Algoma University Senate Meeting
Third Regular Meeting of 2024-25
Hybrid Meeting: CC201 (SSM), B-301 SCIE Centre (Brampton) & Zoom
November 1, 2024 1:00 - 3:00 p.m.
[Live Streaming via YouTube for Non-Senator Observation](#)

Agenda

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

Moved [/]: that the agenda for the November 1, 2024 meeting of the Senate be approved.

3. APPROVAL OF THE MINUTES...4

Moved [/]: that the Algoma University Senate approve the minutes from the Senate meeting on October 4, 2024.

4. PRESENTATIONS

4.1. Driving Innovation: Partnership between the Faculty of Computer Science and

Technology and the Centre of Excellence in Immersive Technology

5. BUSINESS ARISING (for action or information)

5.1. Election of Senate Member to Serve on the Board of Governors

NOTE: a call for nominations will be made from the floor at the meeting.
Interested individuals are encouraged to review the eligibility requirements set out in the [Board of](#) [Governors By-law No. 2.](#)

Moved [/]: that the Algoma University Senate elect _____ to the Board of Governors for a term of office that shall not be more than three (3) years.

6. DECISION ITEMS (for action)

6.1. Senate Membership Update..14

Moved [/]: that the Algoma University Senate approve the changes to the Senate membership slate as presented.

6.2. Curriculum Committee Recommendations

6.2.1. Psychology Program Revisions..17

Moved [/]: that the Algoma University Senate approve the program revision, minor modification, to the BA/BSc4 and BA/BSc3 Psychology programs that includes a revision to PSYC4105 Student's Investigation and PSYC2XXX Careers in Psychology, as presented by the Department of Psychology and recommended by the Faculty of Science as recommended by the Curriculum Committee (CURCOM).

6.3. Senate Governance Committee Recommendation

6.3.1. Interim Decanal Search Process...34

Moved [/]: that the Algoma University approve the Decanal Search Interim Process as recommended by the Senate Governance Committee.

7. INFORMATION ITEMS

7.1. Algoma University and Northern Ontario School of Medicine University MOU

[December]

It is anticipated that a presentation will be made at the December Senate meeting.

Note: the Senate Committee membership has been updated to reflect the appointment of Lorretta Neebar as University Registrar who is a member by virtue of office.

7.4. Reports of the Standing Committees

7.4.1. Academic Planning and Priorities Committee
No Committee report submitted.

7.4.2. Academic Regulations and Petitions Committee
No Committee report submitted.

7.4.3. Appeals and Academic Standards Committee
No Committee report submitted.

7.4.4. Board-Senate Liaison Committee
The Committee has not met since the last Senate meeting.

7.4.6. I-EDI Committee
The Committee has not met since the last Senate meeting.

7.4.7. Quality Assurance Committee
No Committee report submitted.

7.4.8. Research Advisory Committee
No Committee report submitted.

7.4.10. Teaching Learning and Technical Support Services

The Committee has not met since the last Senate meeting.

8. STANDING REPORTS

8.3. President and Vice-Chancellor Report

9. DISCUSSION AND QUESTION PERIOD

10. OTHER BUSINESS / NEW BUSINESS

11. ANNOUNCEMENTS

12. IN CAMERA SESSION

When the Senate declares a meeting or part of a meeting in camera, reasons for so declaring will be clearly stated by the Speaker of the Senate prior to moving in camera. Where the Senate has resolved to move in camera, the room shall be cleared except for all members of the Senate and individuals requested by the Speaker to stay for purposes of assisting the Senate with its deliberations.

Only members entitled to be present in camera meetings may be informed of the proceedings that transpire. Accordingly, items of business dealt with by the Senate in camera shall appear as appendices to the record and shall be recorded in a spate of minutes, available only to members of the Senate.

If any motions are passed in camera, upon returning to the open meeting, the Speaker will ask Senators for a motion to record the approval of those in camera motions in a manner that does not release confidential information

Moved [/]: that the Senate move in camera.

Moved [/]: to record the approval of any motions made in camera in a manner that does not release confidential information.

13. ADJOURNMENT

Algoma University Senate

Second Regular Meeting of 2024-25

1:00 p.m. on October 4, 2024, Hybrid Meeting

MINUTES

ATTENDANCE:

Faculty of Humani es and Social Science: J.P. Chalykoff, D. Nyaga, A. Ridout, S. Lepage [PTF], T. Tchir, E. Turgeon, D. Woodman
[absent/regrets: L. Burne , K. DeLuca,]

Faculty of the School of Business and Economics: C. Denomme, A. Gordon, P. Ma hews, B. Schuler-Chin
[absent/regrets: R. Xu]

Faculty of Cross-Cultural Studies: N. Cameron, V. Jiménez-Estrada, S. Meades (Deputy Speaker), P. Steeves
[absent/regrets: none]

Faculty of Science: T. Bruni, P. Dupuis, B. Schamp, D. Keough, N. Shaw (Speaker), C. Zhang, M. Yavuz-Muren
[absent/regrets: none]

Faculty of Computer Science and Technology: S.Bhadra [PTF], Z. Rahman, G. Townsend
[absent/regrets: M. Nasir]

Other Members: L. Bloomfield, L. Brechin, R. Mwaura, E. Nahwegezhic, M. Paul, D. Rogers, K. Scullion, T. Spurway, A. Vezina, Vidhi, W. Wei, S. Xu
[absent/regrets: T. Kakapshe, S. Kosuta, M. Wabano-McKay]

Guests: Patty Chabbert, Yves Deschenes, Joel Syrette, Mario Turco

Secretariat: S. Giuliani, S. Kelly, N. Ladouceur

1. **CALL TO ORDER**

The meeting was called to order at 1:02 pm.

2.   APPROVAL OF THE AGENDA

Moved [L. Bloomfield / P. Dupuis]:That the agenda for the October 4, 2024 meeting of the Senate be approved.
Carried.

3.   APPROVAL OF THE MINUTES

Moved [L. Bloomfield / Z. Rahman]: That the Algoma University Senate approve the minutes from the Senate meeting on September 13, 2024.
Carried with one abstention.

Discussion:
-   B. Schuler-Chin noted a typo in her last name.
-   N. Cameron noted that she left the meeting at 3:45 pm and requested that this be recorded in the minutes.

4.   PRESENTATIONS

4.1.   Makwa Waakaa'igan Update (Presenters: Patty Chabbert, Interim Vice-President, Nyaagaaniid - Equity, Diversity and Inclusion & Special Mission, Joel Syrette, Director Makwa Waakaa'igan)

J. Syrette presented the Makwa Waakaa'igan project by first acknowledging the history of Algoma University as it pertains to its Special Mission. It was noted that Makwa Waakaa'igan will respect the site's history, preserve and share the truths housed in its archives and be a cultural hub for Indigenous teaching, learning and global experiences. He underlined the centrality of honoring the children of Shingwauk and preserving their histories and their truths. J. Syrette noted the importance of preserving in archives the history of more than 70 communities who attended Shingwauk and stressed the importance of sharing this knowledge. It was clarified that the Children of Shingwauk Association includes a collection of schools, such as the Spanish residential school. He also noted the need to be aware of the changing landscape as future students are now acquiring those ways of knowing in high school.

J. Syrette communicated the importance of knowledge and data sovereignty and invited Senators to read the 94 calls to action and reflect on these calls, the impacts their implementation would have on society and what individuals themselves have done to answer the calls.

Discussion:
- A Senator inquired about the approaches that would be taken to commemorate the Spanish residential school.
- The President acknowledged the delays and challenges associated with building Makwa Waakaa'igan and thanked Patty Chabbert and Joel Syrette for leading the University on this path and bringing it closer to the communities. J. Syrette illustrated the commitment to truth and reconciliation by describing the work done by the survivors to restore the cemetery.
- A Senator from a Newfoundland community asked how he could become a brother to support and share the stories of their people as the effects have been felt even when residential schools weren't experienced. J. Syrette recognized that they are all relatives and introduced the fundamental concept of Oday (heart) and its use in talking about town, community and village. He underlined the connection to the heart and noted that a way to get involved is to put our hearts in our communities. He used the example of the survivors who have put their hearts into their communities and invited Senators to meet some of them on October 17 during a health summit. He also invited Senators to visit the SASA lounge and the exhibition hall after the Senate meeting.
- The University Librarian thanked J. Syrette and K. McCracken for the new interactive digital database being built and the translation project which will see the entire exhibit being translated and narrated in Ojibway.

5. **BUSINESS ARISING (for action or information)**

5.1. **Election of Senate Member on the Board of Governors**

A call for nomination was made after the Associate University Secretary outlined the eligibility criteria. No nomination came from the floor.

Discussion
- A Senator inquired about the status of the Board By-law revisions recently passed noting vacancies in the Senate and SASA member seats. It was clarified that the Board can approve changes to its by-laws without a full membership.
- The SASA Student Senator indicated that SASA had nominated an individual to the Board of Governors' student position. The Associate University Secretary indicated that this would need to be taken up by the Board and that the Secretariat Office would reach out about next steps

6.   DECISION ITEMS (for action)

6.1.   Senate Committee Membership Update

Moved [L. Bloomfield / V. Jimeniz-Estrada]: That the Algoma University Senate approve the changes to the Senate Committee membership effective September 17, 2024 as recommended by the Senate Executive Committee.
Carried with one opposition.
Discussion:
- None.

6.2.   Senate By-law Revisions

Moved [P. Dupuis / B. Schamp]: That the Algoma University Senate approve the revisions to the Senate by-laws as presented.
Carried.
Discussion:
- None.

6.3.   Curriculum Committee Recommendations

6.3.1.   New Course Proposal: Cases in Management Science and Analytics

Moved [L. Bloomfield / P. Dupuis]: That the Algoma University Senate approve the new course elective, ADMN 4047 (Cases in Management Science and Analytics) to the Finance, Economics, and Decision Sciences, Faculty of Business and Economics, as recommended by the Curriculum Committee.
Carried.
Discussion:
- None.

6.3.2.   First Nation Social Policy and Community Development Certificate Revisions - CESD Program

Moved [M. Paul / V. Jimenez-Estrada]: That the Algoma University Senate approve the proposed program revision, minor modification to the First Nation Social Policy and Community Development Certificate, which includes the addition of course options, as recommended by the Curriculum Committee (CURCOM).
Carried.
Discussion:
- A Senator made an inquiry about why the name of the 2023-24 Curriculum Committee Chair was included on the briefing note

rather than the current chair, to which It was noted that this motion came from the June Curriculum Committee which took place after the last Senate meeting of the 2023-24 year and before the new governance year and that this was missed at the previous Senate meeting due to the transition.

