

University of Waterloo
SENATE EXECUTIVE COMMITTEE
Notice of Meeting

Date: Monday 6 March 2023

Time: 3:30 p.m. – 4:30 p.m.

Place: NH 3308

NB to SEC members: with agenda content pertaining to the Senate Governance Review, this meeting will be held in-person.

| AGENDA | Action |
|---|---------------------------------------|
| 1. Minutes of the 6 February 2023 Meeting * | Decision |
| 2. Business Arising from the Minutes | |
| 3. Proposal to Amend Senate Meeting Schedule, and the Timing of Senate Meetings * (Goel) | Decision/ Recommendation to Senate |
| 4. Proposal to Amend Ex-officio Membership of Senate for Considerations of Equity, Diversity, And Inclusion in Senate membership * (Goel) | Decision/ Recommendation to Senate |
| 5. Draft 27 March 2023 Senate Agenda * | Decision |
| 6. Other Business | |

28 February 2023

Mike Grivicic
Associate University Secretary

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University of Waterloo
SENATE EXECUTIVE COMMITTEE
Minutes of the 6 February 2023 Meeting
[in agenda order]

Present: Michael Beauchemin, Jeff Casello, Joan Coutu, Catherine Dong, Vivek Goel (chair), Mary Hardy, Andrea Kelman (secretary), Christiane Lemieux, Graham Murphy, Mary Robinson, James Rush, Julian Surdi, Stephanie Ye-Mowe

Regrets: Carol Ann MacGregor, Luke Potwarka, Clarence Woudsma

Guests: Jean Becker, Jenny Flagler-George, Diana Gonçalves, Christopher Taylor

1. REPRESENTATION IN THE UNIVERSITY GOVERNANCE STRUCTURE

Jean Becker

- As institutions align with stated values of inclusion and equity, Indigenous representation is required within the bicameral system of the institution
- Indigenous people have a great deal to contribute and must be present at these tables
- Indigenous leadership at several institutions through the appointment of Indigenous Chancellors has occurred since 2015 with the recommendations from the Truth and Reconciliation Commission report
- Other institutions are designating seats for Indigenous leaders on Senates and Boards signaling a cultural shift
- UW has gained some reputation for structural change over the past three years for its efforts and there are indications of progress

Christopher Taylor

- PART recommendations 78-83 speak to the reality that there is an underrepresentation of Black, Indigenous, and other racialized leaders in the bicameral system of governance as well as other administrative bodies at the institution. Black, Indigenous and other racialized members of the community face barriers to joining governance bodies
- Building competency and an understanding around education and the ability to participate is key
- Main challenges are collectively we need to increase the number of Black, Indigenous and other racialized individuals in the community

The following discussion occurred.

- Most of the institution's governance structure is written into the UW Act
- Recognizing that representation on Senate is mostly through election, how do we encourage community members to participate and how do we provide support
 - Consider reserving seats for Black and Indigenous representation by adding seats like we reserve for faculty
 - Take some existing ex-officio seats and change their designation
 - Consider how appointments are made to committees and councils of Senate – could SEC play a bigger role in those appointments
 - Consider a committee to bring these perspectives forward – EDI-R committee

ACTION:

- Explore these ideas and bring back for future discussion at Committee.

2. MINUTES OF THE 3 JANUARY 2023 MEETING

A motion was heard to approve the minutes as presented. Dong and Surdi. Carried with one abstention.

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising.

4. CHANCELLOR NOMINATING COMMITTEE

Goel reminded the committee that Dominic Barton's term as Chancellor will end on June 30, 2024.

- The target to recommend an appointment to Senate will be the Fall of 2023
- March Senate Executive Committee will discuss the characteristics and degree of engagement appropriate for the next Chancellor

A motion was heard to recommend to Senate that the Senate Executive Committee be appointed as the Chancellor Nominating Committee. Casello and Dong Carried.

5. DRAFT 27 FEBRUARY 2023 SENATE AGENDA

The draft agenda was reviewed.

- Members asked for an update on the digital learning strategy consultations
- Rush advised that they are ongoing and will come forward at a later date

A motion was heard to approve the 27 February 2023 Senate agenda as presented. Beauchemin and Dong. Carried.

6. MEMO – SENATE GOVERNANCE REVIEW RECOMMENDATIONS

The Committee reviewed the current terms of reference. Various comments were received.

- Issue of representation on this committee should be reviewed as this committee has significant influence on what gets on the Senate agendas
- Provide more oversight into the appointments to committees and councils and improve visibility on the operationalization of the process

ACTION: Secretariat to review comments and report back at a future meeting.

7. OTHER BUSINESS

There was no other business.

With no other business, the meeting was adjourned.

7 February 2023

Andrea Kelman
University Secretary

For Recommendation

Public

Open Session

To: Senate

Sponsor: Vivek Goel, President and Vice-Chancellor, and Chair of Senate
Contact Information: Office of the President

Presenter: Vivek Goel, President and Vice-Chancellor, and Chair of Senate
Contact Info: Office of the President

Date of Meeting: March 6, 2023

Item Identification:

Proposal to amend the annual meeting schedule of Senate, and the timing of meetings of Senate.

Summary:

The final report of the Senate Governance Review was submitted to and endorsed by Senate at its June 2022 meeting. This report addresses elements of recommendations 13 and 14 of the review.

13. Revise the annual Senate meeting schedule to reflect the rationalized annual work plan. (Key considerations: ensuring transparency; enabling substantive strategic discussions; respecting essential academic practices and schedules, and key matters requiring approval or endorsement by Senate (e.g., budget); the potential for alignment with the Board of Governors' cycle of meetings; in discussion with the Board, potential reconsideration of the start of the governance year to align with academic cycles; how meetings may be held (in-person, virtual, and hybrid).

14. Ensure the timing of meetings in the day allows for more equitable participation.

In recognition of the general pattern of cancelling the regular December meeting (often scheduled 15-20 December) as well as the possibility of condensing regular Senate meetings in the January-June period, this report proposes a revised schedule with the aim to complete the same amount of regular business annually with fewer regular meetings.

With respect to equitable participation in Senate meetings, the University recognizes the importance of Senators (and all members of our community) being able to balance and fulfill their personal and family responsibilities; going forward, the scheduling of Senate meetings will be limited to within the standard workday.

The COVID-19 pandemic has adequately demonstrated that emergent modes of meeting (hybrid and/or fully via videoconference) are effective and here to stay. This report aims to codify this recognition for the ongoing benefits of Senate, senators, and the university community.

Recommendation/Motion:

That Senate gives first reading to the amendments to the Senate By-Law 1 as presented in this report, with said amendments to effect:

- a. Reducing the normal number of general Senate meetings from 10 to 8 annually
- b. Adding provision for holding meetings electronically as well as in hybrid format (e.g. with simultaneous in-person and electronic participation)

And that Senate endorse the following general guidelines for the annual schedule of meetings of Senate, for consideration by the chair of Senate in setting their approval of the annual schedule, subject to passage of the recommended bylaw amendments as presented in this report:

- a. Meetings approximately evenly spaced as follows: five (5) regular meetings of Senate between 1 Jan and 30 June and three (3) regular meetings of Senate between 1 September and 30 November
- b. Toward promoting the ability of Senators to balance and fulfill their personal and family responsibilities, schedule all meetings of Senate to begin at not earlier than 9:00 a.m. and to end not later than 4:30 p.m.

And further that Senate approve the recommended amendments to the annual work plan (attached to this report) which is congruent with the reduced number of general Senate meetings to be held annually, subject to passage of the recommended bylaw amendments as presented in this report.

Jurisdictional Information:

Senate is empowered under section 22(o) of the *University of Waterloo Act, 1972*:

“...to enact by-laws and regulations for the conduct of its affairs.”

Per Senate Bylaw 1, section 14 “Bylaws – general”:

- 14.01 The passage of a new bylaw or amendment(s) to an existing bylaw is accomplished in two readings by Senate. At the first reading, such discussion as is deemed appropriate by Senate shall take place. At the second reading, further discussion may take place and the vote on the document shall be taken. The two readings shall take place at different, but not necessarily consecutive, meetings of Senate.
- 14.02 No proposed bylaw or amendment(s) will be given reading unless it has been bound into or accompanies the agenda portfolio distributed in advance of the meeting.
- 14.03 Any proposed bylaw or amendment(s) shall include the proposed wording of the bylaw or amendment(s), and where appropriate, a summary of the reasons for such bylaw or amendment(s).
- 14.04 In order to be approved by Senate, any new bylaw or amendment(s) to bylaws must receive the affirmative vote of at least two-thirds of the members of Senate present and voting at the meeting.

Previous Action Taken:

Not applicable.

Highlights:

Recommended amendments to Senate Bylaw 1 are as follows:

(strikethrough = deleted text, underline = new text)

3.01 General meetings

Senate shall normally hold ~~ten (10)~~ eight (8) general meetings during each academic year. Notice of each meeting shall be communicated to the university community in such places and ways as may be designated from time to time by Senate.

3.02 Place of meetings

~~Meetings of Senate shall be held upon the campus of the university.~~

Meetings of Senate may be held:

- a. in-person upon the campus of the university, or
- b. via telephone, electronic or other communications facilities that permit all participants to communicate with each other during the meeting, or
- c. in-person upon the campus of the university with simultaneous participation via telephone, electronic or other communications facilities that permit all participants to communicate with each other during the meeting.

The specific place of any given meeting shall be at the sole approval of the chair of Senate and shall be communicated with the notice of agenda as in section 3.03 of this bylaw.

Governance Path:

Consultation with Senate Graduate & Research Council (13 February 2023), and Senate Undergraduate Council (14 February 2023)

Senate Executive Committee, 6 March 2023

Senate, 27 March 2023 (planned first reading)

Senate, 17 April 2023 (planned second reading)

Next Steps:

Until Senate approval of the recommended bylaw amendments, the current 2022-23 Senate calendar of meetings will remain in effect. The implementation of the amended calendar is anticipated to commence with the 2023-24 academic year.

Documentation Provided:

- Draft Revised Senate Work Plan (revised for eight meets/year)

2023-2024 Senate Work Plan (sample revised, eight meetings/year)

| Senate Agenda Items · expected *as needed | Middle May | Late June | Early October | Early November | Early December | Late January | Early March | Middle April |
|---|-------------------|------------------|----------------------|-----------------------|-----------------------|---------------------|--------------------|---------------------|
| REGULAR AGENDA (including items for information and discussion) | | | | | | | | |
| Minutes | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Business Arising | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| LEADERSHIP UPDATES⁶ | | | | | | | | |
| Report of the Vice-President Academic and Provost | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Report of the Vice-President Research & International | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| REPORTS FROM COMMITTEES AND COUNCILS | | | | | | | | |
| Executive Committee | * | * | * | * | * | * | * | * |
| Graduate & Research Council (GRC) | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Undergraduate Council (UC) | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Long Range Planning Committee | ▪ | | ▪ | | ▪ | | ▪ | |
| Joint Report of GRC & UC on Academic Calendar Dates | | | | ▪ | | | | |
| University Committee on Student Appeals Annual Report (Policy 72) | | | | | ▪ | | | |
| University Appointment Review Committee Annual Report (Policy 76) | | | | | | | | ▪ |
| Finance Committee - Budget Update ³ | | | | | | ▪ | | |
| Finance Committee - Budget recommendation ^{2, 3} | | | | | | | ▪ | |
| OTHER SENATE AGENDA ITEMS | | | | | | | | |
| New Senator Orientations (before meeting) | ▪ | | | | | | | |
| Teaching Awards Committee | | | | | | | ▪ | |
| Roster of Graduands | ▪ | | ▪ | | | | | |
| Undergraduate and Graduate Admissions Update | | | | | | | | ▪ |
| SENATE PRESENTATIONS | | | | | | | | |
| Presentations from the Presidents of the Faculty Association, Waterloo Undergraduate Association and Graduate Student Association | | | | | | | | ▪ |
| Strategic Plan Accountability Update | | | ▪ | | | | | |
| PART Annual Update | | ▪ | | | | | ▪ | |
| Faculty Update | | | ENG | ▪ | ▪ | | | |

¹ Annual item

² Board of Governors approval

³ Presented by the Vice-President Academic and Provost

⁴ Presented by the President and Vice-Chancellor, and Chair of Senate

⁵ Presented by the University Secretary

⁶ Leadership updates may include such topics as: Talent, We Accelerate Report, Communities (EDI, Sustainability), Waterloo International, etc.

| Senate Agenda Items | Middle May | Late June | Early October | Early November | Early December | Late January | Early March | Middle April |
|--|-------------------|------------------|----------------------|-----------------------|-----------------------|---------------------|--------------------|---------------------|
| <ul style="list-style-type: none"> • expected *as needed | | | | | | | | |
| CONSENT AGENDA | | | | | | | | |
| Reports from Faculties (e.g., appointments, administrative appointments, sabbaticals) ² | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Tenure and Promotion Report ⁴ | | | ▪ | | | | | |
| University Professor Designation ³ | | | | | | | | ▪ |
| Call for Nominations for University Professor ³ | | | ▪ | | | | | |
| Call for Nominations for Honorary Degree Recipients and Convocation Speakers ⁴ | | | | | | ▪ | | |
| Report of the COU Academic Colleague | | | | | ▪ | | | |
| Senate Committee Appointments ⁵ | * | * | ▪ | * | * | * | * | * |
| CONFIDENTIAL AGENDA | | | | | | | | |
| Minutes | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Business Arising | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Reports from Committees and Councils | * | * | * | * | * | * | * | * |
| Honorary Degree Recommendations | * | * | * | * | ▪ | * | * | ▪ |
| Reports from Search and Review Committees for Policy-based Senior Leadership Appointments and Reappointments | * | * | * | * | * | * | * | * |
| Report of VP Advancement on Policy 7 (June) | | • | | | | | | |

| Joint SENATE/BOARD Strategic Plan Focus Sessions | Joint SENATE/BOARD Continuing Education Sessions |
|--|--|
| <ul style="list-style-type: none"> • [item] • [item] | <ul style="list-style-type: none"> • [item] • [item] |

Special Topics for 2023-2024 to be Scheduled:

- [item]
- [item]

For more information:

uwaterloo.ca/secretariat
secretariat@uwaterloo.ca
 NH 3060

¹ Annual item

² Board of Governors approval

³ Presented by the Vice-President Academic and Provost

⁴ Presented by the President and Vice-Chancellor, and Chair of Senate

⁵ Presented by the University Secretary

⁶ Leadership updates may include such topics as: Talent, We Accelerate Report, Communities (EDI, Sustainability), Waterloo International, etc.

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For Recommendation**Public****Open Session**

To: Senate

Sponsor: Vivek Goel, President and Vice-Chancellor, and Chair of Senate
Contact Information: Office of the President

Presenter: Vivek Goel, President and Vice-Chancellor, and Chair of Senate
Contact Info: Office of the President

Date of Meeting: March 6, 2023

Item Identification:

Proposal to amend the *ex-officio* membership of Senate to provide for the appointment of five members of Executive Council by the president, and reflecting requirements for Senate operations and considerations for equity, diversity, and inclusion in the membership of Senate

Summary:

The University has made clear commitments toward positive action in the space of equity, diversity, inclusion and anti-racism (EDI-R), as well as having made a full commitment to decolonization, Indigenization and reconciliation. In the context of these commitments, it is important that the membership of Senate be reflective of the community that it serves. Currently there are five *ex-officio* members of Senate designated in Senate Bylaw 4 that are specific members of Executive Council. It is proposed that the specific named positions be removed and instead the President would designate five members of Executive Council. The President would consider the needs for appropriate operation of the Senate and its Committees and Councils as well as specific regard to reflecting considerations for equity, diversity, and inclusion.

