboration with the relevant academic unit head, initiates the process for recommending a posthumous degree to the university registrar and associate vice president, academic.

Criteria to grant a posthumous degree:

- Normally, 50% or more of the degree's total required units are completed successfully.

Notes

1. Any declared majors, minors, options, and specializations, with 50% or more units successfully completed, are also noted on the posthumous degree.
2. Certificates and diplomas will not be considered to be awarded posthumously.
3. If 50% or more of the declared program's total required units have not been completed, but the student has completed a minimum of 50% of the total required units for a different program, that alternate credential will be noted on the awarded posthumous degree. For example, granting Three-Year General Liberal Studies instead of Honours Anthropology.
4. Only the student's transcript will indicate that the degree was granted posthumously.

Criteria to grant a posthumous Certificate of Degree Enrolment:

- When the 50% academic requirement threshold for a posthumous degree has not been met.

Notes

1. The Certificate of Degree Enrolment is not considered a credential and will not be recognized during formal convocation exercises.
2. The Certificate of Degree Enrolment will be noted on the transcript as transcript text.

/rmw

David DeVidi
Associate Vice-President, Academic