- A Senator inquired about the changes noting its potential impacts on the Faculty of Computer Science & Technology and the offering of additional courses. It was noted that the proposed change was based on recommendations from the partner when they entered into an agreement with and that the impact of the change on Computer Science was discussed with S. Xu. It was also noted that there is no requirement to roster optional courses with the same frequency and that the certificate was designed to be completed over 2 years and, as such, about half of the courses would need to be on the roster each year.

6.4.   Quality Assurance Committee Recommendations

6.4.1. Role of Faculty Chairs in the Final Evaluation of Self Studies

Moved [P. Dupuis / B. Schamp]: As recommended by the Quality Assurance Committee and by the Senate Executive Committee, that in the absence of, and until a formal determination is made on, the role and responsibilities of Faculty Chairs in cyclical program reviews, the Senate approve that the Deans shall be directed to determine a formal review process for all current cyclical program reviews.
Carried with five objections and two abstentions.
Discussion:
- The Chair of the Quality Assurance Committee (QualCom) noted that the IQAP identifies specific roles for Faculty Chairs in the oversight of self studies and cyclical program reviews, and that given that these roles are no longer included in the collective agreement, there is a gap in this process which has led to delays in these processes. To address this issue, QualCom proposed that Faculty Deans be directed to determine a formal review process for all current cyclical program reviews.
- Senators inquired about the impact on faculties that currently do not have a Dean and where this should be directed and suggested this be directed to the faculty chair, it was noted that Senate could not provide direction to Faculty Chairs given the current state of

the positions and the only option was to direct this to Deans and that there was a provision in the motion that would allow for this to be directed to faculty chairs once the roles are determined.

6.5. **Senate I-EDI Committee Recommendations**

6.5.1. Addition of Graduate Student Member to Committee Composition

Moved [B. Schamp / M. Paul]: That the Algoma University Senate approve the expansion of the Senate I-EDI Committee composition to include two graduate students, one from Biology and one from Computer Science, as recommended by the Senate I-EDI Committee.
Carried.
Discussion:
- The Committee Chair noted that the motion was brought forward as graduate students had shown interest in being involved in the I-EDI Committee.
- A Senator asked if the committee would consider adding two graduate students to provide a holistic perspective: one from Biology and one from Computer Science. The Committee Chair noted that they were amenable to this.

6.6. Adjunct Professor of Biology Nomination: Dr. Kenneth Lee

Moved [B. Schamp / P. Dupuis]: That the Algoma University Senate approve that Dr. Kenneth Lee be appointed as an Adjunct Professor in the Department of Biology for a period of three years beginning October 11, 2024.
Carried.
Discussion:
- L. Bloomfield spoke to the nomination and expressed her full support.

6.7. Adjunct Professor of Biology Nomination: Dr. Chris MacQuarrie

Moved [P. Dupuis / B. Schamp] That the Algoma University Senate approve that Dr. Chris MacQuarrie be appointed as an Adjunct Professor in the Department of Biology for a period of three years beginning July 1 2024.
Carried.
Discussion:
- It was noted that the two individuals brought forward would be connected to research centers and as such it could provide a great opportunity for a future presentation to Senate on affiliations and partnerships.

6.8. Approval of Graduand List - Fall 2024 Convocation

Moved [P. Dupuis / D. Keough]: that the Algoma University Senate admit to their respective degrees in-course the students as submitted who have completed all the requirements of their respective degrees and that diplomas for the degrees be awarded at the October 4, 2024 meeting of the University Senate for the conferring of degrees.
Carried.

Moved [L. Bloomfield / P. Dupuis]: that the Algoma University Senate approve the students as submitted who have completed the requirements of their respective honours diploma and that Honours Diplomas be awarded at the October 4, 2024 meeting of the University Senate for the conferring of certificates.
Carried.

Moved [D. Woodman / D. Keough]: that the Algoma University Senate approve the students as submitted who have completed the requirements of their respective graduate certificate and that graduate certificates be awarded at the October 4, 2024 meeting of the University Senate for the conferring of graduate certificates.
Carried.

Discussion:
- The Senate congratulated the Registrar and his team on completing this work.

7. **INFORMATION ITEMS**

7.1. Unity Partnership Presentation [November]

7.2. Northern Ontario School of Medicine (NOSM) and Algoma University MOU [November/December]

7.3. Council of Ontario Universities (COU) Academic Colleague Report

7.4. Reports of the Standing Committees

7.4.1. Academic Planning and Priorities Committee

7.4.2. Academic Regulations and Petitions Committee

7.4.3. Appeals and Academic Standards Committee

The Appeals and Academic Standards Committee submitted a report.

7.4.4. Board-Senate Liaison Committee

7.4.5. Curriculum Committee

7.4.6. I-EDI Committee

7.4.7.   Quality Assurance Committee

The Quality Assurance Committee submitted a report.

7.4.8.   Research Advisory Committee

7.4.9.   Senate Governance Committee

7.4.10. Teaching & Learning and Technical Support Services Committee

The Teaching and Learning and Technical Support Services Committee submitted a report.

8.   STANDING REPORTS

8.1.   Decanal Reports

Decanal reports were provided by L. Bloomfield, W. Wei and S. Xu.
Discussion:
- A special thank you was given to K. Scullion for his support to the faculties and the University throughout his tenure as Registrar.

8.2.   Vice-President Academic and Research Report

D. Rogers presented the report of the Vice-President Academic and Research and thanked Dr. Imre for supporting the preparation of the report. D. Rogers formally recognized and thanked Ken Scullion for his work as Registrar.

8.3.   President and Vice-Chancellor Report

The President provided an enrolment outlining Spring and Fall 2024 enrolment numbers. It was noted that overall, enrollment was trending toward the stretch target.

The Senate was provided with an overview of class sizes noting that the average class size was 40 students and the median was 36 and that 757 of 797 classes were at or below the Senate recommended cap for enrolment. It was further noted that the primary mode of course delivery was on campus with 83% of courses being offered this way.

The President reported on the current political and economic uncertainty and policy changes, noting the ongoing tuition freeze and the cap on the domestic student corridor. She indicated that AU is entering SMA4 negotiations. She further noted the impacts on the entire sector and noted advocacy efforts being made. The President informed the Senate of upcoming discussion with the province to discuss PAL allocations noting the recent announcement to decrease PALs by 10%

and that Masters students will be included in this. She noted the need to collaborate on programming in light of all these changes and suggested a potential Senate retreat to plan for the next 5-6 years.

Discussion
- Senators indicated that it is important to find ways to navigate the changes in order to plan for the next five to six years. The President noted the exploration of revenue diversification streams. It was noted that the University's financial health metrics were in a good place and recognized the work done by faculty to develop new masters programs, specifically their community outreach.
- Senators discussed English language requirements across the university recognizing the need for consistency and to understand where prerequisites may be required for certain courses. The Dean of Science noted that she would be willing to organize a session with department chairs to discuss English language proficiency requirements.
- Senators discussed the need for academic skills and writing support to help students succeed. The VPAR indicated that conversations were taking place about writing support and the University Librarian confirmed that a proposal to increase writing support is in the work.
- Senators discussed enrolment noting policy changes and impacts on international student enrolment and comments on the need to increase FNMI and domestic student enrolment and the need to invest in programs and space in order to do so and noted the importance of collaboration in doing so. Senators discussed the need to invest in accessibility services for students.
- Senators discussed concerns of over enrolment that occurred in the past and the workload this placed on faculty and the need for resource planning and communication to avoid this happening in the future.

Moved [N. Cameron / D. Keough]: to extend the Senate meeting to 3:15 pm. Carried.
Moved [M. Paul / D. Keough]: to extend the Senate meeting to 3:30 pm. Carried
Moved [B. Schamp / D. Keough]: to extend the Senate meeting to 3:45 pm. Carried.

9. DISCUSSION AND QUESTION PERIOD

10. OTHER BUSINESS/NEW BUSINESS

11. ANNOUNCEMENTS

The Registrar expressed gratitude to the President, the VPAR, and the Senate for their support during his tenure, adding that he is confident the University will thrive under the leadership of his successor

L. Bloomfield thanked Senators who contributed to the food to the Food Pantry and provided an update on the post-Senate social which will start in November. She further reminded Senators to complete the IT cybersecurity module.

V. Jimenez-Estrada invited Senators to attend a ceremony in the fire harbor that evening noting the significance of October 4th in addressing gender-based violence for Missing and Murdered Indigenous Women and Girls (MMIWG) and honoring those lives lost.

Senators were reminded of the invitation to visit the SASA lounge and the exhibition hall after the Senate meeting.

12.   IN CAMERA SESSION

Moved [A. Ridout / M. Paul]: That the Senate move in camera.
Carried

Moved [P. Dupuis / L. Bloomfield]: To record the approval of any motions made in camera in a manner that does not release confidential information.
Carried.

13.   Adjournment

Moved [G. Townsend / T. Spruway]: To adjourn the Senate meeting at 3:40 pm.
Carried.

SENATE BRIEFING NOTE

Algoma UNIVERSITY

Senate Executive Committee Recommendation:
Senate Membership

Senate Meeting Date: 01 NOV 2024

PREPARED BY:

PURPOSE:

☐ *Expedited*

☑ Approval   ☐ Discussion   ☐ Information

Committee Name: Senate Executive

Committee Chair: Dr. Nikki Shaw, Speaker of Senate
Other Contributor(s): Shannon Kelly, Associate University Secretary

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1.0 MOTION / DISCUSSION

Moved [/]: tha Algoma University Senate approve the changes to the Senate membership slate as presented.

2.0 EXECUTIVE SUMMARY

The Senate membership slate has been updated to provide three new members:
- The appointment of Lorretta Neebar as Registrar who is a member of the Senate by virtue of office as stipulated by the Algoma University Act (18(1)1.iii).
- Dr. Nathan Murray was elected by the Faculty of Humanities and Social Sciences to fill the vacant Senate seat previously filled by the Director, Social Work as this position is currently unfilled.
- Dr. Yi Feng has been appointed as the Department Chair of Information Technology and Professional Studies.

Dr. George Townsend has been appointed as the Department Chair of Computer Science and Mathematics, however currently holds a seat on the Senate as the Faculty Chair. Records have been updated to reflect that Dr. Townsend holds both positions.