With this amendment the president will be able to identify and fill specific gaps in representation on Senate in congruence with the University's commitments. It is emphasized that those appointed under this provision are full-fledged members of Senate and will take a broad interest in all matters brought forward to that body, as is expected for all Senators.

The proposed bylaw amendments as presented will effect no change to overall number of Senate members (93), and will keep intact the majority membership of faculty representatives on Senate as well as the present ratios of representation between the elected members of Senate from the Board of Governors, the undergraduate students, the graduate students and the alumni.

Recommendation/Motion:

That Senate gives first reading to the amendments to Senate Bylaw 4 as presented in this report, with said amendments to effect:

- a. Removal of five (5) named *ex-officio* members, items (a)-(e) in the bylaw
- b. Addition of five *ex-officio* members drawn from Executive Council, designated by the president

Jurisdictional Information:

Senate is empowered under section 22(o) of the *University of Waterloo Act, 1972*:

“...to enact by-laws and regulations for the conduct of its affairs.”

Section 18(a) of the *University of Waterloo Act, 1972* describes the *ex-officio* membership of Senate, including article 9 of the section:

“9. Such other *ex-officio* members as the Senate by by-law may, from time to time, designate.”

Under Senate Bylaw 1, section 14 “Bylaws – general”:

- 14.01 The passage of a new bylaw or amendment(s) to an existing bylaw is accomplished in two readings by Senate. At the first reading, such discussion as is deemed appropriate by Senate shall take place. At the second reading, further discussion may take place and the vote on the document shall be taken. The two readings shall take place at different, but not necessarily consecutive, meetings of Senate.
- 14.02 No proposed bylaw or amendment(s) will be given reading unless it has been bound into or accompanies the agenda portfolio distributed in advance of the meeting.
- 14.03 Any proposed bylaw or amendment(s) shall include the proposed wording of the bylaw or amendment(s), and where appropriate, a summary of the reasons for such bylaw or amendment(s).
- 14.04 In order to be approved by Senate, any new bylaw or amendment(s) to bylaws must receive the affirmative vote of at least two-thirds of the members of Senate present and voting at the meeting.

Highlights:

Recommended amendments to Senate Bylaw 4 are as follows:
(strikethrough = deleted text, underline = new text)

“...

BE IT THEREFORE enacted as a bylaw of Senate of the University of Waterloo as follows:

That the following be named as *ex-officio* members of Senate:

~~1. The vice president, advancement.~~

- ~~2. The vice-president, university relations.~~
- ~~3. The vice-president, research and international.~~
- ~~4. The associate vice-president, academic.~~
- ~~5. The deputy provost, integrated planning and budgeting.~~
- ~~6. 1. The president of the Faculty Association of the University of Waterloo.~~
- ~~7. 2. The president of the Federation of Students, University of Waterloo.~~
- ~~8. 3. The president of the Graduate Student Association - University of Waterloo.~~
4. Five (5) members of Executive Council designated by the president.

...”

Previous Action Taken:

Not applicable.

Governance Path:

Senate Executive Committee, 6 March 2023

Senate, 27 March 2023 (planned first reading)

Senate, 17 April 2023 (planned second reading)

Next Steps:

Not applicable.

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Notice of Meeting

Date: Monday 27 March 2023

Time: 3:30 pm

Place: NH 3407 ¹

| | OPEN Session | | Page # |
|--------------|---|--|------------------------|
| 3:30 | 1. Conflict of Interest | Declaration | |
| | 2. Approval of the Agenda | Decision | |
| | 3. Minutes of the 27 February 2023 Meeting | Decision | |
| | 4. Business Arising from the Minutes | Information | |
| | 5. Senate Workplan | Information | 19 |
| 3:35 [40] | 6. Report of the President a. President's Update b. Strategic Plan Thematic Session – Communities (Sustainability) User Panel | Oral/Information Discussion | |
| 4:15 [15] | 7. Leadership Updates a. Report of the Vice-President, Academic & Provost i. Operational and Strategic Matters b. Report of the Vice-President, Research & International i. Operational and Strategic Matters | Oral/Information Oral/Information | |
| 4:30 [30] | 8. Reports from Committees and Councils a. Senate Long Range Planning Committee i. <i>That Senate endorse the Waterloo at 100 Vision Paper, and that Senate recommend that the Board of Governors endorse the Waterloo at 100 Vision Paper.</i> ii. Presentation – Waterloo at 100 Vision Paper (Vivek Goel) | Decision | |
| 5:00 [30] | b. Senate Finance Committee i. <i>That Senate recommend that the Board of Governors approve the 2023-24 Operating Budget, as described in Attachment 1.</i> ii. Operating Budget Presentation (James Rush) | Decision | |
| 5:30 [15] | c. Senate Graduate & Research Council i. <u>To approve a new course-based Master of Future Cities (MFC) offered by the Faculty of Environment, effective 1 September 2023, as presented.</u> ii. <u>To approve adding a direct entry Co-operative program/option to the MEng in Chemical Engineering, effective 1 May 2023, as presented.</u> iii. <u>To approve updating the MEng in Chemical Engineering degree requirements to include one new Graduate Specialization in Entrepreneurship, effective 1 May 2023, as presented.</u> | Decision Decision Decision | 21 27 37 |

¹ Telephone coordinates will be provided to Senators unable to attend in person
SENATE

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|--------------|--|-----------------------------|----|
| | iv. <u>To approve updating the MKin degree requirements to include two new Graduate Specialization in Human Factors and Ergonomics (HFE) and Movement and Exercise Sciences (MES), effective 1 May 2023, as presented.</u> | Decision | 45 |
| | d. Honorary Degrees Committee i. <i>[Recommendation(s) to be forthcoming in March 2023]</i> | Decision | |
| 5:45 [5] | 9. <u>Amendment to Policy 3</u> <i>That Senate approve the amendments to Policy 3 – Sabbatical and Other Leaves for Faculty Members, as presented in the attachment to this report, and that Senate recommends the amendments to the Board of Governors for approval.</i> | Decision | 53 |
| 5:50 [10] | 10. <u>Proposal to Amend Senate Meeting Schedule, and the Timing of Senate Meetings*</u> (Goel) <i>That Senate gives first reading to the amendments to Senate Bylaw 1, and endorse the guidelines for the annual schedule of meetings, and approve the changes to the annual work plan, all as presented on page two of the report</i> | Decision / First Reading | 63 |
| 6:00 [10] | 11. <u>Proposal to Amend Ex-officio Membership of Senate for Considerations of Equity, Diversity, And Inclusion in Senate membership*</u> (Goel) <i>That Senate gives first reading to the amendments to Senate Bylaw 4 as presented in this report, with said amendments to effect:</i> a. <i>Removal of five (5) named ex-officio members, items (a)-(e) in the bylaw</i> b. <i>Addition of five ex-officio members drawn from Executive Council, designated by the president</i> | Decision / First Reading | 69 |
| | 12. <u>Call for Nominations for Honorary Degrees</u> | Information | 73 |
| | 13. Other Business | | |
| 6:15 [5] | CONSENT Agenda Motion: To approve or receive for information the items on the consent agenda, listed as items 14-17 of the Senate agenda | | |
| | 14. Reports from Committees and Councils | | |
| | a. <u>Senate Graduate & Research Council</u> | Information | 75 |
| | b. <u>Senate Undergraduate Council</u> | Information | 77 |
| | i. <u>That Senate approve the proposed academic regulation revision of the invalid combination of the Diploma of Sustainability with the Environment, Resources and Sustainability Honours and Joint degrees for the Faculty of Environment, effective 1 September 2024, as presented.</u> | Decision | 79 |
| | c. <u>Senate Long Range Planning Committee</u> | Information | 81 |

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|------|---|------------------|----|
| | 15. Report of the Vice-President, Research & International a. Research outputs and outcomes: Awards, Distinctions, Successful Grants, Waterloo International Engagements | Information | |
| | 16. Report of the Vice-President, Academic & Provost a. University Professor Designation | Information | |
| | 17. Reports from the Faculties | Information | 83 |
| 6:20 | CONFIDENTIAL Session <i>Note on attending confidential session:</i> Only members, support staff (Secretariat and technical staff) and invited guests may remain in the meeting room. Thank you for your co-operation | | |
| | 18. Minutes of the 27 February 2023 Meeting | Decision | |
| | 19. Business Arising from the Minutes | | |
| | 20. Report of the President | Oral/Information | |
| | 21. Other Business | | |

20 March 2023

Mike Grivicic
Associate University Secretary
Secretary to Senate

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| Senate Agenda Items • expected *as needed | 27 March 2023 <i>Strategic Plan – Communities - Sustainability</i> | 17 April 2023 <i>TBD</i> | 15 May 2023 <i>Strategic Plan - Research</i> | 19 June 2023 | 18 September 2023 | 16 October 2023 <i>Strategic Plan Annual Update / Waterloo at 100</i> | 20 November 2023 | 18 December 2023 | 15 January 2024 | 19 February 2024 |
|--|---|------------------------------------|--|---------------------|--------------------------|--|-------------------------|-------------------------|------------------------|-------------------------|
| REGULAR AGENDA (including items for information and discussion) | | | | | | | | | | |
| Minutes | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Business Arising | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| LEADERSHIP UPDATES⁶ | | | | | | | | | | |
| Report of the Vice-President, Academic & Provost | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Report of the Vice-President, Research and International | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| COMMITTEE/COUNCIL REPORTS | | | | | | | | | | |
| Executive Committee | * | * | * | * | * | * | * | * | * | * |
| Graduate & Research Council (GRC) | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Undergraduate Council (UC) | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Long Range Planning Committee | | ▪ | | | | ▪ | ▪ | | | ▪ |
| Joint Report of GRC & UC on Academic Calendar Dates ¹ | | | | | | | ▪ | | | |
| University Committee on Student Appeals Annual Report ¹ (Policy 72) | | | | | | | ▪ | | | |
| University Appointment Review Committee Annual Report ¹ (Policy 76) | | ▪ | | | | | | | | |
| Finance Committee - Budget Update ³ | | | | | | | | | | ▪ |
| Finance Committee - Budget recommendation ^{2, 3} | ▪ | | | | | | | | | |
| OTHER SENATE AGENDA ITEMS | | | | | | | | | | |
| New Senator Orientations (before meeting) | | | ▪ | | | | | | | |
| Teaching Awards Committee | ▪ | | | | | | | | | |
| Roster of Graduands | | | ▪ | | | ▪ | | | | |
| Undergraduate and Graduate Admissions Update | | ▪ | | | | | | | | |
| SENATE PRESENTATIONS | | | | | | | | | | |
| Presentations from the Presidents of the Faculty Association, Waterloo Undergraduate Association and Graduate Student Association ¹ | | ▪ | | | | | | | | |
| Strategic Plan Accountability Update ¹ | | | | | | ▪ | | | | |
| PART Annual Update | | | | ▪ | | | | | | |
| Faculty Update (6x/year) | | | | | ENG | ▪ | ▪ | | | |

¹ Annual item

² Board of Governors approval

³ Presented by the Vice-President Academic and Provost

⁴ Presented by the President and Vice-Chancellor, and Chair of Senate

⁵ Presented by the University Secretary

⁶ Leadership updates may include such topics as: Talent, We Accelerate Report, Communities (EDI, Sustainability), Waterloo International, etc.

| Senate Agenda Items • expected *as needed | 27 March 2023 <i>Strategic Plan – Communities - Sustainability</i> | 17 April 2023 <i>TBD</i> | 15 May 2023 <i>Strategic Plan - Research</i> | 19 June 2023 | 18 September 2023 | 16 October 2023 <i>Strategic Plan Annual Update / Waterloo at 100</i> | 20 November 2023 | 18 December 2023 | 15 January 2024 | 19 February 2024 |
|--|--|------------------------------------|--|---------------------|--------------------------|---|-------------------------|-------------------------|------------------------|-------------------------|
| CONSENT AGENDA | | | | | | | | | | |
| Reports from Faculties (e.g., appointments, administrative appointments, sabbaticals) ² | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Tenure and Promotion Report ⁴ | | | | | ▪ | | | | | |
| University Professor Designation ³ | ▪ | | | | | | | | | |
| Call for Nominations for University Professor ³ | | | | | ▪ | | | | | |
| Call for Nominations for Honorary Degree Recipients ⁴ | | | | | | | | | | ▪ |
| Report of the COU Academic Colleague ¹ | | | | | | | ▪ | | | |
| Senate Committee Appointments ⁵ | * | * | * | * | ▪ | * | * | * | * | * |
| CONFIDENTIAL AGENDA | | | | | | | | | | |
| Minutes | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Business Arising | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Reports from Committees and Councils | * | * | * | * | * | * | * | * | * | * |
| Honorary Degree Recommendations | * | * | * | * | * | * | ▪ | * | * | ▪ |
| Reports from Search and Review Committees for Policy-based Senior Leadership Appointments and Reappointments | * | * | * | * | * | * | * | * | * | * |
| Report of VP Advancement on Policy 7 ¹ | | | | ▪ | | | | | | |

| Joint SENATE/BOARD Strategic Plan Focus Sessions 3-4:30 | Joint SENATE/BOARD Continuing Education Sessions 3-4:30 |
|---|---|
| <ul style="list-style-type: none"> • March 21, 2023 - Communities (Sustainability) • May 2, 2023 - Research | <ul style="list-style-type: none"> • March 1, 2023 – Funding Environment, SMA, Corridors |

Special Topics for 2022-2023 to be Scheduled:

- President’s Anti-racism Task Force Update (PART)
- Waterloo at 100
- Senate Governance Review Recommendations and Updates

For more information: secretariat@uwaterloo.ca
 uwaterloo.ca/secretariat , NH 3060

¹ Annual item

² Board of Governors approval

³ Presented by the Vice-President Academic and Provost

⁴ Presented by the President and Vice-Chancellor, and Chair of Senate

⁵ Presented by the University Secretary

⁶ Leadership updates may include such topics as: Talent, We Accelerate Report, Communities (EDI, Sustainability), Waterloo International, etc.

For Approval**Public****Open Session**

To: Senate

Sponsor: Clarence Woodsma & Leia Minaker

Contact Information: School of Planning, Faculty of Environment
cwoudsma@uwaterloo.ca lminaker@uwaterloo.ca

Presenter: Leia Minaker

Contact Info: Phone 519-888-4567 x45615 lminaker@uwaterloo.ca

Date of Meeting: March 27, 2023

Item Identification:

NEW PROGRAM:
Graduate Program Proposal of Master of Future Cities (MFC).

Summary:

The Master of Future Cities (MFC) is interdisciplinary in nature and will be housed in the Faculty of Environment. This course-based program includes nine courses in a mix of online, in-person block and hybrid delivery formats, including required courses in cities, sustainability, future studies, and a capstone course. The program can be completed either full-time (three terms) or part-time (six - eight terms). The program is regular only with no co-op, and no formal internship, although the applied capstone is required. Tuition is consistent with the per-course equivalent cost of this program's closest competitor program, the Master of Urban Innovation at the University of Toronto (Mississauga). Domestic per-course tuition is \$1,986 and international per-course tuition is \$4,538.