4.0 ATTACHMENTS

1. Revised Senate Slate - 2024-25

Revised Senate Slate 2024-25

Senate Membership Term: July 1, 2024 - June 30, 2025

Highlighted in orange: nominations submitted for approval
Highlighted in yellow: nominations to be determined

Faculty of Business and Economics:
Faculty Chair: Pelham Matthews
Department Chair, Applied Business and Executive Education: Dr. Cathy Denomme
Department Chair, Business Administration: Dr. Aaron Gordon
Department Chair, Finance, Economics and Decision Sciences: Dr. Robert Xu / Dr. Hari Luitel
Part-Time Teaching Staff: Belinda Schuler-Chin

Faculty of Cross-Cultural Studies:
Faculty Chair: Dr. Paulette Steeves (July 1-Dec 31, 2024)
Department Chair, Sociology: Dr. Vivian Jiménez-Estrada
Department Chair, Geography, Geology and Land Stewardship: Dr. Nairne Cameron
Department Chair, Community Economic and Social Development: Dr. Sean Meades
Part-Time Teaching Staff: TBD

Faculty of Humanities and Social Sciences:
Faculty Chair: Dr. Linda Burnett
Department Chair, English and History: Dr. Alice Ridout
Department Chair, Law and Politics: Dr. Trevor Tchir
Department Chair, Modern Languages: Dr. John-Paul Chalykoff
Department Chair, Music and Visual Arts: Dr. Ed Turgeon
Director, School of Social Work: This position will be filled by a faculty-at-large member due to the current vacancy.
Faculty Member-at-Large: Dr. Deb Woodman
Faculty Member-at-Large: Dr. Dionisio Nyaga
Faculty Member-at-Large: Dr. Kelly DeLuca
Faculty Member-at-Large (seat being filled as a result of vacancy in Director of Social work position): Dr. Nathan Murray
Part-Time Teaching Staff: Sabrina Lepage

Faculty of Science:
Faculty Chair: Dr. Paul Dupuis
Department Chair, Biol/Envs: Dr. Brandon Schamp
Department Chair, Psychology: Dr. Dwayne Keough
Faculty Member-at-Large: Dr. Teryn Bruni
Faculty Member-at-Large: Dr. Nikki Shaw
Faculty Member-at-Large: Dr. Chunhua Zhang

Last update: October 16, 2024

Faculty Member-at-Large: Dr. Melis Yavuz-Muren
Part-Time Teaching Staff: <mark>TBD</mark>

Faculty of Computer Science and Technology
Faculty Chair: Dr. George Townsend
Department Chair, Computer Science and Mathematics: <mark>Dr. George Townsend</mark>
Department Chair, Information Technology and Professional Studies: <mark>Dr. Yi Feng</mark>
Faculty Member-at-Large: Dr. Mahreen Nasir
Faculty Member-at-Large: Dr. Zamilur Rahman
Part-Time Teaching Staff: Subhendu Bhadra

Non-Teaching Staff Members:
Anishinaabe Peoples Council (APC): Thomas Kakapshe
Board of Governors Member: Dr. Sonja Kosuta
Non-teaching staff member: Liam Brechin
Students [4]:   Elizabeth Nahwegezhic
                Minion Paul
                Ryan Mwaura
                Vidhi

Members by Virtue of Office:
President and Vice-Chancellor: Dr. Asima Vezina
Vice-President Academic and Research: Dr. Donna Rogers (Interim)
Deans from each of the Faculties [4]:   Dr. Laurie Bloomfield (Acting)
                                           Dr. William Wei
                                           Dr. Simon Xu
                                           <mark>TBD</mark>
University Registrar: Lorretta Neebar
University Librarian: Tracy Spurway
President of Shingwauk Kinoomaage Gamig [SKG], or designate: Mary Wabano-McKay

Last update: October 16, 2024

SENATE REPORT

Algoma
UNIVERSITY

Curriculum Committee Recommendation: Approval

Psychology Program Revisions

Senate Meeting Date: 01 NOV 2024

PURPOSE:

Expedited

PREPARED BY: Genevieve Lachapelle, Quality Assurance Officer

☑ Approval   Discussion   Information

Committee Name: Curriculum Committee (CURCOM)

Committee Chair: Sean Meades, Faculty of Cross-Cultural Studies

Other Contributor(s): Mover: Warren Johnston, Faculty of Humanities and **Seconder**: Chantal Lemieux, Faculty of Science

1.0 MOTION / DISCUSSION

Moved [____ / ____]: that the Algoma University Senate approve the program revision, minor modification, to the BA/BSc4 and BA/BSc3 Psychology programs that includes a revision to PSYC4105 Student's Investigation and PSYC2XXX Careers in Psychology, as presented by the Department of Psychology and recommended by the Faculty of Science as recommended by the Curriculum Committee (CURCOM).

Considerations for Senators:

Senators are asked to recognize the revisions, Minor Modifications, to the Psychology Program:

Both the addition of new courses and revision of existing courses, are considered minor modifications to a program and therefore section A of the Revised Program Template was submitted.

CurCom, a standing committee of the Senate is responsible for reviewing and making recommendations to the Senate on proposed new courses and minor modifications to courses and programs for academic credit.

2.0 EXECUTIVE SUMMARY

The Curriculum Committee recommends approval of a revision, minor modification, to the Psychology Program.

Change 1) Course description and minimum grade requirement for PSYC4105 changed (required course for the honours program only). The grade requirement change is a recommendation by the Psychology program's 2016 cyclical review and the description change to improve the clarity of what the course will entail.

Change 2) New course PSYC2xxx – Careers in Psychology (elective). This new course is in response to other universities offering a similar course, which aims to help students navigate career options using the skills developed in the psychology program. It will give students an overview of the field of psychology in practice, how it is very broad with a wide range of applications.

3.0 ANALYSIS

The proposed program revision, minor modification to the BA/BSc4 and BA/BSc3 Psychology degree programs includes a revision to PSYC4105 Student's Investigation and the addition of PSYC2XXX Careers in Psychology, as presented by the Department of Psychology and recommended by the Faculty of Science. CurCom recommends this program revision for Senate approval. This minor modification will further enhance the program by way of improving clarity in terms of what the course will entail and by aligning with what other universities offer, in terms of a course that allows students to navigate career options that lie ahead for them upon graduation.

4.0 ATTACHMENTS

1 of 3: [2024 Revisions - PSYC Program Template](#)
2 of 3: [Revised Course: PSYC4105 Student's Investigation](#)
3 of 3: [New Course: PSYC2XXX Careers in Psychology](#)

Algoma
UNIVERSITY

REVISED PROGRAM TEMPLATE

NAME OF DEGREE PROGRAM(S) TO WHICH CHANGE APPLIES

List all Degree Program(s) to which change applies	Change 1) and 2) BA4 and BSc4 Honours Psychology Change 2) BA/BSc4 Non Honours Change 2) BA/BSc3
Academic Department(s)	Psychology
Indicate which sections of the template are being submitted (requirements are defined on pages 2-3)	A – minor required course modification

APPROVAL SIGNATURES - MINOR MODIFICATIONS - SECTION A ONLY

This section will include all Names and Signatures of: Department Chairs, Faculty Chairs, and Curriculum Committee Chair. Please add additional rows if required.

List Name(s) of Department Chair(s)	Signature (electronic please)	Date
Dwayne Keough		Sept 25/24
Faculty Chair	Signature (electronic please)	Date
Laurie Bloomfield		September 25/24
Curriculum Committee Chair	Signature (electronic please)	Date
Sean Meades		

APPROVAL SIGNATURES - MAJOR MODIFICATIONS - SECTIONS B AND C

This section will include all Names and Signatures of: Chair of the Quality Committee and Chair of Academic Planning and Priorities Committee.

Quality Assurance Committee Chair	Signature (electronic please)	Date
Academic Planning and Priorities Chair	Signature (electronic please)	Date

Is an endorsement from the Quality Council requested?
❏ Yes
❏ No

1. The documentation required for a program revision can vary according to the scope of the revision. Some program revisions are classified as major modifications (e.g., the establishment of an existing degree in a compressed format in a new location) while others are classified as minor modifications (e.g., the introduction of one new required course to a program). There are three sections in the template (Section A: required to be completed for all program revisions; Section B: required to be completed for all major modifications; and Section C: required to be completed for major modifications classified as substantial).
2. It is highly recommended assistance is sought from the Office of the CAO or a QualCom member for advice and assistance in the preparation of the template.
3. Text boxes will expand when needed. Check boxes can be selected by right clicking on the appropriate answer and selecting the check mark from the options.

DEFINITION OF MAJOR MODIFICATION

In cases where it is unclear whether a proposed change in program is a minor or major modification, a determination is made by QualCom. The decision of QualCom is binding.

A major modification to a program of study is defined as the following:
  A. Requirements for the program that differ significantly from those existing at the time of the previous cyclical review
    i.   The merger of two or more programs;
    ii..   New bridging options for college diploma graduates;
    iii.   Change of program name or degree of an existing program or degree;
    iv.   Major changes to courses comprising a significant proportion of the program (33% or
            greater)
    v.   The admission, promotion, and graduation requirements for the program where the change
            has an impact on the learning outcomes of the program;
    vi.   The deletion or addition of a specialization or minor;
    vii.   The length of the program;
    viii.   Introduction or deletion of an undergraduate thesis or capstone project.
    ix.   The introduction or deletion of a work experience requirement, including internships and

practicums;

      x   Introduction or deletion of breadth requirements;

      xi.   The closure or suspension of an undergraduate program, major, or certificate.

B. Significant changes to the learning outcomes

      i.   Changes to program content, other than those listed in a) above, that affect the learning outcomes, but do not meet the threshold for a new program.

C. Significant changes to the faculty engaged in delivering the program and/or to the essential physical resources as may occur, for example, where there have been changes to the existing mode(s) of delivery.

      i.   The mode of delivery such that a majority of required course credits in the program will be delivered using the new mode (33% or greater);

      ii.   Changes to the faculty delivering the program: e.g., a large proportion of the faculty retires or new hires alter the areas of research and teaching interests;

      iii.   A change in the language of program delivery;

      iv.   The establishment of an existing degree program at another institution or location;

      v.   Change to full- or part-time program options, or vice versa;

      vi.   Changes to the essential resources, where these changes impair the delivery of the approved program.

The following major modifications are normally categorized as substantial:

- the merger of two or more programs
- major changes to courses comprising a significant proportion of the program (33% or greater)
- change in language of program delivery
- the deletion or addition of a specialization or minor
- the closure or suspension of an undergraduate program, major, minor, or certificate
- the mode of delivery such that a majority of required course credits in the program will be delivered at another institution or location.

SECTION A – ALL PROGRAM REVISIONS

This section is required to be completed for all program revisions.

Description of Change	Change 1) Course description and minimum grade requirement for PSYC4105 changed (required course for the honours program only) Change 2) New course PSYC2xxx – Careers in Psychology (elective)
Change from:	1) Students will work with a faculty supervisor to complete an independent research project. Each student will be expected to perform a background literature search into their chosen topic, develop a research question, and design and execute their experiment. The research strategy and data interpretation will be presented in an oral presentation at the annual Psychology conference and in a final paper that follows formatting of peer-reviewed publications. Prerequisites: Completion of at least 42 credits in Psychology, including STAT 2126 and PSYC 2127 (with a minimum grade of 70% in each) and PSYC 3256 and PSYC 3286 (with a minimum grade of 75% in each). (SEM 3/WIL) (6cr).
Change to:	1) Students will work with a faculty supervisor to complete an independent empirical study that will culminate in a final report and presentation consistent with a standard thesis defense. Prerequisites: This course is restricted to students in their fourth year of their Honours Psychology degree program, **with a minimum average of 70% in Psychology courses or by permission of the instructor**, including a minimum grade of 70% in STAT 2126 and PSYC 2127 and a minimum grade of 75% in PSYC 3256 and PSYC 3286. (SEM/LAB/WIL) (6cr). 2) PSYC2xxx – Careers in Psychology: This course will provide an overview of career paths in the psychological sciences, including academic, clinical, industry, and other applications of psychology. Students will learn how the skills and knowledge they are developing in their undergraduate psychology program can be applied to a broad range of careers and fields/sectors. Students will also be exposed to many career and educational planning resources and participate in at least one experiential career planning activity. Prerequisite PSYC 1106 and PSYC1107.
Rationale for proposed change	1) The grade requirement change is a recommendation by our 2016 cyclical review and the description change is to improve clarity of what the course will entail. 2) This new course is in response to other universities offering a similar course which aims to help students navigate career options using the skills developed in the psychology program. It will give students an overview of the field of psychology in practice, how it is very broad with a wide range of applications.
Proposed date for implementation	Fall 2025
Is the proposed change being introduced to a program operating under Ministerial consent? *If yes, consult with Dawn White, Director, Program Quality and Experiential Learning (dawn.white@algomau.ca) prior to template completion.*	❏ Yes ❏ No
What is the nature of the program revision?	❏ Minor (Complete Section A only) ❏ Major Modification - (Complete Sections A & B) ❏ Major Modification - Substantial (Complete Sections A, B, & C)
Will any other programs be impacted by the proposed revision? If yes, describe any	❏ Yes ❏ No if yes, please describe:

modifications to the Academic Calendar that will be required and the consultation you undertook with the other department.	

SECTION B- MAJOR MODIFICATIONS

This section is required to be completed for all major modifications.

Describe the character and substance of the proposed modification and any impacts it will have on the program's learning outcomes.
Include the rationale for the proposed modification and any impacts it will have on the program's learning outcomes.
Describe the impact of the proposed modification on the existing program, including the impact on current and future students.
Describe the fit of the proposed modification with the special mission, vision, strategic plan, and academic plan of Algoma University.
Describe the ways in which the proposed modification advances the relevancy of the curriculum and the future prospects of graduates with respect to employment in their field and/or further study.
Describe how the proposed modification contributes to the distinctiveness of the program in comparison to others.
Explain how the proposed modification enriches the student learning environment.
Describe the impact of the proposed modification on other programs, academic units, and university resources.

SECTION C – MAJOR MODIFICATIONS- SUBSTANTIAL

This section is required to be completed for all major modifications categorized as substantial.

The following major modifications are normally categorized as substantial:
- the merger of two or more programs
- major changes to courses comprising a significant proportion of the program (33% or greater)
- change in language of program delivery
- the deletion or addition of a specialization or minor
- the closure or suspension of an undergraduate program, major, minor, or certificate
- the mode of delivery such that a majority of required course credits in the program will be delivered at another institution or location.

Provide detailed evidence of student demand to support the proposed modification (include supporting evidence).
Demonstrate how students were involved in the consultation process for the proposed modification.
Describe the role of external stakeholder groups and/or advisory committees in the development of the proposed modification.
Describe any proposed changes to mode of delivery and the resources and expertise required to support the new delivery mode.
Provide a summary of any resources required to implement the major modification.

REVISED COURSE TEMPLATE

Course Title	PSYC 4105 Student's Investigation
Academic Department(s)	Psychology

APPROVAL

Department approval with Department Chair signature on attached Revised Program Template	Yes x	No ☐
Faculty approval with Faculty Chair signature on attached Revised Program Template	Yes x	No ☐

NOTES ON COMPLETING TEMPLATE

An electronic copy of this form should be approved by the Department and Faculty and then sent to the Curriculum Committee Representative from your Faculty

- Once the revised course application has been approved by the Curriculum Committee it will either be forwarded to the Quality Assurance Committee (Major Modification) or Senate for approval
- **This template is to be submitted as an attachment to the completed Revised Program Template (page 33, section 2.5, IQAP)**
- Courses that are to be split into two new half courses require the New Course Template as well as the Revised Course Template

DESCRIPTION OF PROPOSED REVISIONS

Subject Code, Course #, and Course Title:
PSYC
Original Calendar Description (Use complete sentences): Previously:
Students will work with a faculty supervisor to complete an independent research project. Each student will be expected to perform a background literature search into their chosen topic, develop a research question, and design and execute their experiment. The research strategy and data interpretation will be presented in an oral presentation at the annual Psychology conference and in a final paper that follows formatting of peer-reviewed publications. Prerequisites: Completion of at least 42 credits in Psychology, including STAT 2126 and PSYC 2127 (with a minimum grade of 70% in each) and PSYC 3256 and PSYC 3286 (with a minimum grade of 75% in each). (SEM 3/WIL) (6cr).
4105 Student's Investigation

New Calendar Description (use complete sentences):	
Students will work with a faculty supervisor to complete an independent empirical study that will culminate in a final report and presentation consistent with a standard thesis defense. Prerequisites: This course is restricted to students in their fourth year of their Honours Psychology degree program, **with a minimum average of 70% in Psychology courses or by permission of the instructor**, including a minimum grade of 70% in STAT 2126 and PSYC 2127 and a minimum grade of 75% in PSYC 3256 and PSYC 3286. (SEM/LAB/WIL) (6cr).	
Pre-requisites and Anti-requisites (cross listings):	
Teaching Method (e.g., lecture, seminar):	
SEM/LAB	

RATIONALE FOR PROPOSED REVISIONS

Rationale for Revision (<200 words):

The calendar description has been made to be more general in nature. Regarding the change to prerequisites, the Psychology department has noted an incremental increase in the number of students registering for the 4-year Psychology degree programs B.A.4 and B.Sc.4) and thus a concomitant increase in the number of students needing to register for the required PSYC 4105 thesis course. In order to ensure that those students who are at the top of their class are ensured adequate opportunity (considering the substantial resources required for this course: physical/human) we believe that it is necessary to introduce a required minimum overall average in Psychology courses in order to qualify. We note here that this overall average of 70% is not extreme, considering that many other universities require an average higher than 70% for entry to the Honours program. Further, the comments by the external reviewers for Psychology's 2016 cyclical review stated the following: "Moreover, the entry grade requirements into the thesis often involves an overall course average requirement in addition to the requirement for specific courses deemed critical for the thesis completion (research methods and statistics). The lower requirements for the Honours could undermine external perception of the value of Algoma's Psychology Honours degree and increase faculty supervision loads. This could be remedied by increasing the requirements in order to be more rigorous and consistent with the requirements of those at other institutions." We note that it is not uncommon at other Universities; that is, to allow only the top students to register for the course, and those that fall below the Senate-recommended course cap of 15 either try again the next year, or the department may wish to request an additional section of the course.

Does this revision impact the course's learning outcomes, and/or program-level learning outcomes for the programs that this course serves?

NO

NEW COURSE TEMPLATE

Proposed Subject Code	PSYC2XXX
Proposed level	2000
Proposed Course Title	Careers in Psychology
Academic Department(s)	Psychology

APPROVAL

Department/ School approval	☑ Yes	☐ No
Faculty approval	☑ Yes	☐ No

NOTES ON COMPLETING THE TEMPLATE

An electronic copy of this form should be approved by the Department and Faculty and then sent to the Curriculum Committee Representative from your Faculty

- Once the new course proposal has been approved by the Curriculum Committee it will then be forwarded to Senate for approval
- **The addition of new courses to an existing program require this template to be submitted as an attachment to the completed Revised Program Template (page 33, section 2.5, IQAP). For new programs, all new course templates and syllabi must be included in section 3 of the new program proposal.**
- Courses that are to be split into two new half courses require the New Course Template as well as the Revised Course Template
- Text boxes will expand when needed. Check boxes can be selected by right clicking on the appropriate answer and selecting the check mark from the options.
- The course syllabus must be included as an attachment

COURSE SYLLABUS

Is a new course syllabus attached? (see Appendix A for Course Syllabus template)	☑ Yes	☐ No

COURSE DETAILS

Proposed Calendar Description (Use complete sentences):
This course will provide an overview of career paths in the psychological sciences, including academic, clinical, industry, and other applications of psychology. Students will learn how the skills and knowledge they are developing in their undergraduate psychology program can be applied to a broad range of careers and fields/sectors. Students will also be exposed to many career and educational planning resources and participate in at least one experiential career planning activity.

Teaching Method (e.g., lecture, seminar):
Lecture
Identify any prerequisites for this course:
PSYC 1106 and PSYC 1107
Identify any courses this will be a prerequisite for:
None

Rationale for New Course (<200 words):
When asked what careers you could pursue with a psychology BA, most people say 'none, because you need grad school to be a clinician or a professor'. This is patently false, and most undergraduate students are completely unaware of the lucrative careers available in UX research, program evaluation, behavioural science consulting, and many more. This course will bridge this gap and show students the wide variety of possible career paths at an early stage in their undergraduate education so that they can effectively tailor their program towards their career goals. Alongside this, the course will coach students in essential skills (writing, presentations, synthesizing information) that will help them succeed in their psychology classes and in their future careers.
Explain how this new course meets the program-level learning outcomes for any programs it contributes to:
This course will provide essential career-planning knowledge and experience to psychology students to ensure that they choose courses and extra-curricular experiences that align with their career goals. Students will also have ample opportunity to practice written and oral communication skills, and learn to be critical consumers of online information.
Does content from this course overlap with that in any existing course?
No. Some instructors choose to add career-related content to their courses, but it is not officially part of any course.
Will this course attract students from existing courses?
This course will attract psychology students interested in understanding what careers are ahead of them.

Can this course replace any existing courses (identify/explain)?
No, this is an entirely new course not yet represented in the course offerings.
Will full time faculty teach this course?
Yes
How will the Department handle the extra workload necessary to teach this course?