Recommendation/Motion:

To approve a new course-based Master of Future Cities (MFC) offered by the Faculty of Environment, effective 1 September 2023, as presented.

Jurisdictional Information:

This item is being submitted to Senate in accordance with [Senate Bylaw 2](#); section 4.03(e): "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."

Governance Path:

The new program proposal was approved by the Faculty of Environment on 31 March 2022. On 13 February 2023, Senate Graduate and Research Council unanimously agreed to forward the proposal to Senate for approval.

Previous Action Taken:

The new program proposal was prepared by Johanna Wandel, Associate Dean (Strategic Initiatives), Faculty of Environment, Clarence Woudsma, School of Planning and future Director of the Master of Future Cities program, and Jean Andrey, Dean of Environment; with contributions from program faculty, as well as School of Planning library resources.

Highlights:

The proposed MFC program is designed to provide early- and mid-career professionals with competency in futures and systems thinking and foresight methods that can be used to better address the significant challenges of today while anticipating and generating innovative and sustainable options for uncertain and increasingly complex futures in the context of cities.

The University of Waterloo's Strategic Plan, [Connecting Imagination with Impact](#), boldly declares "Waterloo is built for change" and that its 2020-2025 plan is for an era of rapid change. The proposed MFC program maps strongly onto the first theme of the strategic plan: "developing talent for a complex future".

- Under this theme, students learn to apply knowledge in contexts unimaginable today. The proposed program embeds foresight methods through systems and futures thinking throughout the program and engages learners with alternative visions of future cities built from multiple perspectives. The program requires students to develop and demonstrate mastery of futures thinking and applications through a team-based capstone project course.
- University of Waterloo's strategic plan also calls for more interdisciplinarity and flexibility in graduate programs. The proposed program draws on disciplinary and inter-disciplinary knowledge and instructor expertise from the following fields: urban planning, geography, architecture, foresight, sustainability and systems science. Course sequencing within the program ensures that both full time and part-time students will be part of a cohort in the first five months of the program, with core and elective courses. Further the program is designed such that it can be finished in one, two, or three years; and it can be completed mostly online (with only two mandatory blocks on campus) but also can include more in-person instruction, if desired by students.
- The University's strategic plan also recognizes that accelerating climate change will magnify existing societal issues, with marginalized communities being among the most affected. The proposed program includes curriculum on climate transitions, climate resilience and climate justice; and several courses explicitly adopt an equity lens.
- The University of Waterloo [strategic research plan](#) focuses on eight themes. The proposed program is aligned with and draws on expertise from the theme, "supporting change: society, culture, and governance". More specifically, the program embeds curriculum related to complex systems and strategic decision-making techniques, advancing the understanding of urban systems through the lenses of governance, equity, sustainability, and resilience and an appreciation for how city building and visioning contribute to societal well-being. The program also draws on institutional strengths related to the digital revolution (e.g., smart cities, digital media, autonomous vehicles, AI) and environment and energy (e.g., climate resilience, energy futures).

Next Steps:

If approved by Senate, this new program proposal will be submitted to the Quality Council for academic approval and the Ministry for tuition and grant approval. A decision from the Quality Council can be expected within 1-2 months after submission. Whereas a decision from the Ministry is expected to take anywhere between 4-6 months.

Documentation Provided:

Appendix A: Academic Calendar Text

[Appendix B: Volume I – New Program Proposal](#)

[Appendix C: Responses to External Reviewers' Report](#)



Graduate Studies New Program Template

Prior to form submission, review the [new graduate program instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs.

Faculty: Environment

Program: Master of Future Cities (MFC)

Program contact name(s): Johanna Wandel

Form completed by:

Note: new courses and milestones also require the completion/submission of the SGRC Course/Milestone-New/Revision/Inactivation form ([PC docx version](#)).

Proposed effective date: Term: Fall Year: 2023

[Graduate Studies Academic Calendar \(GSAC\)](#) section (include the link to the section (web page) where the new program will be located):

<https://uwaterloo.ca/graduate-studies-academic-calendar/environment>

Proposed Graduate Studies Academic Calendar content:

MASTER OF FUTURE CITIES (MFC)

Program information

- **Admit term(s)**
 - Fall
- **Delivery mode**
 - Online
- **Delivery mode information**
 - The program is offered online and includes an on-campus component.
- **Length of program**
 - Full-time: 3 terms (12 months)
 - Part-time: 6-8 terms (18-24 months)
- **Program type**
 - Master's
 - Professional
- **Registration option(s)**
 - Full-time
 - Part-time
- **Study option(s)**

Proposed Graduate Studies Academic Calendar content:

- Coursework

Admission requirements

- **Minimum requirements**
 - A four-year Honours Bachelor degree (or equivalent) in any humanities, social science, health, business, engineering or science discipline with an overall average of at least 75% in the last 20 courses (or last two years).
- **Application materials**
 - Résumé
 - Supplementary information form
 - Transcript(s)
- **References**
 - Number of references: 2
 - Type of references: academic or professional
- **[English language proficiency \(ELP\) \(if applicable\)](#)**

Degree requirements

- **[Graduate Academic Integrity Module \(Graduate AIM\)](#)**
- **Courses**
 - Students must complete the following 9 courses:
 - Required:
 - FCIT 600 Cities, Systems, Synergy and Collaboration
 - FCIT 601 Tools for Futures Thinking
 - FCIT 602 Future Thinking and Cities
 - FCIT 603 Sustainable Future Cities
 - FCIT 620 Future Cities Capstone Project
 - Recommended:
 - FCIT 610 International Field School (for students unwilling or unable to participate, any other FCIT elective or open graduate level elective from online offerings in the Faculty of Environment may be substituted)
 - 1 of the following methods courses:
 - FCIT 607 Data, Methods, and Models for Future Cities
 - INDEV 607 Methods for Sustainable Development Practice: A Systems Approach
 - 2 of the following elective courses:
 - ARCH 6XX Critical Engagements with Urban Technology
 - FCIT 604 The Socially Just City
 - FCIT 605 The Future of Work
 - FCIT 606 Sustainability Transitions in Cities
 - FCIT 609 Mobility Futures
 - PLAN 606 Modeling the City
 - PLAN 684 Physical Infrastructure and Planning
 - Students must maintain a minimum 75% cumulative average over the course of the program in order to graduate. A failing grade in any course will occasion an automatic review of the student's status by the Program Director and may in some cases, result in the requirement to withdraw from the program.

Departmental approval date (mm/dd/yy):

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 03/22/22

Faculty approval date (mm/dd/yy):

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Senate Graduate and Research Council

For Approval

Public

Open Session

To: Senate

Sponsor: Charmaine Dean
Contact Information: Vice-President, Research & International

Sponsor: Jeff Casello
Contact Information: Associate Vice-President, Graduate Studies and Postdoctoral Affairs

Presenter: Jeff Casello
Contact Info: jcasello@uwaterloo.ca

Date of Meeting: March 27, 2023

[Senate Graduate & Research Council](#) met on 13 February 2023 and agreed to forward the following item to Senate for approval as part of the Regular agenda.

Item Identification:

Major Program Modification to the Master of Engineering (MEng) in Chemical Engineering.

Recommendation/Motion:

To approve adding a direct entry Co-operative program/option to the MEng in Chemical Engineering, effective 1 May 2023, as presented.

Jurisdictional Information:

This item is being submitted to Senate in accordance with [Senate Bylaw 2](#); section 4.03(e): "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."

Governance Path:

Department approval date (mm/dd/yy): 09/12/22

Graduate Studies and Postdoctoral Affairs review date (mm/dd/yy): 12/15/22

Faculty approval date (mm/dd/yy): 01/17/23

Senate Graduate and Research Council approval date (mm/dd/yy): 02/13/23

Senate Graduate and Research Council

Highlights/Rationale:

The proposed MEng in Chemical Engineering Co-op program is in line with departmental, Faculty, and University Work Integrated Learning (WIL) goals. It is proposed to be highly competitive, selective, and with capacity constraints to minimize effects on the undergraduate co-op program. Program capacity, limited to < 10 students initially, would be based both on the performance of past MEng Co-op cohorts and that of our undergraduate co-op program. Students who fail to find co-op positions may transfer into the regular MEng program. The co-op program/option will be supported by Co-operative Education.

Documentation Provided:

Program Revision Template – Appendix A

[Co-operative Education Feasibility Report – Appendix B](#)



Graduate Studies Program Revision Template

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Engineering

Program: Master of Engineering (MEng) in Chemical Engineering - Co-operative Program

Program contact name(s): Nasser Mohieddin Abukhdeir, Judy Caron

Form completed by: Nasser Mohieddin Abukhdeir

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Adding a direct entry Co-operative program/option to the MEng in Chemical Engineering program.

Is this a [major modification](#) to the program? Yes

Rationale for change(s):

The MEng in Chemical Engineering Co-op program is in line with departmental, Faculty, and University Work Integrated Learning (WIL) goals. It is proposed to be highly competitive, selective, and with capacity constraints to minimize effects on the undergraduate co-op program. Program capacity, limited to <10 students initially, would be based both on the performance of past MEng Co-op cohorts and that of our undergraduate co-op program. It would be "fail safe", where students who fail to find co-op positions may transfer into the regular MEng program.

The 2017 external review of the Chemical Engineering graduate programs included the following recommendation: "The Department consider if there might be opportunities to build on their excellent reputation of co-op at the undergraduate level and see how it might be used to define a unique strength in any one or more of their three graduate degree programs." Which resulted from direct consultation with graduate students. The proposed MEng Co-op program will address this external reviewer recommendation and consistent feedback from past MEng students regarding the desire for WIL within the program.

The co-op program/option will be supported by Co-operative Education. Attached is the Feasibility Report that was completed by Co-operative Education.

Note: a separate proposal to add a new Graduate Specialization in Entrepreneurship to the MEng in Chemical Engineering program is also moving through the approval process. If/when approved, the Graduate Specialization in Entrepreneurship will also be applied to the MEng in Chemical Engineering – Co-op program.

Proposed effective date: Term: Spring Year: 2023

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/engineering/department-chemical-engineering>

| Current MEng in Chemical Engineering Graduate Studies Academic Calendar content: | Proposed MEng in Chemical Engineering – Co-operative Program Graduate Studies Academic Calendar content: |
|---|--|
| <p>MASTER OF ENGINEERING (MENG) IN CHEMICAL ENGINEERING</p> <p>Graduate specializations</p> <ul style="list-style-type: none"> • Biological Engineering • Polymer Science and Engineering • Process Systems Engineering <p>Program information</p> <ul style="list-style-type: none"> • Admit term(s) <ul style="list-style-type: none"> ○ Fall • Delivery mode <ul style="list-style-type: none"> ○ On-campus • Length of program <ul style="list-style-type: none"> ○ Full-time: 4 terms (16 months) ○ Part-time: 8 terms (32 months) • Program type <ul style="list-style-type: none"> ○ Master's ○ Professional • Registration option(s) <ul style="list-style-type: none"> ○ Full-time ○ Part-time • Study option(s) <ul style="list-style-type: none"> ○ Coursework • Additional program information <ul style="list-style-type: none"> ○ Important notice for MEng applicants: applicants to the MEng program are expected to be entirely self funded. No financial assistance will be provided from the Department of Chemical Engineering or the University of Waterloo. <p>Admission requirements</p> <ul style="list-style-type: none"> • Minimum requirements <ul style="list-style-type: none"> ○ A 75% overall standing in the last two years, or equivalent, in a four-year Honours Bachelor's degree or equivalent. • Application materials | <p>MASTER OF ENGINEERING (MENG) IN CHEMICAL ENGINEERING - <u>CO-OPERATIVE PROGRAM</u></p> <p>Graduate specializations</p> <ul style="list-style-type: none"> • Biological Engineering • Polymer Science and Engineering • Process Systems Engineering <p>Program information</p> <ul style="list-style-type: none"> • Admit term(s) <ul style="list-style-type: none"> ○ Fall • Delivery mode <ul style="list-style-type: none"> ○ On-campus • Length of program <ul style="list-style-type: none"> ○ <u>Full-time: 5-6 terms (20-24 months)</u> • Program type <ul style="list-style-type: none"> ○ <u>Co-operative</u> ○ Master's ○ Professional • Registration option(s) <ul style="list-style-type: none"> ○ Full-time ○ Part-time • Study option(s) <ul style="list-style-type: none"> ○ Coursework • Additional program information <ul style="list-style-type: none"> ○ Important notice for MEng applicants: applicants to the MEng program are expected to be entirely self funded. No financial assistance will be provided from the Department of Chemical Engineering or the University of Waterloo. <p>Admission requirements</p> <ul style="list-style-type: none"> • Minimum requirements <ul style="list-style-type: none"> ○ A 75% overall standing in the last two years, or equivalent, in a four-year Honours Bachelor's degree or |

| Current MEng in Chemical Engineering Graduate Studies Academic Calendar content: | Proposed MEng in Chemical Engineering – Co-operative Program Graduate Studies Academic Calendar content: |
|--|---|
| <ul style="list-style-type: none"> ○ Résumé ○ Supplementary information form ○ Transcript(s) <ul style="list-style-type: none"> ● References <ul style="list-style-type: none"> ○ Number of references: 2 ○ Type of references: at least 1 academic ● English language proficiency (ELP) (if applicable) <p>Degree requirements</p> <ul style="list-style-type: none"> ● Graduate Academic Integrity Module (Graduate AIM) ● Courses <ul style="list-style-type: none"> ○ Students must complete CHE 600 Engineering and Research Methods, Ethics, Practice, and Law (0.25 credit weight) and 8 graduate courses (0.50 unit weight per course) as follows: <ul style="list-style-type: none"> ▪ CHE 601 Theory and Application of Transport Phenomena ▪ CHE 602 Chemical Reactor Analysis ▪ 6 graduate level electives of which 3 must be CHE courses ○ No more than 2 may be 500 level courses. ○ No more than 1 may be a reading course. ○ Graduate courses offered by the Faculty of Engineering are numbered as 600 or 700 series courses and are assigned a unit weight of 0.50, which means that they are one-term courses as defined in the Graduate Studies Academic Calendar. ○ Only courses taken within five years prior to the completion of the MEng degree may be counted for credit towards a degree, unless a request for revalidation is granted. ○ Students must achieve a: <ul style="list-style-type: none"> ▪ Minimum cumulative average of 70%. ▪ Minimum grade of 65% in each individual course. | <p>equivalent.</p> <ul style="list-style-type: none"> ● Application materials <ul style="list-style-type: none"> ○ Résumé ○ Supplementary information form ○ Transcript(s) ● References <ul style="list-style-type: none"> ○ Number of references: 2 ○ Type of references: at least 1 academic ● English language proficiency (ELP) (if applicable) <p>Degree requirements</p> <p><u>The MEng in Chemical Engineering - Co-operative Program will enable students to combine graduate studies with work experience.</u></p> <p><u>The program includes completion of 1-2 required work terms. The work term(s) typically takes place in term 4 (or terms 4 and 5). The work term(s) must meet CEE standard work term requirements and Departmental requirements. Student's should apply to jobs related to their program of study.. Note: the program must start and end on an academic term. Students in the program are encouraged to complete COOP 601 Career Success Strategies in the academic term prior to the first work term.</u></p> <ul style="list-style-type: none"> ● Graduate Academic Integrity Module (Graduate AIM) ● Courses <ul style="list-style-type: none"> ○ Students must complete CHE 600 Engineering and Research Methods, Ethics, Practice, and Law (0.25 credit weight), <u>CHE 650 Engineering Work-term Experience Report (0.25 credit weight, must be completed in term 5 or 6)</u> and 8 graduate courses (0.50 unit weight per course) as follows: <ul style="list-style-type: none"> ▪ CHE 601 Theory and Application of Transport Phenomena ▪ CHE 602 Chemical Reactor Analysis ▪ 6 graduate level electives of which 3 must be CHE courses |

| Current MEng in Chemical Engineering Graduate Studies Academic Calendar content: | Proposed MEng in Chemical Engineering – Co-operative Program Graduate Studies Academic Calendar content: |
|---|--|
| <ul style="list-style-type: none"> ▪ Note: Probationary students may have specific grade requirements, which will be specified in their admission letter. ○ Each student is responsible for monitoring their own academic records and must immediately notify the Graduate Coordinator of any inadequate grade or average. ○ Students in the MEng in Chemical Engineering program may choose to pursue one of the following Graduate Specializations: <ul style="list-style-type: none"> 1. Biological Engineering 2. Polymer Science and Engineering 3. Process Systems Engineering ○ A Graduate Specialization is a University credential that is recognized on the student's transcript but not on the diploma and is intended to reflect that a student has successfully completed a set of courses that together provide an in-depth study in the area of the Graduate Specialization. A student will only obtain the Graduate Specialization on their transcript if they have completed the requirements associated with the MEng degree and the requirements associated with the Graduate Specialization. ○ All MEng Graduate Specializations in Chemical Engineering consist of a set of 4 graduate (0.50 weight) level courses and this set is comprised of a mix of compulsory and elective courses. Compulsory courses are those that are prescribed as part of the Graduate Specialization. Elective courses are those that are on a list of courses designated as electives for a given Graduate Specialization. The requirements for each of the Graduate Specializations are described below. <ul style="list-style-type: none"> 1. Graduate Specialization in Biological Engineering | <ul style="list-style-type: none"> ○ No more than 2 may be 500 level courses. ○ No more than 1 may be a reading course. ○ Graduate courses offered by the Faculty of Engineering are numbered as 600 or 700 series courses and are assigned a unit weight of 0.50, which means that they are one-term courses as defined in the Graduate Studies Academic Calendar. ○ Only courses taken within five years prior to the completion of the MEng degree may be counted for credit towards a degree, unless a request for revalidation is granted. ○ Students must achieve a: <ul style="list-style-type: none"> ▪ Minimum cumulative average of 70%. ▪ Minimum grade of 65% in each individual course. ▪ Note: Probationary students may have specific grade requirements, which will be specified in their admission letter. ○ Each student is responsible for monitoring their own academic records and must immediately notify the Graduate Coordinator of any inadequate grade or average. ○ Students in the MEng in Chemical Engineering program may choose to pursue one of the following Graduate Specializations: <ul style="list-style-type: none"> 1. Biological Engineering 2. Polymer Science and Engineering 3. Process Systems Engineering ○ A Graduate Specialization is a University credential that is recognized on the student's transcript but not on the diploma and is intended to reflect that a student has successfully completed a set of courses that together provide an in-depth study in the area of the Graduate Specialization. A student will only obtain the Graduate Specialization on their transcript if they have completed the requirements associated with the MEng degree and |

| Current MEng in Chemical Engineering Graduate Studies Academic Calendar content: | Proposed MEng in Chemical Engineering – Co-operative Program Graduate Studies Academic Calendar content: |
|--|--|
| <ul style="list-style-type: none"> ○ To receive the Graduate Specialization in Biological Engineering, students must successfully complete 3 compulsory courses and 1 elective course: <ul style="list-style-type: none"> ▪ Compulsory courses: <ul style="list-style-type: none"> ▪ CHE 562 Advanced Bioprocess Engineering ▪ CHE 660 Principles of Biochemical Engineering ▪ CHE 663 Bioseparations ▪ Elective courses (choose 1 from the following list): <ul style="list-style-type: none"> ▪ CHE 561 Biomaterials & Biomedical Design ▪ CHE 564 Food ProcessEngineering <p>2. Graduate Specialization in Polymer Science and Engineering</p> <ul style="list-style-type: none"> ○ To receive the Graduate Specialization in Polymer Science and Engineering, students must successfully complete 2 compulsory courses and 2 elective courses: <ul style="list-style-type: none"> ▪ Compulsory courses: <ul style="list-style-type: none"> ▪ CHE 541 Introduction to Polymer Science and Properties ▪ CHE 621 Model Building and Response Surface Methodology ▪ Elective courses (choose 2 from the following list): <ul style="list-style-type: none"> ▪ CHE 543 Polymer Production: Polymer Reaction Engineering ▪ CHE 640 Polymer Property Characterization ▪ CHE 641 Fundamentals of Polymer Processing Operations <p>3. Graduate Specialization in Process Systems Engineering</p> <ul style="list-style-type: none"> ○ To receive the Graduate Specialization in Process Systems Engineering, students must successfully complete 2 | <p>the requirements associated with the Graduate Specialization.</p> <ul style="list-style-type: none"> ○ All MEng Graduate Specializations in Chemical Engineering consist of a set of 4 graduate (0.50 weight) level courses and this set is comprised of a mix of compulsory and elective courses. Compulsory courses are those that are prescribed as part of the Graduate Specialization. Elective courses are those that are on a list of courses designated as electives for a given Graduate Specialization. The requirements for each of the Graduate Specializations are described below. <p>1. Graduate Specialization in Biological Engineering</p> <ul style="list-style-type: none"> ○ To receive the Graduate Specialization in Biological Engineering, students must successfully complete 3 compulsory courses and 1 elective course: <ul style="list-style-type: none"> ▪ Compulsory courses: <ul style="list-style-type: none"> ▪ CHE 562 Advanced Bioprocess Engineering ▪ CHE 660 Principles of Biochemical Engineering ▪ CHE 663 Bioseparations ▪ Elective courses (choose 1 from the following list): <ul style="list-style-type: none"> ▪ CHE 561 Biomaterials & Biomedical Design ▪ CHE 564 Food ProcessEngineering <p>2. Graduate Specialization in Polymer Science and Engineering</p> <ul style="list-style-type: none"> ○ To receive the Graduate Specialization in Polymer Science and Engineering, students must successfully complete 2 compulsory courses and 2 elective courses: <ul style="list-style-type: none"> ▪ Compulsory courses: <ul style="list-style-type: none"> ▪ CHE 541 Introduction to Polymer Science and Properties |

| Current MEng in Chemical Engineering Graduate Studies Academic Calendar content: | Proposed MEng in Chemical Engineering – Co-operative Program Graduate Studies Academic Calendar content: |
|---|--|
| <p>compulsory courses and 2 elective courses:</p> <ul style="list-style-type: none"> ▪ Compulsory courses: <ul style="list-style-type: none"> ▪ CHE 620 Applied Engineering Mathematics ▪ CHE 621 Model Building and Response Surface Methodology ▪ Elective courses (choose 2 from the following list): <ul style="list-style-type: none"> ▪ CHE 520 Process Flowsheet Analysis ▪ CHE 521 Process Optimization ▪ CHE 522 Advanced Process Dynamics and Control <p>• Seminar Attendance</p> <ul style="list-style-type: none"> ○ Over the course of their degree program, all students must attend 12 seminars from departments and research institutions where Chemical Engineering faculty members have a membership. The Chemical Engineering seminars are documented in the Events section of the Chemical Engineering Department website. ○ Note: At Chemical Engineering seminars, attendance is documented. At other approved seminars, students must complete an attendance form and get it signed by the seminar organizer. Full instructions are available on the Department website. | <ul style="list-style-type: none"> ▪ CHE 621 Model Building and Response Surface Methodology ▪ Elective courses (choose 2 from the following list): <ul style="list-style-type: none"> ▪ CHE 543 Polymer Production: Polymer Reaction Engineering ▪ CHE 640 Polymer Property Characterization ▪ CHE 641 Fundamentals of Polymer Processing Operations <p>3. Graduate Specialization in Process Systems Engineering</p> <ul style="list-style-type: none"> ○ To receive the Graduate Specialization in Process Systems Engineering, students must successfully complete 2 compulsory courses and 2 elective courses: <ul style="list-style-type: none"> ▪ Compulsory courses: <ul style="list-style-type: none"> ▪ CHE 620 Applied Engineering Mathematics ▪ CHE 621 Model Building and Response Surface Methodology ▪ Elective courses (choose 2 from the following list): <ul style="list-style-type: none"> ▪ CHE 520 Process Flowsheet Analysis ▪ CHE 521 Process Optimization ▪ CHE 522 Advanced Process Dynamics and Control <p>• Seminar Attendance</p> <ul style="list-style-type: none"> ○ Over the course of their degree program, all students must attend 12 seminars from departments and research institutions where Chemical Engineering faculty members have a membership. The Chemical Engineering seminars are documented in the Events section of the Chemical Engineering Department website. ○ Note: At Chemical Engineering seminars, attendance is documented. |

| Current MEng in Chemical Engineering Graduate Studies Academic Calendar content: | Proposed MEng in Chemical Engineering – Co-operative Program Graduate Studies Academic Calendar content: |
|--|--|
| | <p>At other approved seminars, students must complete an attendance form and get it signed by the seminar organizer. Full instructions are available on the Department website.</p> <ul style="list-style-type: none"> • Graduate Studies Work Report <ul style="list-style-type: none"> ○ <u>Students must complete one or two work-term experience(s). A work report must be submitted to the Department for review and credit by the end of each work term.</u> ○ <u>Students are responsible for following the roles and responsibilities of Co-operative and Experiential Education (CEE).</u> |

How will students currently registered in the program be impacted by these changes?

Students currently registered in the program will not have access to this program in that it is admit-only and will be unaffected.

Department/School approval date (mm/dd/yy): 09/12/2022

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 12/15/22

Faculty approval date (mm/dd/yy):

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

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Senate Graduate and Research Council

For Approval

Public

Open Session

To: Senate

Sponsor: Charmaine Dean
Contact Information: Vice-President, Research & International

Sponsor: Jeff Casello
Contact Information: Associate Vice-President, Graduate Studies and Postdoctoral Affairs

Presenter: Jeff Casello
Contact Info: jcasello@uwaterloo.ca

Date of Meeting: March 27, 2023

[Senate Graduate & Research Council](#) met on 13 February 2023 and agreed to forward the following item to Senate for approval as part of the Regular agenda.

Item Identification:

Major Program Modification to the Master of Engineering (MEng) in Chemical Engineering.

Recommendation/Motion:

To approve updating the MEng in Chemical Engineering degree requirements to include one new Graduate Specialization in Entrepreneurship, effective 1 May 2023, as presented.

Jurisdictional Information:

This item is being submitted to Senate in accordance with [Senate Bylaw 2](#); section 4.03(e): "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."

Governance Path:

Department approval date (mm/dd/yy): 09/12/22

Graduate Studies and Postdoctoral Affairs review date (mm/dd/yy): 12/15/22

Faculty approval date (mm/dd/yy): 01/17/23

Senate Graduate and Research Council approval date (mm/dd/yy): 02/13/23

Senate Graduate and Research Council

Highlights/Rationale:

The proposed MEng Graduate Specialization in Entrepreneurship is aligned with the long-term vision of the Department of Chemical Engineering, the Conrad School of Entrepreneurship and Business, and the University. The majority of past MEng students have chosen to take at 2-3 Business Entrepreneurship (BE) courses and have provided positive feedback to the Department regarding their utility and the additional breadth in the training. Providing a formal curriculum which focuses on entrepreneurship leverages MEng student interest and focuses it on a strategic area which needs to be enhanced in the discipline, entrepreneurship.

Documentation Provided:

Program Revision Template - Appendix



Graduate Studies Program Revision Template

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Engineering

Program: Master of Engineering (MEng) in Chemical Engineering

Program contact name(s): Nasser Mohieddin Abukhdeir, Judy Caron

Form completed by: Nasser Mohieddin Abukhdeir

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Updating the MEng degree requirements to include one new Graduate Specialization in Entrepreneurship.

Is this a [major modification](#) to the program? Yes

Rationale for change(s):

The proposed MEng Graduate Specialization in Entrepreneurship is aligned with the long-term vision of the Department of Chemical Engineering, the Conrad School of Entrepreneurship and Business, and the University. The majority of past MEng students have chosen to take at 2-3 Business Entrepreneurship (BE) courses and have provided positive feedback to the Department regarding their utility and the additional breadth in the training. Providing a formal curriculum which focuses on entrepreneurship leverages MEng student interest and focuses it on a strategic area which needs to be enhanced in the discipline, entrepreneurship.