The department has recently hired several new faculty members, who are all qualified to teach this course (as it is not dependent on a specialty within psychology).		
If this course is to be taught by part time faculty, what credentials are required for the instructor?		
A minimum of a master's degree in psychology would be required.		
Are additional Library resources needed?	☐ Yes	☑ No
Will the Department require additional funding for library resources related to this course?	☐ Yes	☑ No
Will the Department require new equipment/software for this course?	☐ Yes	☑ No
Will this course be taught online in full or in part?	☐ Yes	☑ No
What are the classroom requirements for this course?		
Class space for 25-30 students, lecture or seminar style.		

APPENDIX A
Algoma University
Department of Psychology
PSYC 2XXX
Careers in Psychology
Term and Year
Class Hours, Classroom

Instructor Information
Instructor: Instructor Name
Office: Office
Office Phone: Instructor Phone number
Office Hours: Office Hours
E-mail: Instructor Email

Course Information
Course Calendar Description:
This course will provide an overview of career paths in the psychological sciences, including academic, clinical, industry, and other applications of psychology. Students will learn how the skills and knowledge they are developing in their undergraduate psychology program can be applied to a broad range of careers and fields/sectors. Students will also be exposed to many career and educational planning resources and participate in at least one experiential career planning activity.

Course Prerequisites: PSYC 1106 and PSYC 1107

Methods of Instruction: In-person lecture

Learning Objectives

- You will learn how the psychological sciences have been applied in a variety of settings.
- You will learn to evaluate the credibility and informational value of academic and non-academic sources.
- You will demonstrate effective writing for different purposes.
- You will learn how to apply psychological concepts and academic skills in pursuit of career goals.
- You will develop meaningful professional direction for life after graduation.
- You will gain practice giving and receiving performance feedback from others.
- You will engage in critical reflection by intentionally thinking deeply about your learning experiences, your reactions and responses, and what you will take from these experiences in order to inform future actions and improve outcomes
- You will learn how psychology can be applied to local, national and global issues of concern (e.g., health and wellbeing, sustainability).

Recommended Textbook(s):
Norris, M. E. (Ed.). (2019). The Canadian Handbook for Careers in Psychological Science. Kingston, ON: eCampus Ontario. Licensed under CC BY NC 4.0.

Additional Readings:
- Sarnecka Writing Workshop https://osf.io/z4n3t
- Amir, 2022 Presentations: https://www.timeshighereducation.com/campus/ten-smart-ways-ace-your-next-academic-presentation
- Informational Interviews: https://career.berkeley.edu/start-exploring/informational-interviews/
- Informational Interview Questions: https://career.berkeley.edu/start-exploring/informational-interviews/questions/
- Resumes and CVs: https://careerdevelopment.princeton.edu/sites/g/files/toruqf1041/files/media/cv_vs._resume_guide_1.pdf

Course Website/CMS: on Moodle

Course Requirements and Assessment

Information on course requirements and assessments.

Assessment	Date of Evaluation (if known)	Weighting
Knowledge Translation Presentation	Week 4	10%
Resume and Cover Letter	Week 6	10%
Skills Exam	Week 7	20%
Guest Speaker Reflection	Weeks 8-10	10%
Personal Career Portfolio: Job Summary	Week 9	5%
Personal Career Portfolio: Informational Interview Summary and Presentation	Weeks 11-12	20%
Personal Career Portfolio: Career Plan	First week of exam period	25%
Total		100%

Description of Assessments:

Knowledge Translation Presentation (10%)
You will summarize an academic article for a different audience. There will be a list of available articles given in class, and a list of possible 'audiences'. You will prepare your chosen article for an audience assigned to you in a 3-5 minute presentation.

Resume and Cover Letter (10%)
Create a resume and a cover letter, based on your current skills. You will submit this before class in Week 6, where we will discuss best practices. You will then revise your resume as part of your personal career portfolio.

Skills Exam (20%)
You will be given an exam with multiple choice and short answer questions about the skills we've discussed in class. This will be a closed-book, in-class exam.

Guest Speaker Reflection (10%)
For one guest speaker, you will complete a worksheet after their visit about their job and career trajectory.

Personal Career Portfolio (50% total)

Job Summary (5%)
You will present a summary of a job title that uses skills gained in a psychology degree. You will find at least 3 job ads for this title (or synonymous titles) and present a summary of the key factors (salary range, companies, typical hiring requirements/necessary training, responsibilities).

Informational Interview and Presentation (20%)
You will conduct one informational interview, and submit the questions you asked and a summary of their responses. It is highly recommended that you interview someone with the job you summarized, but this is not mandatory (as you may need to ask multiple people). Then, you will give a 15-minute presentation during class time about their job and the trajectory it takes to get that job.

Career Plan (25%)
For one career discussed in this class (preferably the one you summarized and did your informational interview on), find one job posting and adapt your resume to this specific job. Run your resume and the ad through JobScan (I can assist if you don't want to sign up for an account), and write a reflective statement (2-3 pages) about the skills and experience you don't yet have. In an additional 2 pages, propose ways that you might get that experience, including at least one degree/certificate/program or co-op or entry level job or similar that could be a stepping stone. Attach a 5-year timeline (10 years if your career involves graduate school) highlighting how you could gain the necessary experience for this job.

Late Assignments
I trust that as undergraduate students, you can and will complete course tasks on time. I also understand that sometimes we experience events outside of our control that prevent us from meeting our deadlines. You will therefore be granted 3 "1-Day-Late Passes". You do not need to tell me why you are using your late pass (I will trust that you have a good reason), but you will need to confirm with me that you are using a pass. You can use all 3 at once (3 days late on one assignment) or one at a time (1 day late on 3 assignments). After those 3 passes are used, you will have 10% deducted from your assignment grade per day late. You may not use late passes on in-class activities (including presentations).

Missed Tests and Exams:
If you miss an exam, you will need to provide a valid reason and take a make-up exam.

Class Schedule
Week 1: Introduction to the course and visit from Algoma's CareerHub
Week 2: Core Skills: Presentations, Knowledge Translation
Week 3: Core Skills: Offering Peer Feedback, Networking, Informational Interviews
Week 4: Knowledge Translation Presentations
Week 5: Core Skills: Career Planning, Professionalism
Week 6: Core Skills: Resumes and CVs
Week 7: Skills Exam
Week 8: Guest Speakers: Industry/Policy Careers
Week 9: Guest Speakers: Grad School and Academic Careers
Week 10: Guest Speakers: Clinical Careers
Week 11: Career Presentations
Week 12: Career Presentations

Academic Dishonesty:

The University takes a very serious view of such offences as plagiarism, cheating, and impersonation. Penalties for dealing with such offences will be strictly enforced.

The following web site contains a complete policy statement on academic dishonesty and attendance. Students are encouraged to read this policy for further clarification of these issues: http://algomau.ca/media/styleassets/pdf/disciplinary_regulations_on_academic_dishonesty.pdf

Electronic Device Policy:
You may use electronic devices (laptops, tablets, smartphones, etc.) in class, provided you do not disturb others and are paying attention. You will be asked to step outside the classroom if you do not follow this policy.

Attendance Policy:
The general regulations of the University require punctual and regular attendance at the various academic exercises. If there are extenuating circumstances related to an absence, the instructor should be notified. Absences in excess of 20% may jeopardize receipt of credit for the course.

Disability Accommodation:
If you are a student with a physical, learning, and/or psychological disability and plan to request any academic accommodations for this class, you are required to bring in an authorization letter from Disability Services listing the permitted accommodations. I will work with you to arrange your accommodations from the point in time that you deliver and discuss such an authorization letter with me. The Coordinator of Disability Services will keep your disability documentation confidential. Contact information is as follows: Coordinator of Disability Services 705-949-2301 ext. 4221; learning@algomau.ca

SENATE BRIEFING NOTE

Algoma
UNIVERSITY

Senate Governance Committee Recommendation:
Proposed Interim Process for Decanal Search

Senate Meeting Date: 01 NOV 2024

PREPARED BY:

PURPOSE:

☐ *Expedited*

☑ Approval   ☐ Discussion   ☐ Information

Committee Name: Senate Governance Committee

Committee Chair: Dr. Alice Ridout, Senate Governance Committee Chair
Other Contributor(s): Shannon Kelly, Associate University Secretary

1.0 MOTION / DISCUSSION

Moved [/]: that the Algoma University Senate approve the Interim Decanal Search Process as recommended by the Senate Governance Committee.

Considerations for Committee Members:
- If approved, this process will be utilized for Decanal Search processes for the Dean of Computer Science & Technology as well as the Dean of Science.
- Once a Decanal Review/Search Policy is enacted by the Senate, this process will no longer be in effect.

2.0 EXECUTIVE SUMMARY

The Senate Governance Committee was tasked by the Senate Executive Committee to develop and propose an interim process for the decanal searches to be utilized for the upcoming Searches for the Dean of Science and Dean of Computer Science & Technology. This direction surrounding the creation of an interim process was recommended in order to initiate the outstanding Dean searches with the intent of getting permanent deans in place as soon as possible.

The Senate Governance Committee was further tasked with reviewing the current Decanal Search & Review Committee Terms of Reference and creating a Decanal Review/Search Policy and Procedures. This is currently underway and will be brought to a future Senate meeting for review.

The proposed interim process has been attached for review.

3.0 ANALYSIS

The following steps were taken to develop the proposed interim process:

- August 8. 2024: The Senate Executive Committee met to discuss Decanal Search processes in light of upcoming searches and identified the need to clarify and better document decanal search and review processes based on sector best practice. The Senate Executive Committee approved the following

motions tasking the Senate Governance Committee with the creation of an interim decanal search process, the review of the current terms of reference and the creation of a Decanal Review/Search Policy:

Moved [S. Meades / P. Steeves]: That the Senate Executive Committee recommend that the Senate Governance Committee develop and recommend an interim decanal search process for approval at the October 4, 2024 Senate meeting.

Carried.

Moved [S. Meades / K. Scullion]: That the Senate Executive Committee recommend that the Senate Governance Committee develop policies and procedures related to decanal search and review activities aligned to best practices, and to suggest revisions to the Terms of Reference for the Decanal Review/Search Committee for Senate approval by November 1, 2024.

Carried.

- August 22, 2024: The Senate Governance Committee was brought a project timeline and overview of the Senate Executive Committee's direction for the noted process and policy.
- September 6, 2024: The Senate Governance Committee was provided with a sector scan of best practices within the sector and was asked to provide direction for the interim process.
- September 13, 2024: A draft process was brought to the Senate Governance Committee for Committee members to provide feedback. It was initially intended for this to come to the October 4, 2024 meeting of the Senate, however it was decided by the Committee that more time was needed in order to provide a recommendation. It was noted that this would delay the development of the review of the Terms of Reference and the establishment of the Decanal Review/Search Policy.
- October 11, 2024: The Senate Governance Committee was provided with a draft that incorporated Committee feedback and was given the opportunity to provide any additional feedback. The Committee approved the motion to recommend the interim process to the Senate for approval.