Proposed effective date: Term: Spring Year: 2023

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/engineering/department-chemical-engineering/master-engineering-meng-chemical-engineering>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|--|
| <p>Degree requirements</p> <ul style="list-style-type: none"> • Courses <ul style="list-style-type: none"> ○ Students must complete CHE 600 Engineering and Research Methods, Ethics, Practice, and Law (0.25 credit weight) and 8 graduate courses (0.50 unit weight per course) as follows: | <p>Degree requirements</p> <ul style="list-style-type: none"> • Courses <ul style="list-style-type: none"> ○ Students must complete CHE 600 Engineering and Research Methods, Ethics, Practice, and Law (0.25 credit weight) and 8 graduate courses (0.50 unit weight per course) as follows: |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <ul style="list-style-type: none"> ▪ CHE 601 Theory and Application of Transport Phenomena ▪ CHE 602 Chemical Reactor Analysis ▪ 6 graduate level electives of which 3 must be CHE courses ○ No more than 2 may be 500 level courses. ○ No more than 1 may be a reading course. ○ Graduate courses offered by the Faculty of Engineering are numbered as 600 or 700 series courses and are assigned a unit weight of 0.50, which means that they are one-term courses as defined in the Graduate Studies Academic Calendar. ○ Only courses taken within five years prior to the completion of the MEng degree may be counted for credit towards a degree, unless a request for revalidation is granted. ○ Students must achieve a: <ul style="list-style-type: none"> ▪ Minimum cumulative average of 70%. ▪ Minimum grade of 65% in each individual course. ▪ Note: Probationary students may have specific grade requirements, which will be specified in their admission letter. ○ Each student is responsible for monitoring their own academic records and must immediately notify the Graduate Coordinator of any inadequate grade or average. ○ Students in the MEng in Chemical Engineering program may choose to pursue one of the following Graduate Specializations: <ol style="list-style-type: none"> 1. Biological Engineering 2. Polymer Science and Engineering 3. Process Systems Engineering ○ A Graduate Specialization is a University credential that is recognized on the student's transcript but not on the diploma and is intended to reflect that a student has successfully completed a set of courses that | <ul style="list-style-type: none"> ▪ CHE 601 Theory and Application of Transport Phenomena ▪ CHE 602 Chemical Reactor Analysis ▪ 6 graduate level electives of which 3 must be CHE courses ○ No more than 2 may be 500 level courses. ○ No more than 1 may be a reading course. ○ Graduate courses offered by the Faculty of Engineering are numbered as 600 or 700 series courses and are assigned a unit weight of 0.50, which means that they are one-term courses as defined in the Graduate Studies Academic Calendar. ○ Only courses taken within five years prior to the completion of the MEng degree may be counted for credit towards a degree, unless a request for revalidation is granted. ○ Students must achieve a: <ul style="list-style-type: none"> ▪ Minimum cumulative average of 70%. ▪ Minimum grade of 65% in each individual course. ▪ Note: Probationary students may have specific grade requirements, which will be specified in their admission letter. ○ Each student is responsible for monitoring their own academic records and must immediately notify the Graduate Coordinator of any inadequate grade or average. ○ Students in the MEng in Chemical Engineering program may choose to pursue one of the following Graduate Specializations: <ol style="list-style-type: none"> 1. Biological Engineering 2. Polymer Science and Engineering 3. Process Systems Engineering 4. <u>Entrepreneurship</u> ○ A Graduate Specialization is a University credential that is recognized on the student's transcript but not on the diploma and is intended to reflect that a student has successfully |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
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| <p>together provide an in-depth study in the area of the Graduate Specialization. A student will only obtain the Graduate Specialization on their transcript if they have completed the requirements associated with the MEng degree and the requirements associated with the Graduate Specialization.</p> <ul style="list-style-type: none"> ○ All MEng Graduate Specializations in Chemical Engineering consist of a set of 4 graduate (0.50 weight) level courses and this set is comprised of a mix of compulsory and elective courses. Compulsory courses are those that are prescribed as part of the Graduate Specialization. Elective courses are those that are on a list of courses designated as electives for a given Graduate Specialization. The requirements for each of the Graduate Specializations are described below. <p>1. Graduate Specialization in Biological Engineering</p> <ul style="list-style-type: none"> ○ To receive the Graduate Specialization in Biological Engineering, students must successfully complete 3 compulsory courses and 1 elective course: <ul style="list-style-type: none"> ▪ Compulsory courses: <ul style="list-style-type: none"> ▪ CHE 562 Advanced Bioprocess Engineering ▪ CHE 660 Principles of Biochemical Engineering ▪ CHE 663 Bioseparations ▪ Elective courses (choose 1 from the following list): <ul style="list-style-type: none"> ▪ CHE 561 Biomaterials & Biomedical Design ▪ CHE 564 Food ProcessEngineering <p>2. Graduate Specialization in Polymer Science and Engineering</p> <ul style="list-style-type: none"> ○ To receive the Graduate Specialization in Polymer Science and Engineering, students must successfully complete 2 compulsory courses and 2 elective courses: <ul style="list-style-type: none"> ▪ Compulsory courses: | <p>completed a set of courses that together provide an in-depth study in the area of the Graduate Specialization. A student will only obtain the Graduate Specialization on their transcript if they have completed the requirements associated with the MEng degree and the requirements associated with the Graduate Specialization.</p> <ul style="list-style-type: none"> ○ All MEng Graduate Specializations in Chemical Engineering consist of a set of 4 graduate (0.50 weight) level courses and this set is comprised of a mix of compulsory and elective courses. Compulsory courses are those that are prescribed as part of the Graduate Specialization. Elective courses are those that are on a list of courses designated as electives for a given Graduate Specialization. The requirements for each of the Graduate Specializations are described below. <u>Note: Students are limited to one Graduate Specialization designation for their MEng in Chemical Engineering degree.</u> <p>1. Graduate Specialization in Biological Engineering</p> <ul style="list-style-type: none"> ○ To receive the Graduate Specialization in Biological Engineering, students must successfully complete 3 compulsory courses and 1 elective course: <ul style="list-style-type: none"> ▪ Compulsory courses: <ul style="list-style-type: none"> ▪ CHE 562 Advanced Bioprocess Engineering ▪ CHE 660 Principles of Biochemical Engineering ▪ CHE 663 Bioseparations ▪ Elective courses (choose 1 from the following list): <ul style="list-style-type: none"> ▪ CHE 561 Biomaterials & Biomedical Design ▪ CHE 564 Food ProcessEngineering <p>2. Graduate Specialization in Polymer Science and Engineering</p> |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|---|
| <ul style="list-style-type: none"> ▪ CHE 541 Introduction to Polymer Science and Properties ▪ CHE 621 Model Building and Response Surface Methodology ▪ Elective courses (choose 2 from the following list): <ul style="list-style-type: none"> ▪ CHE 543 Polymer Production: Polymer Reaction Engineering ▪ CHE 640 Polymer Property Characterization ▪ CHE 641 Fundamentals of Polymer Processing Operations <p>3. Graduate Specialization in Process Systems Engineering</p> <ul style="list-style-type: none"> ○ To receive the Graduate Specialization in Process Systems Engineering, students must successfully complete 2 compulsory courses and 2 elective courses: <ul style="list-style-type: none"> ▪ Compulsory courses: <ul style="list-style-type: none"> ▪ CHE 620 Applied Engineering Mathematics ▪ CHE 621 Model Building and Response Surface Methodology ▪ Elective courses (choose 2 from the following list): <ul style="list-style-type: none"> ▪ CHE 520 Process Flowsheet Analysis ▪ CHE 521 Process Optimization ▪ CHE 522 Advanced Process Dynamics and Control | <ul style="list-style-type: none"> ○ To receive the Graduate Specialization in Polymer Science and Engineering, students must successfully complete 2 compulsory courses and 2 elective courses: <ul style="list-style-type: none"> ▪ Compulsory courses: <ul style="list-style-type: none"> ▪ CHE 541 Introduction to Polymer Science and Properties ▪ CHE 621 Model Building and Response Surface Methodology ▪ Elective courses (choose 2 from the following list): <ul style="list-style-type: none"> ▪ CHE 543 Polymer Production: Polymer Reaction Engineering ▪ CHE 640 Polymer Property Characterization ▪ CHE 641 Fundamentals of Polymer Processing Operations <p>3. Graduate Specialization in Process Systems Engineering</p> <ul style="list-style-type: none"> ○ To receive the Graduate Specialization in Process Systems Engineering, students must successfully complete 2 compulsory courses and 2 elective courses: <ul style="list-style-type: none"> ▪ Compulsory courses: <ul style="list-style-type: none"> ▪ CHE 620 Applied Engineering Mathematics ▪ CHE 621 Model Building and Response Surface Methodology ▪ Elective courses (choose 2 from the following list): <ul style="list-style-type: none"> ▪ CHE 520 Process Flowsheet Analysis ▪ CHE 521 Process Optimization ▪ CHE 522 Advanced Process Dynamics and Control <p><u>4. Graduate Specialization in Entrepreneurship</u></p> |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
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| | <ul style="list-style-type: none"> ○ <u>Students must obtain approval from the Chemical Engineering Graduate Officer in order to pursue the Graduate Specialization in Entrepreneurship. Interested students will be required to submit a short proposal following matriculation describing their entrepreneurship idea and suitability to pursue it.</u> ○ <u>To receive the Graduate Specialization in Entrepreneurship, students must successfully complete the following 4 compulsory courses:</u> <ul style="list-style-type: none"> ▪ <u>Compulsory courses:</u> <ul style="list-style-type: none"> ▪ <u>BE 600 Management and Leadership</u> ▪ <u>BE 605 Project Management</u> ▪ <u>BE 606 Entrepreneurship and Innovation</u> ▪ <u>CHE 651 Technology Entrepreneurship Project</u> |

How will students currently registered in the program be impacted by these changes?

Current MEng students will not have access to this specialization and will be unaffected.

Department/School approval date (mm/dd/yy): 09/12/2022

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 12/15/22

Faculty approval date (mm/dd/yy):

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

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Senate Graduate and Research Council

For Approval

Public

Open Session

To: Senate

Sponsor: Charmaine Dean
Contact Information: Vice-President, Research & International

Sponsor: Jeff Casello
Contact Information: Associate Vice-President, Graduate Studies and Postdoctoral Affairs

Presenter: Jeff Casello
Contact Info: jcasello@uwaterloo.ca

Date of Meeting: March 27, 2023

[Senate Graduate & Research Council](#) met on 13 February 2023 and agreed to forward the following item to Senate for approval as part of the Regular agenda.

Item Identification:

Major Program Modification to the Master of Kinesiology (MKin) degree.

Recommendation/Motion:

To approve updating the MKin degree requirements to include two new Graduate Specialization in Human Factors and Ergonomics (HFE) and Movement and Exercise Sciences (MES), effective 1 May 2023, as presented.

Jurisdictional Information:

This item is being submitted to Senate in accordance with [Senate Bylaw 2](#); section 4.03(e): "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."

Governance Path:

Department approval date (mm/dd/yy): 11/30/22

Graduate Studies and Postdoctoral Affairs review date (mm/dd/yy): 02/06/23

Faculty approval date (mm/dd/yy): 01/11/23

Senate Graduate and Research Council approval date (mm/dd/yy): 02/13/23

Senate Graduate and Research Council

Highlights/Rationale:

The Department of Kinesiology and Health Sciences (KHS) currently offers a wide range of courses to meet its graduate program requirements. Students within the Master of Kinesiology (MKin) course-based program are permitted to (and typically do) bundle specific courses together with common themes. The proposed change would formalize this common practice to allow students to obtain a recognized “Graduate Specialization” when they graduate, as well as enhance the marketability of graduates by signifying to employers that graduates have specific areas of expertise beyond the broad knowledge expectations of their degrees. These two proposed Graduate Specializations have been crafted such that each contributes towards the certification requirements for career-relevant regulatory bodies (e.g. Canadian College for the Certification of Professional Ergonomists, Canadian Society for Exercise Physiology, College of Kinesiologists of Ontario).

Documentation Provided:

Program Revision Template - Appendix

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Health

Program: Master of Kinesiology (MKin)

Program contact name(s): Andrew Laing, Alicia Nadon

Form completed by: Andrew Laing, Alicia Nadon

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Updating the MKin degree requirements to include two new Graduate Specializations.

Is this a [major modification](#) to the program? Yes

Rationale for change(s):

The Department of Kinesiology and Health Sciences (KHS) currently offers a wide range of courses to meet its graduate program requirements. Students within the Master of Kinesiology (MKin) course-based program are permitted to (and typically do) bundle specific courses together with common themes. The proposed change would formalize this common practice to allow students to obtain a recognized “Graduate Specialization” when they graduate.

At UW, Graduate Specializations refer to areas of concentration related to the collective strengths of the program’s faculty and staff. Based on consultations with a host of stakeholders (including students, industry and policy-related partners), there is perceived value in adding Graduate Specialization options within the MKin program to recognize a specific area of expertise on student transcripts. This will assist with recruitment of potential incoming students, and support programming decisions by the department. In addition, this recognition will enhance the marketability of graduates by signifying to employers that graduates have a specific area of expertise beyond the broad knowledge expectations of their degrees.

The proposed Graduate Specializations have been crafted such that each contributes towards the certification requirements for career-relevant regulatory bodies (e.g. Canadian College for the Certification of Professional Ergonomists, Canadian Society for Exercise Physiology, College of Kinesiologists of Ontario).

This proposal aligns with recently initiated Graduate Research Fields for thesis-based graduate students in the Department of Kinesiology and Health Sciences.

Proposed effective date: Term: Spring Year: 2023

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/applied-health-sciences/department-kinesiology-and-health-sciences/master-kinesiology-mkin>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <p>Degree requirements</p> <ul style="list-style-type: none"> • Graduate Academic Integrity Module (Graduate AIM) • Courses <ul style="list-style-type: none"> ○ Completion of a minimum of 4.00 units of graduate courses (e.g., 8 courses each at a 0.50 unit weight). Of the courses, at least 0.50 units must be related to quantitative or qualitative analysis, such as research methods, modelling, mathematics, or statistics. In addition, a minimum of 2.00 units must be from the Department of Kinesiology and Health Sciences. All graduate courses must be assigned a numerical grade. Students must obtain an average of at least 75% in the set of courses which they present in fulfilment of course requirements. A grade below 70% on any individual course or an average below 75% on the set of courses for the degree will result in a review of the student’s status by the Department Graduate Committee. If a student receives a grade in any individual course below 60%, the Department Graduate Committee review may result in the requirement to withdraw from the program. If the student is permitted to proceed, any course with a grade below 60% will not be eligible towards the degree requirements, thus requiring the course to be repeated or additional course work to be completed. • Master’s Seminar <ul style="list-style-type: none"> ○ Students are required to complete a series of academic and discipline-specific seminars throughout their program of study. • Graduate Studies Practicum <ul style="list-style-type: none"> ○ Complete the Graduate Studies Practicum milestone. | <p><u>Graduate specializations</u></p> <ul style="list-style-type: none"> • <u>Human Factors and Ergonomics (HFE)</u> • <u>Movement and Exercise Sciences (MES)</u> <p>Degree requirements</p> <ul style="list-style-type: none"> • Graduate Academic Integrity Module (Graduate AIM) • Courses <ul style="list-style-type: none"> ○ Completion of a minimum of 4.00 units of graduate courses (e.g., 8 courses each at a 0.50 unit weight). Of the courses, at least 0.50 units must be related to quantitative or qualitative analysis, such as research methods, modelling, mathematics, or statistics. In addition, a minimum of 2.00 units must be from the Department of Kinesiology and Health Sciences. All graduate courses must be assigned a numerical grade. Students must obtain an average of at least 75% in the set of courses which they present in fulfilment of course requirements. A grade below 70% on any individual course or an average below 75% on the set of courses for the degree will result in a review of the student’s status by the Department Graduate Committee. If a student receives a grade in any individual course below 60%, the Department Graduate Committee review may result in the requirement to withdraw from the program. If the student is permitted to proceed, any course with a grade below 60% will not be eligible towards the degree requirements, thus requiring the course to be repeated or additional course work to be completed. ○ <u>Students in the MKin program may choose to pursue one of the following Graduate Specializations:</u> |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <ul style="list-style-type: none"> ○ The practicum requirement is met with a one-term, full-time, program-relevant internship/experiential placement (minimum of 420 hours) to be arranged by the student in consultation with the Department Graduate Committee. The placement, objectives, and work required to meet these objectives are to be approved by the Department Graduate Committee and the placement supervisor. ○ Submit a discussion paper or case series related to the internship/experiential placement to the Department Graduate Committee. <ul style="list-style-type: none"> • Graduate Studies Colloquium <ul style="list-style-type: none"> ○ Complete the Graduate Studies Colloquium milestone. ○ Integrate the training they received through their coursework and experiential practicum, and discuss in a seminar setting how this could be applied to a health or kinesiology-related issue. <ul style="list-style-type: none"> • Other requirements <ul style="list-style-type: none"> ○ Meet with the Department Graduate Committee periodically to discuss course selection and program progress. | <ul style="list-style-type: none"> 1. <u>Human Factors and Ergonomics (HFE)</u> 2. <u>Movement and Exercise Sciences (MES)</u> <ul style="list-style-type: none"> ○ <u>A Graduate Specialization is a University credential that is recognized on the student's transcript but not on the diploma and is intended to reflect that a student has successfully completed a set of courses that together provide an in-depth study in the area of the Graduate Specialization. A student will only obtain the Graduate Specialization on their transcript if they have completed the requirements associated with the MKin degree and the requirements associated with the Graduate Specialization. Students will be limited to one Graduate Specialization designation for their MKin degree.</u> ○ <u>All MKin Graduate Specializations consist of a minimum of 4 graduate level courses (worth a minimum of 2.0 credits) and this set is comprised of a mix of required and elective courses. Required courses are those that are prescribed as part of the Graduate Specialization. Elective courses are those that are on a list of courses designated as electives for a given Graduate Specialization.</u> ○ <u>For any of the Graduate Specializations below, an equivalent course focused on the Graduate Specialization may replace a required or elective course, with the approval of the Department Graduate Officer.</u> ○ <u>The requirements for each of the Graduate Specializations are described below.</u> <ul style="list-style-type: none"> ○ <u>1. Graduate Specialization in Human Factors and Ergonomics</u> |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
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| | <ul style="list-style-type: none"> ○ <u>To receive the Graduate Specialization in Human Factors and Ergonomics, students must successfully complete 6 required courses (worth a total of 2.5 credits):</u> <ul style="list-style-type: none"> ▪ <u>Required course(s):</u> <ul style="list-style-type: none"> ▪ <u>KIN 620 – Physical Ergonomics (0.5)</u> ▪ <u>KIN 623 – Organizational Ergonomics (0.5)</u> ▪ <u>KIN 622 – Professional Practice in HFE (0.25)</u> ▪ <u>KIN 622L – Professional Practice in HFE Lab (0.25)</u> ▪ <u>KIN 621 – Design, Modeling & Simulation in HFE (0.5 credit)</u> ▪ <u>KIN 686 – Human Computer Interaction (0.5 credit)</u> ○ <u>2. Graduate Specialization in Movement and Exercise Sciences</u> ○ <u>To receive the Graduate Specialization in Movement and Exercise Sciences, students must successfully complete 3 required course(s) and 1 elective course(s) (worth a total of 2.0 credits):</u> <ul style="list-style-type: none"> ▪ <u>Required courses:</u> <ul style="list-style-type: none"> ▪ <u>KIN 655 Theory and Practice of Movement Assessment (0.5)</u> ▪ <u>KIN 691 Theory and Practice of Cardiorespiratory Assessment (0.5)</u> ▪ <u>KIN 693 Theory and Practice of Exercise Programming (0.5)</u> ▪ <u>Elective course 1 (choose 1 from the following list):</u> <ul style="list-style-type: none"> ▪ <u>KIN 605 Nutrition and Exercise in Health and Performance</u> ▪ <u>KIN 658 Physical Activity and Cognition (0.5)</u> ▪ <u>KIN 688 Selected Topics in Kinesiology (0.5)</u> |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| | <ul style="list-style-type: none"> • Master's Seminar <ul style="list-style-type: none"> ○ Students are required to complete a series of academic and discipline-specific seminars throughout their program of study. • Graduate Studies Practicum <ul style="list-style-type: none"> ○ Complete the Graduate Studies Practicum milestone. ○ The practicum requirement is met with a one-term, full-time, program-relevant internship/experiential placement (minimum of 420 hours) to be arranged by the student in consultation with the Department Graduate Committee. The placement, objectives, and work required to meet these objectives are to be approved by the Department Graduate Committee and the placement supervisor. <ul style="list-style-type: none"> ○ <u>To receive the Graduate Specialization in Human Factors and Ergonomics, students must successfully complete their practicum in a domain related to human factors and/or ergonomics.</u> ○ <u>To receive the Graduate Specialization in Movement and Exercise Sciences, students must successfully complete their practicum in a domain related to movement and/or exercise sciences.</u> ○ Submit a discussion paper or case series related to the internship/experiential placement to the Department Graduate Committee. • Graduate Studies Colloquium <ul style="list-style-type: none"> ○ Complete the Graduate Studies Colloquium milestone. ○ Integrate the training they received through their coursework and experiential practicum, and discuss in a seminar setting how this could be applied to a health or kinesiology-related issue. • Other requirements <ul style="list-style-type: none"> ○ Meet with the Department Graduate Committee periodically to discuss course selection and program progress. |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
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| | |

How will students currently registered in the program be impacted by these changes?

Students currently registered in the MKin program will be able to obtain one of the Graduate Specialization designations if they fulfill the applicable degree requirements.

Department/School approval date (mm/dd/yy): 11/30/22

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy):

Faculty approval date (mm/dd/yy):

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

For Approval

Public

Open Session

To: Senate

Sponsor: Vivek Goel, President and Vice-Chancellor
Contact Information: president@uwaterloo.ca

Presenter: Vivek Goel, President and Vice-Chancellor
Contact Information: president@uwaterloo.ca

Date of Meeting: March 27, 2023

Item Identification:

Recommended Amendments to Policy 3 - Sabbatical and Other Leaves for Faculty Member

Recommendation/Motion:

Motion: That Senate approve the amendments to Policy 3 – Sabbatical and Other Leaves for Faculty Members, as presented in the attachment to this report, and that Senate recommends the amendments to the Board of Governors for approval.

Summary:

At four meetings held between October 2022 and January 2023, the Faculty Relations Committee (FRC) met and considered an amendment to Policy 3 related to sickness, bereavement and compassionate care leaves taken by faculty members during a sabbatical leave. FRC observed that there is currently no clear guidance on how to proceed in such circumstances, and the proposed amendments fill a policy gap to address situations that occur relatively rarely but which nonetheless require guidance.

The proposed amendments were deemed to be minor in nature, and with that assessment there was no requirement to form a Faculty Policy Drafting Committee (as described in Policy 1 – Initiation and Review of University Policies).

FRC members unanimously supported the proposed amendments, which were submitted to the President in February 2023 and were approved as presented. To effect the final approval of the policy amendment under Policy 1, the amendments are now recommended to Senate for approval and for further recommendation to the Board of Governors.

Jurisdictional Information:

This item is submitted to Senate in accordance with Policy 1 – Initiation and Review of University Policies, section 4, Class F:

Class F

Jurisdiction - The responsibility for policy development is vested in the Faculty Relations Committee (FRC) (see appendix A).

Initiation - A request for initiation of a new policy or amendment of an existing policy may come from any member of the University community and shall be reviewed by the FRC, which will decide whether to proceed with the request. The decision will be to proceed if a majority (i.e., three) of the members appointed by each of the Administration and the Faculty Association is in favour, except that if the request comes from Senate or the Board of Governors, then the decision automatically will be to proceed. If the decision is to proceed, the process to be employed is described in detail in the following sections.

Development - A Faculty Policy Drafting Committee (FPDC) will be formed to develop new policies or to consider substantial amendments to old policies; its terms of reference will be provided by the FRC. Minor amendments may be dealt with directly by the FRC. A Faculty Policy Drafting Committee shall be composed of a minimum of three (maximum of six) members, one (or two) appointed by the President of the University, one (or two) members appointed by the President of the Faculty Association of the University of Waterloo (FAUW) and one (or two) faculty members appointed by Senate. The Chair of the committee will be determined by the two Presidents.

The draft policy shall be sent by the FPDC to the Faculty Relations Committee. The FRC will then either return the policy to the FPDC for revision (if it determines that the draft has serious flaws in it or that the terms of reference have not been satisfied) or forward it as received (or with minor revisions) to the Senate, the Vice-President, Academic & Provost, and the Board of Directors of the FAUW for comment. It is expected that they will consult widely in their respective constituencies. The FRC will review any comments received via this process and, if necessary, instruct the FPDC on the preparation of a second draft. The FRC shall then make any revisions that it deems necessary to the second draft and send the policy forth for approval if it has support from a majority (i.e., three) of the members appointed by each of the Administration and Faculty Association. Should such majority support not be obtainable, the FRC shall shelve the draft policy and inform Senate and/or the Board of Governors.

Approvals - The approval process is a collegial one in which the approval by each of the Senate, the Administration, the Faculty Association and the Board of Governors, is required. The approval route is from the FRC to the President, then to Senate, and finally to the Board of Governors. Upon receipt of the new or amended policy from the FRC, the President will approve it and recommend it to Senate, or return it to the FRC with accompanying reasons for its return.

Upon receipt of the new or amended policy from the President, Senate will approve it and recommend it to the Board of Governors, or return it to the FRC with accompanying reasons for its return.

Upon receipt of the new or amended policy from Senate, the Board of Governors will approve it and the policy will be in force, or return it to the FRC with accompanying reasons for its return.

If the policy is returned at any stage, the FRC will review the reasons given for its return, make any revisions that it deems necessary, and return the (amended) policy for approval so long as it continues to have majority support from members appointed by each of the Administration and Faculty Association. If that support is lost, the draft policy will be shelved and Senate so informed.

Governance Path:

Faculty Relations Committee (approval on 11 January 2023)

Approval by President and Vice-Chancellor (approval 15 February 2023)

Senate (prospective approval on 27 March 2023)

Board of Governors (prospective approval on 4 April 2023)

Previous Action Taken:

Not applicable.

Next Steps:

If approved, Senate is asked to recommend the Policy amendments to the Board of Governors for approval. In the alternative, the Policy may be returned to the FRC with reasons for revision.

Documentation Provided:

- Policy 3 – redline version to display recommended amendments



University of Waterloo Policy 3

Sabbatical and Other Leaves for Faculty Members

Established: *June 29, 1961*

Last Updated: *June 5, 2001*

Class: *F*

1. GENERAL

The granting of a leave, with or without pay, depends on the University's assessment of the value of such leave to the institution as well as to the individual, and on whether teaching and other responsibilities of the applicant can be adequately provided for in her / his absence. A faculty member who is granted a sabbatical or other leave is expected to return to duties in the University for at least one year and upon return will be expected to submit a brief report to the Department Chair regarding scholarly activities while on leave.

The purpose of a sabbatical leave is to contribute to professional development, enabling members to keep abreast of emerging developments in their particular fields and enhancing their effectiveness as teachers, researchers and scholars. Such leaves also help to prevent the development of closed or parochial environments by making it possible for faculty members to travel to differing locales where special research equipment may be available or specific discipline advances have been accomplished. Sabbaticals provide an opportunity for intellectual growth and enrichment as well as for scholarly renewal and reassessment.

It is the intention of the University to support in every way possible the sabbatical leave policy stated in this document. It should be clearly understood, however, that the granting of sabbatical leave is contingent upon the faculty member's department being able to make the necessary arrangements to accommodate such an absence, and also upon the financial resources of the University in any given year. Should problems arise in any of the above, it may be necessary to postpone individual requests until such time as all the conditions can be satisfied. Normally, the University will not consider granting two leaves to a faculty member such that one immediately follows the other.

Requests for leave will be considered under the following categories: sabbatical leave; leave without pay; special leave.

2. APPLYING FOR LEAVE

Application for leave must be made in writing to the Department Chair and approved by the Faculty Dean and the Vice-President, Academic & Provost. Application for sabbatical leave should include

the faculty member's plans for scholarly activities while on leave. Sabbatical and special leaves also require the approval of the Board of Governors, so applications should reach the Vice-President, Academic & Provost at least four months prior to the expected commencement date of the leave. An application must provide information about any remuneration expected from outside sources during the leave. If a leave is not granted, a faculty member is entitled to receive a written explanation of the decision, if so requested.

3. SABBATICAL LEAVE

Sabbatical leave may be granted for a period of up to, but not exceeding, twelve months. The University will continue salary payments to the grantee, subject to the terms outlined below.

Faculty members are eligible to apply for a regular sabbatical leave (either a half-year leave at full salary or a full-year leave at 85% salary) to be taken after six years, full-time (including 12 terms teaching) in the professorial ranks.

“Half-year leave” shall mean leave from normal teaching duties for one term (approximately four months) of the two teaching terms normally required in a 12-month period plus one-half of a non-teaching term. Salary will continue at the individual's normal annual rate.

“Full-year leave” shall mean leave from normal teaching duties for the two teaching terms normally required in a 12-month period plus one full non-teaching term. Salary will continue at 85% of the individual's normal annual rate.

Sabbatical leave is subject to the condition that if a faculty member is eligible to apply for regular sabbatical leave and such leave is deferred by the individual, in consultation with the Department Chair, the additional time served, up to a maximum of three years, may be applied toward eligibility for a succeeding sabbatical leave or may be used to enhance the 85% salary of a current full-year sabbatical leave at the rate of one-twelfth of the normal salary for each extra year of service credit. Total income from the University may not exceed 100% of the normal salary for the year. If deferral is at the request of the University, the three-year limit on additional service credit does not apply.

An “early sabbatical” leave may be awarded after a minimum of three years, full-time (including six terms teaching) in the professorial ranks. Early sabbaticals are half-year leaves at 85% salary and consume credit for three years of service. For early sabbaticals, unused years of service credit count toward subsequent sabbatical leaves, and may not be taken in terms of salary equivalent.

Faculty members holding probationary appointments may apply for a special early sabbatical at full salary rather than at 85% of salary; this sabbatical would normally be completed during the fourth year of probationary appointment.

Where faculty members have assumed substantial administrative responsibilities (e.g. Deans, Associate Deans, Department Chairs) for an extended period (usually four or five years) or in other exceptional circumstances, the University, at the discretion of the Vice-President, Academic & Provost, may waive the normal service requirement or the normal restriction against granting two consecutive leaves to a faculty member. Faculty members with substantial administrative duties will accrue administrative credit in addition to the normal service credit. Administrative credits do not count toward eligibility for sabbatical, but may be used for sabbatical salary enhancement at the rate of one-twelfth of the normal salary for each year of administrative service; total income from

the University may not exceed the individual's normal annual salary. Unused administrative credit may be used for salary enhancement toward a subsequent sabbatical but is otherwise forfeited.

NOTES

1. When applying for sabbatical leave, faculty members are advised to inquire through their Department Chairs regarding the possibility of combining the leave with non-teaching terms (to the extent of not more than twelve consecutive months off campus, or not more than eight consecutive months in the case of an "early sabbatical") and regarding the procedures to apply for a University-funded research grant for an amount up to but not exceeding the entitlements for salary payments indicated above. For purposes of pension and insurance benefits, such a research grant will be treated as for leave without pay.
2. Although only those in the professorial ranks are eligible to apply for sabbatical leave, in determining eligibility and service credit, the calculation should normally include one-half the regular credit for up to four years of service as a full-time UW Lecturer. Such credit is to be applied to an individual's first sabbatical leave only.
3. Sabbatical credits for those on reduced or fractional-load appointments are earned in the normal six-year period, but prorated in the same way as the work load. For example, a faculty member on two-thirds load would earn either a six-month sabbatical leave at normal salary (i.e., two-thirds of nominal salary) or a twelve-month sabbatical leave at 85% of normal salary, after six years of service.
4. The requirement for completing twelve terms of teaching may be waived in the case of faculty members who hold special fellowships (e.g. Killam, Sloan, Steacie) which free them of teaching duties to devote time to research. These faculty members will be eligible to apply for sabbatical leave after six years of full-time service to the University, including the years spent as Fellows.
5. If a faculty member becomes ill or injured while on sabbatical leave, such that they are unable to work for two weeks or more, they may convert that period of sabbatical leave to sick leave, subject to appropriate medical certification. If a faculty member becomes eligible for bereavement leave of four weeks, or for compassionate care leave of two weeks or longer (under Human Resources policies related to bereavement leave and compassionate care leave*), they may convert that period of sabbatical leave to bereavement leave or compassionate care leave, as appropriate, subject to appropriate documentation. At the end of the period of sickness, bereavement leave, or compassionate care leave, the faculty member may return to their sabbatical, with no extension, or, if at least three months of sabbatical remain at the start of the period of leave, the faculty member may defer the remaining sabbatical, including the period lost to sickness, bereavement, or compassionate care leave. In this case, the missed portion of the sabbatical will be rescheduled within the next three years in consultation with the member's department Chair/Director of School and Dean. For pregnancy or parental leave during sabbatical, see Policy 14.