4.0 ATTACHMENTS

1. Interim Decanal Search Process

Proposed Interim Process for Decanal Search

Process Statement:

1. The Decanal Search Committee (hereafter referred to as the "Search Committee"), will be struck in accordance with the Decanal Review/Search Committee Terms of Reference and will consist of members from across the University Community.

2. All meetings and deliberations of the Search Committee which pertain to personnel matters including but not limited to the evaluation of candidates, discussions of qualifications, references, performance reviews, professional conduct, and any other sensitive personal or professional information are to be held in strict confidence.

   2.1. Breaches of confidentiality by any member will result in grounds for dismissal from the Search Committee.

   2.2. Only the Chair or their designate, is authorized to communicate information regarding the Committee's activities and search process.

3. Members of the Search Committee must disclose conflicts of interest and/or any biases to the Chair of the Committee who will advise on how best to proceed.

   3.1. If a Committee member wishes to apply for the decanal role under consideration, they must immediately resign from the Committee to maintain the integrity and impartiality of the Search Committee's evaluation and decision making processes.

4. The Committee secretary will be responsible for drafting and maintaining records of the Search Committee's proceedings, including meeting agendas, minutes, and decisions made throughout the search process.

   4.1. Upon the conclusion of the search, all records will be submitted to People and Culture for retention.

5. In accordance with Decanal Review/Search Committee Terms of reference, the search Committee will have access to Anishinaabe Elders/Cultural Advisors, People and Culture (HR Expertise), and EDI expertise, and may appoint advisors or consultants to aid in their work in accordance with the Senate By-Laws

Procedures:

1. **Search Type Decision:**

   1.1. The Search Committee Chair, in consultation with the Committee will decide whether the decanal search shall be an internal search or open to both internal and external candidates.

2. **Engagement of a Search Consultant**

   2.1. The Search Committee may engage an external search consultant to support the decanal search process..

      2.1.1. If the Search Committee decides to retain a search consultant, the Chair will be tasked with leading the process to retain such services.

   2.2. Any selected consultant must have expertise in equitable hiring practices and be aligned with Algoma University's Special Mission and its commitments to decolonization, Indigenization, and Equity, Diversity, and Inclusion, as per the University's Equity, Diversity, and Inclusion Strategy.

   2.3. The selected consultant must ensure that their actions align with this interim search process.

3. **Development of Candidate Criteria**

   3.1. The Search Committee shall, in consultation with the University community and guided by best practices, develop criteria and qualifications necessary to fulfill the decanal role.

      3.1.1. The Search Committee's consultation process must include, but is not limited to, the faculty or faculties for which the Dean is being sought for.

4. **Advertisement of the Position**

   4.1. The Search Committee shall take appropriate steps to advertise the position to reach a broad and diverse applicant pool.

   4.2. Advertisements must accurately reflect the role's qualifications and requirements and may not be changed once the role is advertised.

5. **Review and Shortlisting Candidates**

   5.1. The Search Committee will be provided with all submitted applications for its consideration.

   5.2. Based on the pre-established search criteria, the Search Committee will determine a shortlist of candidates.

6. **Interview Process**

   6.1. A set of standard questions will be drafted by the Committee based on the advertised qualifications to serve as a guide for all candidates' interviews with the Committee.

   6.2. The questions shall conform to the Ontario Human Rights Commission's interview guidelines for permissible questions.

7. **Candidate Presentations to Constituency Groups**

7.1. The Search Committee will invite a select number of shortlisted candidates to provide presentations to the University Community. The Search Committee will provide guidance on the expectations for candidate presentations.

7.2. The Search Committee will decide which constituency groups will be invited to attend candidate presentations. This may include but is not limited to, the faculty, including members from each department the Dean is being hired for, key support staff and students.

7.3. The Search Committee will solicit feedback typically in writing from the constituency groups who attended candidates' presentations. If it is determined that another form of communication, such as oral or visual, would be more effective, the Committee may choose to request feedback through such methods

8. Recommendation Process

8.1. The Search Committee will carefully consider community feedback, along with the candidates' presentations and credentials, to recommend the most suitable candidate.

8.2. The Search Committee will strive for consensus in selecting the preferred candidate. If consensus cannot be reached, a majority vote will determine the recommendation.

8.3. The Committee Chair will notify the Speaker and Secretary that a recommendation for a decanal appointment is ready for Senate review, and request that the Senate Executive Committee call a Special Meeting of Senate if there is not a regularly scheduled meeting of Senate in the preceding 72 hours during the regular work week.

9. Presentation to Senate

9.1. The Committee Chair will make a recommendation to the Senate accompanied by the candidate's Curriculum Vitae (CV) and a report detailing:

9.1.1. The work of the Search Committee, confirming all relevant policies and procedures were followed.

9.1.2. Rationale for recommending the candidate.

9.1.3. The record of the vote taken by the Search Committee to recommend the candidate.

9.1.4. An outline of how the Committee took into account feedback from the University Community in its decision making.

9.1.5.   The total number of applicants, shortlisted candidates, and the number of those who made presentations.

9.1.6.   Any additional considerations the Committee deems relevant.

9.2.   Materials surrounding the nominated candidate must be provided to Senators at least 48 hours in advance of the meeting at which a motion comes forward for the candidates approval.

10.   Senate Approval

10.1.   The Senate shall receive the recommendation during an *in camera* session and shall vote by ballot on the appointment of the recommended candidate.

10.2.   All materials and discussions are to be held to the strictest of confidence for the in camera session.

11.   Length of Term of Office

11.1.   Deans shall normally have an initial appointment of five (5) years, and appointments shall be for a maximum period of two (2) terms.

12.   Negotiations

12.1.   Upon Senate's approval of a motion to appoint a decanal candidate, the President or designate (normally the Vice-President, Academic and Research) is responsible for negotiating the compensation and terms of contract in accordance with the applicable legislation.

12.2.   The President, or their designate (typically the Vice-President, Academic and Research), will be responsible for informing the University community and the public of the successful candidate once the contract has been finalized

13.   Failed Search

13.1.   If no candidate is recommended by the Search Committee or is rejected by the Senate, or the candidate does not accept the offer, the search will be deemed unsuccessful.

13.2.   The Search Committee Chair will decide whether to strike a new Search Committee or to continue with the existing one.

SENATE BRIEFING NOTE

Algoma UNIVERSITY

Notice of Motion Senate Bylaw Revision: Committee Deadlines

Senate Meeting Date: 1 NOV 2024

PURPOSE:

☐ *Expedited*

PREPARED BY: Senate Governance Committee

☑ Approval   ☐ Discussion   ☐ Information

Committee Name: Senate Governance Committee

Committee Chair: Alice Ridout, Chair
Other Contributor(s): Senate Governance Committee

1.0 MOTION / DISCUSSION

Moved [/]: that the Algoma University Senate approve the revision to Section 8 of the Senate By-laws as recommended by the Senate Governance Committee.

Considerations for Senators:
- This by-law revision will provide Committees of Senate with the flexibility to determine their own deadlines and administrative support.

2.0 EXECUTIVE SUMMARY

The deadlines for submission of materials for inclusion in the agenda in our by-laws for Senate meetings (by-law 6.11) are not practicable for the committees of Senate to follow as many of those Committees meet more frequently than monthly (for example, Academic Planning and Priorities Committee meets weekly).

Several committees of Senate will continue to require specialized administrative support (e.g. Curriculum Committee) following the introduction of a secretariat into the university.

3.0 ANALYSIS

When by-law revisions were approved by Senate on 5 March 2024, the rationale provided for the change in Chapter 2 to the definition of "Secretary" was that this "reflects the current practice since September 2023 to have the office of the University Secretary act as the Secretary of Senate." It is custom at Algoma University – including the custom of the Secretariat in the 2023-24 Senate year – to support meetings of the whole Senate but not those of its committees. The rationale provided for the change in Chapter 6 to extend the deadline to 15 calendar days referred only to the agenda for the Senate Executive Committee and not to all Committees of Senate. These rationales resulted in a presumption that the customary practice that these by-laws would not apply to Committees of Senate would continue. There was, therefore, no discussion of the implications of having these changes apply to all Committees of Senate.

By-law 8.5 requires that "The procedures of all committees of the Senate shall be those of the Senate." Committees are not finding this practicable. This recommended revision of by-law 8.5 returns Algoma

University Senate Committees to their previous custom, enabling them the flexibility to set their own deadlines as determined by their workflow and to have their agendas and work supported by the most appropriate administrative resource as they identify.

This change was made at the request of the Chair of the Academic Planning and Priorities Committee, following violations of these deadlines by the Governance Committee, and to support the work of the Curriculum Committee as well as other committees meeting more regularly than monthly.

The Chair of the Governance Committee conducted a sector scan of universities in Ontario and found few examples of more specific guidelines about how the Secretariat supports committees of the Senate where there is a Secretariat supporting the Senate. The one helpful example was this "Checklist for Senate Committee Secretaries" at Queen's University which states with regards to deadlines, "The agenda package should be circulated to the members prior to the meeting. Committees vary in the required/preferred lead-time for receipt of agenda material. The issues to be discussed will often determine if more or less time is necessary. Presenting information to a committee without notice should be avoided at all costs." This bylaw revision will enable Algoma University Senate Committees to proceed in this way.

4.0 ATTACHMENT

1. Senate By-laws - Clean Copy
2. Senate By-laws - Tracked Changes

[Algoma University Senate By-laws [06-DEC-2024]](#)

**1.	Chapter 1 – Powers of Senate**

1.1 Duties and Powers of the Senate

The work of the University Senate will be informed and guided by the Algoma University's Special Mission and its Equity, Diversity and Inclusion Charter.