*note: this reference shall be changed to reflect the final approval of Policy 12 - Compassionate Care and Bereavement Leave, when that occurs.

4. OTHER LEAVES

Faculty members who wish to devote increased time to family or other outside interests during a portion of their careers should consult Policy 59 (Reduced Workload to Retirement).

Leave Without Pay Requests from faculty members for periods of up to one year will be considered on an individual basis; normally, such leaves are not granted during probationary terms. When leave without pay is granted, salary will be withheld at the rate of six months without pay for each of the two normally required four-month regular teaching terms in any one year. In exceptional cases, a leave without pay may be renewed, on application, for a second year.

Special Leaves At the discretion of the President, with the approval of the Board of Governors, special leave, with individual arrangements regarding both duration and salary, may be granted. UW guidelines *re* “Political Leaves” have been developed and are attached to this policy as appendix A.

Pregnancy, Adoption and Parental Leaves are addressed in Policy 14.

5. BENEFITS STATUS DURING SABBATICAL AND OTHER LEAVES

Members must continue their benefits (OHIP, Supplementary Sickness and Accident, Group Life Insurance, Long Term Disability) coverage during the period of leave. The cost of continuing the benefits coverage will normally be shared in the same manner as that of an active member. As a condition of approval for a leave without pay, post-dated cheques, to cover the portion of premiums normally paid by the member, must be left in the Records Section of Human Resources prior to the beginning of the leave.

If the member continues to receive full or part salary from the University during the absence, the member’s share of the cost of benefits will be deducted from the salary in the usual manner. Should the University policy determining cost-sharing arrangements, or government or University benefits change during the absence, cost-sharing arrangements may be changed accordingly.

Retirement Benefits. During a fully paid absence, participation in the UW Pension Plan must be continued and the member’s contributions will be deducted from salary in the usual manner. During a sabbatical or other leave, participation in the Pension Plan must be continued at a level determined by the member’s salary during the absence and deductions based on the reduced salary will be made in the usual manner.

Since pension at retirement can be substantially affected by a loss of pension credit during a sabbatical or leave without pay, consideration should be given by members to maintaining their contributions to the Pension Plan if allowed by CCRA rules during such absence at the level at which they would have made contributions had they been receiving full salary in order to maintain full years of service credit. Such an arrangement can be made. The member is urged to discuss this matter with Human Resources at the earliest possible time prior to the period of absence.

Amended, 28 February 2020 – Official titles only

APPENDIX A

UW GUIDELINES *re* “POLITICAL LEAVES”

The University of Waterloo recognizes that, from time to time, employees may wish to participate in the public life of Canada, a province or a municipality by running for and holding public elective office. For purposes of these guidelines, a public elective office shall include Member of Parliament, Member of a Provincial Parliament, Municipal (including Regional) Councillor, Mayor of a municipality, member of a Board of Education or other office filled by a vote conducted under the Ontario *Municipal Elections Act*.

The University hereby acknowledges this role by adopting a set of practices which is both supportive of this activity and as fair as possible to employees, their colleagues and the University. Moreover, such practices will apply regardless of the partisan affiliations or political beliefs of such employees.

1. ELIGIBILITY

These guidelines apply only to faculty and staff with continuing appointments.

2. INITIATION

Any employee who intends to become a candidate for any public elective office shall notify her/his Chair or supervisor of this decision at the earliest feasible date. The candidate shall consult with the Chair or supervisor about the possible impact of the candidacy on the performance of duties, both during the campaign period and over the longer term in the event of success in the election.

The Chair or supervisor and the candidate should reach an understanding as quickly as possible about the performance of the candidate's University responsibilities during the election campaign, including the timing of any leave of absence requested (see section III), and during the term of office of the position being sought. Such an understanding is to be confirmed in a joint memorandum which will be sent as a recommendation to the appropriate senior administrative officer (e.g. Dean, in the case of a faculty member; Associate Provost, in the case of a staff member) whose primary responsibility is to ensure that the arrangements made are fair to all concerned. Basic information should also be communicated at that time to other employees in the candidate's department.

3. LEAVES FOR CAMPAIGNING

An official candidate for a seat in the House of Commons or a provincial legislature should normally be granted a leave without pay for the purposes of campaigning; the candidate's pension and benefit arrangements are described in Leave of Absence Policies 3 and 39. The period of leave for campaigning will normally begin after the issuance of writs and cover the period between nomination day and polling day; if at all possible, the leave should extend until one week after polling day. In federal elections, a leave for campaigning would normally be no more than 50 days and no less than 28 days (the close of nominations). In provincial elections, nomination day may be from 23 to 60 days after writs are issued; as a result, a leave might be as long as 74 days or as short as 14 days (the close of nominations).

Employees who intend to seek election to municipal office (including Boards of Education) normally do not require a leave for campaigning. Instead, some flexibility should be sought, where necessary and where possible, in the performance of regular University duties during the last three weeks before polling day. Possibilities include partial unpaid leave of absence, time off in lieu of overtime, flextime arrangements or the use of vacation.

Note: Whether as a candidate for or holder of a public elective office, an employee shall not speak as a representative of the University of Waterloo.

4. STATUS WHILE HOLDING ELECTIVE OFFICE

Candidates elected to serve in the House of Commons or the Ontario Legislature will normally be granted leave without pay for the life of that Parliament, up to and including polling day for the subsequent Parliament. If the employee is re-elected to serve in successive Parliaments, he/she will be required to apply for a further leave which will be granted, unless the total number of consecutive years of leave would exceed six. If an employee continues to serve in such an office after the expiry of a University-granted leave, the employee shall be deemed to have resigned her/his University post. Such a resignation does not preclude the possibility of reappointment by the University under conditions satisfactory to all concerned. It should be noted that an employee who is elected to the House of Commons or the Ontario Legislature and is appointed a Minister of the Crown may be requested by the Prime Minister or Premier to resign from the University immediately.

Normally, candidates elected to municipal office will not require a leave of absence; the performance of duties can be considered a form of community service and can often be combined with regular University duties. However, any elected official whose civic duties infringe upon her/his University responsibilities should seek an appropriate adjustment of University responsibilities and compensation under the provisions of Leave of Absence Policies 3 and 39.

If, in the assessment of the Chair or supervisor, the individual's performance is being adversely affected by civic duties, the Chair or supervisor may request an adjustment of University responsibilities and compensation. In both cases, the operative principle ought to be to preserve the integrity of University operations while facilitating, to the extent possible, the performance of community service. Normally, a faculty member who holds a major administrative position within the University shall resign this position upon assuming any public elective office.

While on an approved leave for these purposes, an employee shall retain all normal rights of those on leave, including pension and benefit entitlements which are described in Policies 3 and 39, and are subject to Government of Canada regulations. Such an employee shall be able to return to the University at the same rank or position and at the same salary plus any scale or range adjustments that may have been granted to employees during the leave. Faculty members on probationary contracts may return at the expiration of the leave without pay to complete the probationary term held when elected.

Issued by the President as an appendix to Policies 3 and 39, following consultation with the Faculty and Staff Relations Committees and with Executive Council.

March 15, 1994.

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For Recommendation

Public

Open Session

To: Senate

Sponsor: Vivek Goel, President and Vice-Chancellor, and Chair of Senate
Contact Information: Office of the President

Presenter: Vivek Goel, President and Vice-Chancellor, and Chair of Senate
Contact Info: Office of the President

Date of Meeting: **March 27, 2023**

Item Identification:

Proposal to amend the annual meeting schedule of Senate, and the timing of meetings of Senate.

Summary:

The final report of the Senate Governance Review was submitted to and endorsed by Senate at its June 2022 meeting. This report addresses elements of recommendations 13 and 14 of the review.

13. Revise the annual Senate meeting schedule to reflect the rationalized annual work plan. (Key considerations: ensuring transparency; enabling substantive strategic discussions; respecting essential academic practices and schedules, and key matters requiring approval or endorsement by Senate (e.g., budget); the potential for alignment with the Board of Governors' cycle of meetings; in discussion with the Board, potential reconsideration of the start of the governance year to align with academic cycles; how meetings may be held (in-person, virtual, and hybrid).

14. Ensure the timing of meetings in the day allows for more equitable participation.

In recognition of the general pattern of cancelling the regular December meeting (often scheduled 15-20 December) as well as the possibility of condensing regular Senate meetings in the January-June period, this report proposes a revised schedule with the aim to complete the same amount of regular business annually with fewer regular meetings.

With respect to equitable participation in Senate meetings, the University recognizes the importance of Senators (and all members of our community) being able to balance and fulfill their personal and family responsibilities; going forward, the scheduling of Senate meetings will be limited to within the standard workday.

The COVID-19 pandemic has adequately demonstrated that emergent modes of meeting (hybrid and/or fully via videoconference) are effective and here to stay. This report aims to codify this recognition for the ongoing benefits of Senate, senators, and the university community.

Recommendation/Motion:

That Senate gives first reading to the amendments to the Senate By-Law 1 as presented in this report, with said amendments to effect:

- a. Reducing the normal number of general Senate meetings from 10 to 8 annually
- b. Adding provision for holding meetings electronically as well as in hybrid format (e.g. with simultaneous in-person and electronic participation)

And that Senate endorse the following general guidelines for the annual schedule of meetings of Senate, for consideration by the chair of Senate in setting their approval of the annual schedule, subject to passage of the recommended bylaw amendments as presented in this report:

- a. Meetings approximately evenly spaced as follows: five (5) regular meetings of Senate between 1 Jan and 30 June and three (3) regular meetings of Senate between 1 September and 30 November
- b. Toward promoting the ability of Senators to balance and fulfill their personal and family responsibilities, schedule all meetings of Senate to begin at not earlier than 9:00 a.m. and to end not later than 4:30 p.m.

And further that Senate approve the recommended amendments to the annual work plan (attached to this report) which is congruent with the reduced number of general Senate meetings to be held annually, subject to passage of the recommended bylaw amendments as presented in this report.

Jurisdictional Information:

Senate is empowered under section 22(o) of the *University of Waterloo Act, 1972*:

“...to enact by-laws and regulations for the conduct of its affairs.”

Per Senate Bylaw 1, section 14 “Bylaws – general”:

- 14.01 The passage of a new bylaw or amendment(s) to an existing bylaw is accomplished in two readings by Senate. At the first reading, such discussion as is deemed appropriate by Senate shall take place. At the second reading, further discussion may take place and the vote on the document shall be taken. The two readings shall take place at different, but not necessarily consecutive, meetings of Senate.
- 14.02 No proposed bylaw or amendment(s) will be given reading unless it has been bound into or accompanies the agenda portfolio distributed in advance of the meeting.
- 14.03 Any proposed bylaw or amendment(s) shall include the proposed wording of the bylaw or amendment(s), and where appropriate, a summary of the reasons for such bylaw or amendment(s).
- 14.04 In order to be approved by Senate, any new bylaw or amendment(s) to bylaws must receive the affirmative vote of at least two-thirds of the members of Senate present and voting at the meeting.

Previous Action Taken:

Not applicable.

Highlights:

Recommended amendments to Senate Bylaw 1 are as follows:

(strikethrough = deleted text, underline = new text)

3.01 General meetings

Senate shall normally hold ~~ten (10)~~ eight (8) general meetings during each academic year. Notice of each meeting shall be communicated to the university community in such places and ways as may be designated from time to time by Senate.

3.02 Place of meetings

~~Meetings of Senate shall be held upon the campus of the university.~~

Meetings of Senate may be held:

- a. in-person upon the campus of the university, or
- b. via telephone, electronic or other communications facilities that permit all participants to communicate with each other during the meeting, or
- c. in-person upon the campus of the university with simultaneous participation via telephone, electronic or other communications facilities that permit all participants to communicate with each other during the meeting.

The specific place of any given meeting shall be at the sole approval of the chair of Senate and shall be communicated with the notice of agenda as in section 3.03 of this bylaw.

Governance Path:

Consultation with Senate Graduate & Research Council (13 February 2023), and Senate Undergraduate Council (14 February 2023)

Senate Executive Committee, 6 March 2023

Senate, 27 March 2023 (planned first reading)

Senate, 17 April 2023 (planned second reading)

Next Steps:

Until Senate approval of the recommended bylaw amendments, the current 2022-23 Senate calendar of meetings will remain in effect. The implementation of the amended calendar is anticipated to commence with the 2023-24 academic year.

Documentation Provided:

- Draft Revised Senate Work Plan (revised for eight meets/year)

2023-2024 Senate Work Plan (sample revised, eight meetings/year)

| Senate Agenda Items • expected *as needed | Middle May | Late June | Early October | Early November | Early December | Late January | Early March | Middle April |
|---|---------------|--------------|------------------|-------------------|-------------------|-----------------|----------------|-----------------|
| REGULAR AGENDA (including items for information and discussion) | | | | | | | | |
| Minutes | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Business Arising | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| LEADERSHIP UPDATES⁶ | | | | | | | | |
| Report of the Vice-President Academic and Provost | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Report of the Vice-President Research & International | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| REPORTS FROM COMMITTEES AND COUNCILS | | | | | | | | |
| Executive Committee | * | * | * | * | * | * | * | * |
| Graduate & Research Council (GRC) | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Undergraduate Council (UC) | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Long Range Planning Committee | ▪ | | ▪ | | ▪ | | ▪ | |
| Joint Report of GRC & UC on Academic Calendar Dates | | | | ▪ | | | | |
| University Committee on Student Appeals Annual Report (Policy 72) | | | | | ▪ | | | |
| University Appointment Review Committee Annual Report (Policy 76) | | | | | | | | ▪ |
| Finance Committee - Budget Update ³ | | | | | | ▪ | | |
| Finance Committee - Budget recommendation ^{2, 3} | | | | | | | ▪ | |
| OTHER SENATE AGENDA ITEMS | | | | | | | | |
| New Senator Orientations (before meeting) | ▪ | | | | | | | |
| Teaching Awards Committee | | | | | | | ▪ | |
| Roster of Graduands | ▪ | | ▪ | | | | | |
| Undergraduate and Graduate Admissions Update | | | | | | | | ▪ |
| SENATE PRESENTATIONS | | | | | | | | |
| Presentations from the Presidents of the Faculty Association, Waterloo Undergraduate Association and Graduate Student Association | | | | | | | | ▪ |
| Strategic Plan Accountability Update | | | ▪ | | | | | |
| PART Annual Update | | ▪ | | | | | ▪ | |
| Faculty Update | | | ENG | ▪ | ▪ | | | |

¹ Annual item

² Board of Governors approval

³ Presented by the Vice-President Academic and Provost

⁴ Presented by the President and Vice-Chancellor, and Chair of Senate

⁵ Presented by the University Secretary

⁶ Leadership updates may include such topics as: Talent, We Accelerate Report, Communities (EDI, Sustainability), Waterloo International, etc.

| Senate Agenda Items | Middle May | Late June | Early October | Early November | Early December | Late January | Early March | Middle April |
|--|-------------------|------------------|----------------------|-----------------------|-----------------------|---------------------|--------------------|---------------------|
| • expected *as needed | | | | | | | | |
| CONSENT AGENDA | | | | | | | | |
| Reports from Faculties (e.g., appointments, administrative appointments, sabbaticals) ² | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Tenure and Promotion Report ⁴ | | | ▪ | | | | | |
| University Professor Designation ³ | | | | | | | | ▪ |
| Call for Nominations for University Professor ³ | | | ▪ | | | | | |
| Call for Nominations for Honorary Degree Recipients and Convocation Speakers ⁴ | | | | | | ▪ | | |
| Report of the COU Academic Colleague | | | | | ▪ | | | |
| Senate Committee Appointments ⁵ | * | * | ▪ | * | * | * | * | * |
| CONFIDENTIAL AGENDA | | | | | | | | |
| Minutes | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Business Arising | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ | ▪ |
| Reports from Committees and Councils | * | * | * | * | * | * | * | * |
| Honorary Degree Recommendations | * | * | * | * | ▪ | * | * | ▪ |
| Reports from Search and Review Committees for Policy-based Senior Leadership Appointments and Reappointments | * | * | * | * | * | * | * | * |
| Report of VP Advancement on Policy 7 (June) | | • | | | | | | |

| Joint SENATE/BOARD Strategic Plan Focus Sessions | Joint SENATE/BOARD Continuing Education Sessions |
|--|--|
| <ul style="list-style-type: none"> • [item] • [item] | <ul style="list-style-type: none"> • [item] • [item] |

Special Topics for 2023-2024 to be Scheduled:

- [item]
- [item]

For more information:

uwaterloo.ca/secretariat
secretariat@uwaterloo.ca
 NH 3060

¹ Annual item

² Board of Governors approval

³ Presented by the Vice-President Academic and Provost

⁴ Presented by the President and Vice-Chancellor, and Chair of Senate

⁵ Presented by the University Secretary

⁶ Leadership updates may include such topics as: Talent, We Accelerate Report, Communities (EDI, Sustainability), Waterloo International, etc.

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For Recommendation**Public****Open Session**

To: Senate

Sponsor: Vivek Goel, President and Vice-Chancellor, and Chair of Senate
Contact Information: Office of the President

Presenter: Vivek Goel, President and Vice-Chancellor, and Chair of Senate
Contact Info: Office of the President

Date of Meeting: March 27, 2023

Item Identification:

Proposal to amend the *ex-officio* membership of Senate to provide for the appointment of five members of Executive Council by the president, and reflecting requirements for Senate operations and considerations for equity, diversity, and inclusion in the membership of Senate

Summary:

The University has made clear commitments toward positive action in the space of equity, diversity, inclusion and anti-racism (EDI-R), as well as having made a full commitment to decolonization, Indigenization and reconciliation. In the context of these commitments, it is important that the membership of Senate be reflective of the community that it serves. Currently there are five *ex-officio* members of Senate designated in Senate Bylaw 4 that are specific members of Executive Council. It is proposed that the specific named positions be removed and instead the President would designate five members of Executive Council. The President would consider the needs for appropriate operation of the Senate and its Committees and Councils as well as specific regard to reflecting considerations for equity, diversity, and inclusion.

With this amendment the president will be able to identify and fill specific gaps in representation on Senate in congruence with the University's commitments. It is emphasized that those appointed under this provision are full-fledged members of Senate and will take a broad interest in all matters brought forward to that body, as is expected for all Senators.

The proposed bylaw amendments as presented will effect no change to overall number of Senate members (93), and will keep intact the majority membership of faculty representatives on Senate as well as the present ratios of representation between the elected members of Senate from the Board of Governors, the undergraduate students, the graduate students and the alumni.

Recommendation/Motion:

That Senate gives first reading to the amendments to Senate Bylaw 4 as presented in this report, with said amendments to effect:

- a. Removal of five (5) named *ex-officio* members, items (a)-(e) in the bylaw
- b. Addition of five *ex-officio* members drawn from Executive Council, designated by the president

Jurisdictional Information:

Senate is empowered under section 22(o) of the *University of Waterloo Act, 1972*:

“...to enact by-laws and regulations for the conduct of its affairs.”

Section 18(a) of the *University of Waterloo Act, 1972* describes the *ex-officio* membership of Senate, including article 9 of the section:

“9. Such other *ex-officio* members as the Senate by by-law may, from time to time, designate.”

Under Senate Bylaw 1, section 14 “Bylaws – general”:

- 14.01 The passage of a new bylaw or amendment(s) to an existing bylaw is accomplished in two readings by Senate. At the first reading, such discussion as is deemed appropriate by Senate shall take place. At the second reading, further discussion may take place and the vote on the document shall be taken. The two readings shall take place at different, but not necessarily consecutive, meetings of Senate.
- 14.02 No proposed bylaw or amendment(s) will be given reading unless it has been bound into or accompanies the agenda portfolio distributed in advance of the meeting.
- 14.03 Any proposed bylaw or amendment(s) shall include the proposed wording of the bylaw or amendment(s), and where appropriate, a summary of the reasons for such bylaw or amendment(s).
- 14.04 In order to be approved by Senate, any new bylaw or amendment(s) to bylaws must receive the affirmative vote of at least two-thirds of the members of Senate present and voting at the meeting.

Highlights:

Recommended amendments to Senate Bylaw 4 are as follows:
(strikethrough = deleted text, underline = new text)

“...

BE IT THEREFORE enacted as a bylaw of Senate of the University of Waterloo as follows:

That the following be named as *ex-officio* members of Senate:

1. ~~The vice president, advancement.~~

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- ~~2. The vice president, university relations.~~
- ~~3. The vice president, research and international.~~
- ~~4. The associate vice president, academic.~~
- ~~5. The deputy provost, integrated planning and budgeting.~~
- ~~6. 1. The president of the Faculty Association of the University of Waterloo.~~
- ~~7. 2. The president of the Federation of Students, University of Waterloo.~~
- ~~8. 3. The president of the Graduate Student Association - University of Waterloo.~~
4. Five (5) members of Executive Council designated by the president.

...”

Previous Action Taken:

Not applicable.

Governance Path:

Senate Executive Committee, 6 March 2023

Senate, 27 March 2023 (planned first reading)

Senate, 17 April 2023 (planned second reading)

Next Steps:

Not applicable.

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Senate Nominating Committee for Honorary Degrees

For Information

Public

Open Session

To: Senate

Sponsor: Vivek Goel, President and Vice-chancellor
Contact Information: president@uwaterloo.ca

Presenter: Vivek Goel, President and Vice-chancellor
Contact Info: president@uwaterloo.ca

Date of Meeting: March 27, 2023

Item Identification:

Call for Nominations for Honorary Degrees

I am pleased to announce that the University of Waterloo has moved to an open, annual call for honorary degree nominations. I invite all members of the University community to submit nominations for honorary degree recipients for 2024.

An honorary degree is the highest honour conferred by the University. Through the conferring of honorary degrees, the University of Waterloo seeks to recognize outstanding achievement, whether academic or through service to society. These achievements are celebrated at Convocation where they inspire those in attendance and, in particular, our newly graduating students.

Complete [nomination packages](#) should be submitted by 31 May 2023 to the secretary of the Senate Nominating Committee for Honorary Degrees, c/o Secretariat, NH 3060 or secretariat@uwaterloo.ca.

[Guidelines for the awarding of honorary degrees](#), including selection guidelines, procedures, and considerations to make in assessing a candidate's qualifications, and details on what to submit in a nomination package can be found on the website for the [Senate Nominating Committee for Honorary Degrees](#). You are also welcome to contact the [committee secretary](#) for more information and assistance.

The committee will consider a broad range of achievement in exceptional service or significant contribution to the university, the community, the nation, or the world, in areas that include research and scholarship, the arts, business, and professional and voluntary service. Nominations can be made for individuals from Canada or abroad, whose presence will bring honour and distinction to the University of Waterloo and whose achievements will be seen as important and exemplary to the graduating students. The University embraces and appreciates diversity and wants to ensure a diverse pool of candidates who will be seen to aligned with the diversity of our student body and community. Nominations should consider how candidates align with the strategic priorities of the University.

With the community's input we can continue to recognize deserving individuals whose achievements the University would be delighted to celebrate and honour.

Thank you in advance for your contribution to this important tradition.

Vivek Goel
President and Vice-Chancellor

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Senate Graduate and Research Council

For Information

Public

Open Session

To: Senate

Sponsor: Charmaine Dean
Contact Information: Vice-President, Research & International

Sponsor: Jeff Casello
Contact Information: Associate Vice-President, Graduate Studies and Postdoctoral Affairs

Presenter: Jeff Casello
Contact Info: jcasello@uwaterloo.ca

Date of Meeting: March 27, 2023

[Senate Graduate & Research Council](#) met on 13 February 2023 and agreed to forward the following items to Senate for information as part of the consent agenda.

Jurisdictional Information:

As provided for in [Senate Bylaw 2](#), section 4.03, council is empowered to make approvals on behalf of Senate for a variety of operational matters:

- f) 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.
- i) 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.

Item Identification

On behalf of Senate, the following items were approved:

1. Curricular Submissions

Council approved new courses, course revisions, course inactivations, new milestones, and minor program revisions for:

- a) [Faculty of Engineering](#) (Electrical and Computer Engineering, Chemical Engineering, Systems Design Engineering)
- b) [Faculty of Health](#) (School of Public Health Sciences, Master of Social Work)

2. Graduate Awards

[Council approved](#) the OAA Award for Exceptional Leadership through Design Excellence (trust).

Senate

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Senate Undergraduate Council

For Information

Public

Open Session

To: Senate

Sponsor: David DeVidi, Associate Vice-President, Academic
Contact Information: david.devidi@uwaterloo.ca

Presenter: David DeVidi, Associate Vice-President, Academic
Contact Info: david.devidi@uwaterloo.ca

Date of Meeting: March 14, 2023

[Senate Undergraduate Council](#) met on [February 14, 2023](#) and agreed to forward the following items to Senate for information as part of the consent agenda.

Jurisdictional Information:

As provided for in [Senate Bylaw 2](#), section 5.03, council is empowered to make approvals on behalf of Senate for a variety of operational matters:

- (c) 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.

Item Identification

On behalf of Senate, the following items were approved:

Minor Plan & Curricular Modifications

Council approved minor plan changes, course changes and course inactivations for:

- a. [Faculty of Environment](#) (geography & environmental management; knowledge integration; school of environment, enterprise & development; school of environment, resources & sustainability)

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Senate Undergraduate Council

For Approval

Public

Open Session

To: Senate

Sponsor: David DeVidi, Associate Vice-President, Academic
Contact Information: david.devidi@uwaterloo.ca

Presenter: David DeVidi, Associate Vice-President, Academic
Contact Info: david.devidi@uwaterloo.ca

Date of Meeting: March 14, 2023

[Senate Undergraduate Council](#) met on [February 14, 2023](#) and agreed to forward the following items to Senate for information as part of the consent agenda.

Item Identification:

Faculty of Environment

Invalid combination of the Diploma of Sustainability with the Environment, Resources and Sustainability Honours and Joint degrees

Recommendation/Motion:

That Senate approve the proposed academic regulation revision of the invalid combination of the Diploma of Sustainability with the Environment, Resources and Sustainability Honours and Joint degrees for the Faculty of Environment, effective 1 September 2024, as presented.

Jurisdictional Information:

As provided for in [Senate Bylaw 2](#), section 5.03, council is empowered to make approvals on behalf of Senate for a variety of operational matters:

- (a) Make recommendations to Senate with respect to rules and regulations for the governance, direction and management of undergraduate studies in the university.

Governance Path:

Environment Undergraduate Studies Committee approval date (mm/dd/yy): 12/15/22

Faculty approval date (mm/dd/yy): 01/19/23

Senate Undergraduate Council approval date (mm/dd/yy): 02/14/23

Background and Rational:

The School of Environment, Resources and Sustainability (SERS) has requested that the Diploma in Sustainability be made unavailable to SERS students. The Environment, Resources and Sustainability academic plan is about sustainability. Therefore, it does not make sense to allow students to get a sustainability diploma on top of a sustainability degree. At the same time, SERS would prefer to channel their students into the other diplomas that make more sense for students pursuing this degree, e.g., ecological restoration and rehabilitation, or environmental assessment.

Related to Calendar pages:

<http://ugradcalendar.uwaterloo.ca/page/ENV-Diploma-Sustainability>

<http://ugradcalendar.uwaterloo.ca/page/Acad-Regs-Invalid-Credential-Combinations>

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Senate Long Range Planning Committee

For Information

Public

Open Session

To: Senate

Sponsor: James Rush
Contact Information: Vice-President Academic and Provost

Presenter: James Rush
Contact Information: Vice-President Academic and Provost

Date of Meeting: January 26, 2023

Item Identification:

Senate Long Range Planning Committee Report to Senate for the Consent Agenda

Summary:

The Senate Long Range Planning Committee met on 26 January 2023 and has provided a summary of the following items to Senate for information as part of the consent agenda.

Jurisdictional Information:

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

- a. 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.
- b. 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.
- c. To undertake such studies as Senate may designate from time to time.
- d. 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.

Governance Path:

The Senate Governance Review report was endorsed by Senate at its meeting on 20 June 2022.

The remaining agenda items were brought to SLRP for information.

Highlights:

The following matters were discussed at the Senate Long-Range Planning Committee:

- 1. Senate Governance Review – Committee Terms of Reference.**

Senate Long Range Planning Committee

The Committee began its review of its Terms of Reference, as recommended in the Senate Governance Review (Recommendation 28 and 31), noting the length of time since the terms of reference were last updated; membership considerations for the group; opportunity to operate more strategically; increased communication between the Committee and Senate; need for greater specificity in mandate; context of the Committee in the early days of the University versus present day; opportunity for Committee's input on key strategic priorities; need to ensure perspective of Committee is elevated for strategic initiatives; identification of areas for deep dives; and coordination of Senate committees focusing on short-term and long-term initiatives and associated workflows. The Committee agreed to further discussion on the topic at its next meeting and for members to share reflections with the Chair in the meantime.

2. Auditor General's Special Report on Laurentian University and Auditor General's Annual Report – Value for Money Audit of Universities

The Committee discussed the Auditor General's recent reports, noting the impact of shadow boards on decision making and appropriate delegation of authority; Waterloo's financial indicators presented in the Value for Money Audit; audit processes and timelines; and impact of the reports on the sector and Ministry of Colleges and Universities.

3. New Interdisciplinary Networks, Programs, and Initiatives

The Committee heard updates from the Deans on the recently approved project associated with the New Interdisciplinary Networks, Programs and Initiatives Funds, including:

- Bachelor of Sustainability and Financial Management (BSFM)
- Interdisciplinary Programming in Climate Change (Type II Diploma)
- Waterloo Genomics Surveillance Centre
- Cross-Faculty Master's Co-Supervision Initiative in Data and Computation (CMDC)
- Network for Aging and Society (NAS)
- STEM Entrepreneurial PhD Fellowships
- Trust in Science and Technology Research Network

Next Steps:

The Committee will continue its discussions on considering its terms of reference in relation to the Senate Governance Review recommendations.

Documentation Provided:

- [Office of the Auditor General of Ontario – Special Report on Laurentian University](#)
- [Office of the Auditor General of Ontario – Value-for-Money Audit: Financial Management in Ontario Universities](#)

University of Waterloo
REPORT TO SENATE FROM THE FACULTIES
27 March 2023

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/default/files/uploads/documents/all-faculty-march-2023.pdf>

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