The Senate of Algoma University, established in 2008 by the Legislature of the Province of Ontario by virtue of the *The Algoma University Act*, 2008, C-13, has the duties, subject to the approval of the board with respect to the expenditure of funds, the power to determine and regulate the educational policy of the University and, without limiting the generality of the foregoing, has the power,

a.	To make recommendations to the Board with respect to the establishment, change or termination of programs and courses of study, schools, faculties, divisions and departments;

b.	To advise the President of the University on the staffing needs of the academic departments;

c.	To appoint the faculty deans and the divisional or departmental Chairs as may be required from time to time;

d.	To determine the curricula of all programs and courses of study, the standards of admission to the University and continued registration therein, and the qualifications for degrees, diplomas, and certificates of the University;

e.	To conduct examinations, appoint examiners, and decide all matters relating thereto;

f.	To hear and determine appeals from the decisions of the faculty councils on examinations and on applications for admission;

g.	To award fellowships, scholarships, bursaries, medals, prizes, and other marks of academic achievements;

h.	To authorize the Chancellor, the vice-chancellor or such other person as may be determined by the Senate, to confer degrees, honorary degrees, diplomas, and certificates on behalf of the University in accordance with section 6 of the Algoma University Act;

i.	To create councils and committees to exercise its powers;

j.	To make by-laws for the conduct of its affairs, including by-laws respecting the conduct of the election of its members;

2. Chapter 2 – Definitions

2.1 General Definitions

In these By-laws:

a.   "The Algoma University Act, 2008" means *The Algoma University Act, 2008*, S.O. 2008, C-13 introduced in the Legislature of the Province of Ontario as Bill 80 titled "An Act to establish Algoma University and to dissolve Algoma University College";

b.   "University" means Algoma University;

c.   "Board" means the Board of Governors of Algoma University;

d.   "Senate" means the Senate of Algoma University;

e.   "Department" means a department of an academic Faculty of the University recognized by the Senate and representing one or more cognate disciplines of knowledge taught at the University;

f.   "School" means a school of the University recognized by the Senate and representing a coherent group of cognate programs;

g.   "Faculty" means an academic Faculty of the University recognized by the Senate and representing a coherent group of cognate departments and schools;

h.   "Senator" means a voting member of the Senate;

i.   "President" means the President of Algoma University;

j.   "VPAR" means the Vice President, Academic and Research of the University

k.   "Dean" means the Dean of an Academic Faculty of the University;

l.   "Chair" means a presiding officer, for example Chair of Senate, committee Chair, Faculty Chair, department Chair;

m.   "Speaker" means the Speaker of Senate, a senator elected by Senate to conduct the meetings of Senate;

n.   "Deputy Speaker" means the Deputy Speaker of Senate, a senator elected by Senate to fulfill the responsibilities of the Speaker, whenever the Speaker is unable or unavailable to conduct the meets of Senate;

o.   "Secretary" means the Secretary of Senate, who shall be the University Secretary or designate, is responsible for preparing and distributing Senate agenda and minutes and for maintaining the official records of Senate in the manner described in these By- laws;

p.   "University Librarian" means the academic administrator of the library of the University;

q.   "Teaching Staff" means professors, associate professors, assistant professors, lecturers, associates, instructors, tutors and all others employed to do the work of teaching or giving instruction and includes persons employed to do research at the University;

   i.   "Full-Time Teaching Staff" means the full-time faculty and full-time librarians ("Teaching Staff") covered under the *Full-Time Faculty Collective Agreement*;

   ii.   "Part-Time Teaching Staff" means the members of the Teaching staff who are engaged on sessional contracts covered under the *Part-Time Faculty Collective Agreement*;

r.   "Student" means a full-time or part-time student of the University in good academic standing, as determined by the University;

s.   "AUSU Executive" means the elected student members of the Algoma University Students Union Executive;

t.   "SASA Executive" means the elected student members of the Shingwauk Anishinaabe Students Association Executive;

u.   "Alumni Board" means the Board of Directors of the Algoma University *Alumni Council*;

v.   "APC" means the Anishinaabe Peoples Council of the University;

w.   "Quorum" means the minimum number of voting members in attendance in order for a meeting to commence or continue;

x.   "Day" means operating business day;

y.   Where the singular is used, it shall be considered that plural has also been used if the context so requires;

z.   Where the plural is used, it shall be considered that singular has also been used if the context so requires.

2.2 Definitions Related to Senate Committees and Subcommittees

a.   In defining the membership of Senate committees or subcommittees in these By-Laws; "Teaching staff senator" means a member of the Full-Time Teaching Staff who is a voting member of the Senate.

b.   "Teaching staff non-senator" means a member of the Full-Time Teaching Staff who is not a voting member of the Senate;

c.   "Student senator" means a student who is a voting member of Senate;

d.   "Representative" means a representative (student, staff, Board, Alumni Advisory Board, etc.) who may or may not also be a voting member of the Senate.

2.3 Senate Year

The Senate year shall commence on July 1st of any given year and end on June 30th of the following year.

2.4 Objects

The objects of Algoma University are the pursuit of learning through scholarship, teaching and research, within a spirit of free enquiry and expression.

2.5 Special Mission

It is the special mission of Algoma University to:

a.   Be a teaching-oriented university that provides programs in liberal arts and science and professional programs, primarily at the undergraduate level, with a particular focus on the needs of Northern Ontario; and

b.   Cultivate cross-cultural learning between aboriginal communities and other communities, in keeping with the history of Algoma University and its geographic site.

3.   Chapter 3 – Senate Membership and Terms of Office

3.1 General Membership Provisions

a.   The voting membership of Senate shall include, in numbers as specified below:

    i. Senators by virtue of their office;

    ii. Student senators;

    iii. Teaching staff senators; and

    iv. Non-teaching staff senators

b.   As stipulated in The Algoma University Act, 2008, S.O. 2008, C-13, the number of teaching staff senators at any given year shall be at least twice the total number of all other members of the senate.

c.   In order that the membership of the Senate is as broadly representative of the University's academic community as possible, the various constituencies shall be expected to consider, and strive to reflect, gender balance and the diversity of academic and cultural traditions when choosing or selecting their Senate representatives.

d.   Membership in the Senate cannot be delegated, except according to specific provisions in these by-laws.

e.   *Effective July 1, 2023, the number of teaching staff from each of the four Faculties will be calculated based on the number of active full-time teaching staff as of January 1 of the current Senate year for the subsequent Senate year beginning July 1st. The percentage will include FT faculty that are Contract Limited Term Appointments [CLTA] but exclude those that are on sabbatical during the reporting period.*

3.2 Senators by Virtue of Office

a.   *The following persons who are members by virtue of their office:*

    i. The President and Vice-Chancellor of the University;

    ii. The Vice-President, Academic and Research;

    iii. The Dean of the Faculty of Humanities and Social Science, and the Faculty of Cross-Cultural Studies;

    iv. The Dean of the Faculty of Science;

    v. The Dean of the Faculty of the School of Business and Economics;

    vi. The Dean of the Faculty of Computer Science and Technology

    vii. The University Registrar;

    viii. The University Librarian;

    ix. The President of Shingwauk Kinoomaage Gamig, or their designate;

    x. The Chairs of each of the five [5]Faculties, who are members of the Full-time Teaching Staff; and

    xi. The Chairs of each of the fourteen [16] academic departments, who are members of the Full-time Teaching Staff

3.3 Student Senators

The following shall be voting members of the Senate:

i. Three [3] students, elected from among AUSU members; and

ii. One [1] student elected from among SASA members.

3.4 Teaching staff senators

a. The following shall be voting members of Senate:

i. Such number of persons on the Teaching Staff, elected by the Teaching staff, represented by the Teaching Staff union, from among themselves, as set out in Senate by-laws, which number shall be in at least twice the total number of all other voting members of the Senate in all other categories

ii. There shall be one (1) Full-Time Teaching Staff senator, represented by the Teaching Staff union from each Department of the University recognized by the Senate of the University, who shall be the Department Chair or Director or their designate.

iii. Each Faculty shall have one (1) Part-Time Teaching Staff elected from and by the Part-Time Teaching Staff represented by the Teaching Staff union.

iv. *As of July 1, 2024, the Faculties, Departments, and Schools recognized by the Senate of the University are:*

1. Faculty of Cross-Cultural Studies

  a. *Department of Community, Economic and Social Development*
  b. *Department of Geography, Geology and Land Stewardship*
  c. *Department of Sociology*

2. Faculty of Humanities and Social Sciences

  a. *Department of English and History*
  b. *Department of Law and Politics*
  c. *Department of Modern Languages*
  d. *Department of Music and Visual Art*
  e. *School of Social Work*

3. Faculty of Business and Economics

  a. *Department of Applied Business and Executive Education*
  b. *Department of Business Administration*
  c. *Department of Finance, Economics and Decision Sciences*

4. Faculty of Science

        a. Department of Biology

        b. Department of Psychology

   5. Faculty of Computer Science and Technology

        a. Department of Computer Science and Mathematics

        b. Department of Information Technology and Professional Studies

3.5 Non-Teaching staff senators

a.   The following shall be voting members of Senate

     i. One person, other than the President and Vice-Chancellor of the University, appointed by the Board from among the Board members

     ii. One person from the Anishinaabe Peoples Council ["APC"], appointed by the APC from among their members.

     iii. One member of the Algoma University Support Staff ["AUSS"], or in lieu an alternate, elected by the members of AUSS;

3.6 Terms of Office

a.   Senators by virtue of office shall serve for as long as they remain in office.

     i. Serving as Faculty Chair shall not count against an individual's eligibility to serve as Teaching Staff Senators. I.e., terms served as Faulty Chairs do not count as Teaching staff senator terms as specified 3.6 [iv] or in Sections 20 and 22 of *The Algoma University Act*, 2008, S.O. 2008, C-13.

     ii. For student senators, the normal term of office shall be one [1] year renewable for one consecutive term of one [1] year.

     iii. For other non-Teaching Staff senators, the term of office shall be at the discretion of the respective constituencies, but shall not exceed a term of three [3] years, renewable for one consecutive term of three [3] years.

     iv. For Teaching Staff Senators the normal term of office shall be three (3) years, renewable for one consecutive term of three (3) years.

     v. For Part-Time Teaching Staff Senators, the normal term of office shall be one [1] year, renewable for one consecutive term of one [1] year.

<u>Loss of Eligibility to Serve as Senators</u>

     vi. If, during his or her term of office, a member of Senate elected or appointed under Chapter 2 ceases to be eligible for election or appointment to the Senate by virtue of a change in position or employment, he or she thereby ceases to be

a member of Senate.

<u>Exceptions, Student Graduation</u>

vii. If a student member of the Senate graduates during her or her term of office, they may continue to sit as a member of the Senate until the next anniversary of the day of his or her re-election.

<u>Renewal</u>

viii. A member of the Senate is eligible for re-election or reappointment.

<u>Limitation</u>

ix. A person elected or appointed to the Senate may not be a member for more than two consecutive terms, but is eligible for reappointment or re-election after one year's absence from Senate.

<u>Filling Vacancies</u>

x. A vacancy on the Senate occurs if,

  a. A member resigns or ceases to be eligible for appointment or election to the Senate before the end of his or her term;
  b. A member is incapable to continue to act as a member and the Senate by resolution declares the membership to be vacated; or
  c. A member is absent from three meetings of the Senate with appropriate reasons.

xi. If a vacancy occurs in the Senate, prior to the three (3) months before the completion of the term, the Senate shall fill the vacancy according to the procedures provided in the By-laws of the Senate. (i.e. through a request to the Senate Executive for appointment of Senate through the respective Faculty);

  a. Determine, in accordance with it By-laws, whether or not to fill the vacancy; and
  b. If the vacancy is to be filled, fill the vacancy within the time period, and according to the procedures, provided in the By-laws of the Senate.

<u>Attendance</u>

xii. Within the Senate membership year (July 1-June 30), if a member of the Senate, who has not been granted a leave of absence, fails to attend three [3] regular meetings of the Senate, the Senate may by resolution declare such membership vacant. Members of the Senate have an obligation to represent their constituents by attending meetings of the Senate; therefore, regular attendance is a requirement.

a. The Secretary of Senate shall remind Senators of the attendance requirement prior to the beginning of the regular meetings of the Senate year (typically early September);

b. The responsibility of informing the Senator will be that of the Secretary of Senate.

Note: Senators who find they have an occasional scheduling conflict with Senate meetings such as teaching/laboratory or any other University-related commitment should appeal to the Secretary of Senate for attendance relief from the Senate. Such absences should be communicated in advance to the Secretary of Senate.

3.7 **Leaves of Absence**

a. Teaching Staff members who are on authorized leaves of any kind shall not be obligated to serve on the Senate while on leave.

b. Rejoining the Senate after a leave of one or more years shall make the member re-eligible to serve a first Senate term.

Senate Composition [effective July 1, 2024]:

49 Total Members:

1. Faculty Chairs [5]
2. Department Chairs [16]
3. Full-time faculty members [at-large] [6]
4. Part-time teaching staff [5]
5. Non-teaching staff members [7]
6. Members by virtue of office [9]

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4. **Chapter 4 – Officers of Senate and Duties**

Officers of Senate shall be composed of the following:

4.1 The Speaker and Deputy Speaker;

4.2 The Secretary of Senate, who shall be the University Secretary or designate (non-voting member);

4.3 The Speaker shall be responsible for conducting all meetings of the Senate in accordance with the By-laws of the Senate. The Speaker shall ensure that all meetings follow the basic rules of Robert's Rules of Order. In the absence of the Speaker, the Deputy Speaker shall conduct the meeting.

4.4   The Secretary or, in the absence of the Secretary, the Secretary's designate, shall be responsible for recording the minutes of each meeting of the Senate, and for such other duties as are stated in the By-laws.

5.   Chapter 5 – Elections and Term of Office

5.1   Elections and appointments to the Senate and its committees shall be made on or before the June Senate meeting of each year. The Speaker and Deputy Speaker shall be elected annually at June's Senate meeting from among the academic staff members of Senate;

5.2   Where a vacancy occurs due to resignation or other reason, the appropriate Faculty may conduct an election to fill the vacancy for the period until

5.3   Notwithstanding Ch. 5.1 and 5.2, Part-Time Teaching Staff representatives to the Senate shall be elected on or before the June Senate meeting of each year to serve a one-year term during the next Senate year.

5.4   Student members on committees of the Senate shall be nominated by student senators meeting in caucus.

5.5   There shall be Senate Representation to the Board, elected by the Senate from academic staff, in such numbers as prescribed by the By-laws of the Board. The representatives shall endeavor at all times to inform the Board of the majority opinion of the Senate in any board decisions pertaining to Senate matters. The representative shall be responsible for ensuring that Senate is informed full of:

   a. The outcome of all Senate recommendations conveyed to the Board; and
   b. Any other Board matters which affect Senate, subject to the Board's rules of confidentiality

The representatives shall have such other responsibilities as may be suggested to them from time to time by the Senate. The term of office shall be three years, once renewable.

6.   Chapter 6 – Meetings

6.1   The Senate year is defined as beginning July 1.

6.2   Unless decided otherwise by the Senate or by the Senate Executive Committee, meetings of the Senate shall be held on the first Friday of each month except in January and September when it shall be held on the second Friday depending on the calendar year. No regular meetings shall be held in July and August. Notice of the dates of these meetings shall be given to Senators through electronic communication and shall be included in the academic calendar, where they are available to the public.

6.3   The Senate may hold *in camera* meetings when items of a personal and confidential nature are being discussed.

6.4   Unless otherwise decided by the Senate or Senate Executive Committee, regular meetings of the Senate shall begin at 1:00pm, and if, after the lapse of a quarter of an hour, there is not a quorum present, the regular meeting shall be deemed lost. Meetings of the Senate shall terminate at 3:00pm unless extended by a motion to continue. Such a motion requires a two-thirds majority.

6.5   All meetings of the Senate shall be conducted according to Robert's Rules of Order, unless otherwise determined by the Senate by two-thirds majority.

6.6   At the discretion of the Senate Executive Committee, a regular meeting of the Algoma University Senate may be canceled if:

a. The volume of business submitted for inclusion in the agenda is insufficient to warrant holding a meeting; and

b. There is no urgent or time-sensitive business requiring the disposition prior to the next regular meeting of the Senate

Special Meetings

6.7   A special meeting of the Senate, on the request in writing of not fewer than five [5] members, three [3] of whom must be Teaching Staff, shall be called by the Speaker, or Deputy Speaker, in the Speaker's absence, with forty-eight [48] hours notice [excluding statutory holidays and weekends] to be given to each member of Senate. Such a meeting shall consider only business which is specified in the notice of meeting, except that new business may be introduced by the unanimous consent of the members present.

Quorum

6.8   The quorum of the Senate shall be fifty (50) percent plus one of voting members of Senate, except at the May and June meetings and at any special meetings which may be called in July and August when quorum shall be one-third plus one.

6.9   To be valid and effective, all motions must be adopted at a meeting of the Senate by a simple majority of the members present unless otherwise specified in the By-laws.

6.10   The Secretary shall provide each member of the Senate with an agenda not fewer than seventy-two (72) hours prior to each meeting.

6.11   The agenda for each regular meeting shall be prepared by the Senate Executive Committee. Senators requesting that business be considered

by the Senate shall submit all items and supporting documentation proposed for the inclusion in the agenda to the Secretary of Senate, fifteen (15) calendar days prior to the regularly scheduled meeting of Senate (by noon two Thursdays prior to the Senate meeting).

6.12   Proceedings of all meetings of the Senate shall be recorded. A copy of the minutes of every meeting of the Senate shall be circulated with the agenda of the next meeting. At this meeting, the minutes shall be adopted after the correction and amendment, if necessary.

6.13   No motion introducing matters other than that listed in the agenda shall be taken into consideration at any regular meeting of the Senate except when accepted for consideration by a two-thirds majority of the members present.

Preserving Order

6.14   The Speaker of Senate:

   a. Maintains a neutral position during the Senate proceedings;
   b. Preserves order and decorum at all meetings of Senate;
   c. Ensures that Senators are given time to respond to the questions;
   d. May occasionally invite non-Senators to respond to the question or contribute to the debate.

Every member may respond a second time on the same question unless other members who have not already spoken wish to do so.

Any person who, in the opinion of the Speaker, engages in conduct unbecoming a member of the Senate shall withdraw from the meeting at the request of the Speaker. In the event that such a person refuses to withdraw, the Speaker may declare a short recess, or adjourn the Senate, and may declare that the continuation of such recessed or adjourned meeting be open only to members and official observers.

Voting

6.15   No member of the Senate may appoint or send a proxy to act or vote in the Senate.

Electronic Voting

6.16   In exceptional circumstances where time is of the essence and there is no reasonable possibility of convening a meeting, electronic voting is permissible. The use of electronic voting is to be determined by the Senate Executive Committee, or when this is not possible, the Speaker of Senate.

In circumstances where electronic voting is necessary, the wording of the motion and any background material shall be circulated to the Senate prior to the date scheduled

for the vote. Normally, a period of no less than two working days will be provided forSenators to electronically post comments and/or questions about the motion, with this electronic discussion accessible to all Senators.

Immediately following this period, Senators will be asked to vote on the motion and their votes must be recorded with the Secretary of Senate on or before a specific date and time. Voting will be on the motion as presented. The result of the electronic vote shall be transmitted to the Senate and the number of votes shall be reported in the minutes. Senators may request that their own vote be reported in the minutes.

Note that in cases where secret ballots are necessary, the Senate Executive will consult with the Information Technology department to ensure the anonymity of the responses.

Meeting *in Camera*

> 6.17   When the Senate declares a meeting or part of a meeting *in camera*, reasons for so declaring will be clearly stated by the Speaker of the Senate prior to moving in camera. Where the Senate has resolved to move *in camera*, the room shall be cleared except for all members of the Senate and individuals requested by the Speaker to stay for purposes of assisting the Senate with its deliberations.

> Only members entitled to be present *in camera* meetings may be informed of the proceedings that transpire. Accordingly, items of business dealt with by the Senate *in camera* shall appear as appendices to the record and shall be recorded in a spate of minutes, available only to members of the Senate

> If any motions are passed *in camera*, upon returning to the open meeting, the Speaker will ask Senators for a motion to record the approval of those in camera motions in a manner that does not release confidential information.

7.   Chapter 7 – Amendment of By-laws

> 7.1   By-laws of the Senate shall be adopted or amended by a two-thirds majority vote of all voting members at a regular meeting of Senate upon notice of motion duly made at a regular meeting of Senate.

8.   Chapter 8 – Committees of Senate

> 8.1   There shall be the following standing committees of Senate:

> > a.   Academic Planning and Priorities Committee;

> > b.   Academic Regulations and Petitions Committee;

> > c.   Appeals and Academic Standards Committee;

d.   Board – Senate Liaison Committee;

e.   Curriculum Committee;

f.   Decanal Review/Search Committee;

g.   Senate Governance Committee

h.   I-EDI Committee

i.   Quality Assurance Committee;

j.   Research Advisory Committee;

k.   Senate Executive Committee;

l.   Teaching & Learning and Technical Support Committee;

8.2 The quorum for each committee shall be one-half of the voting membership of that committee.

8.3 The President and Vice-Chancellor and Vice-President, Academic and Research shall be ex-officio members of every committee of the Senate, unless otherwise stated in the By-laws.

8.4 Vacancies occurring in any committee of the Senate shall be those of the Senate.

8.5 The procedures of all committees of the Senate shall be those of the Senate except for 6.10 and 6.11. At their first meeting of the Senate year while reviewing their terms of reference, each committee of the Senate shall determine deadlines for the submission of items and supporting documentation for inclusion in their agendas, the specific support role they require from the Secretariat, and who will prepare their agendas and minutes. Unless decided otherwise by the committee, agendas shall be shared seventy-two (72) hours prior to each meeting.

8.6 Senate committees shall have the power to appoint advisors or consultants or to request their assistance, except that such persons shall not be members nor have any of the privileges of members.

8.7 Committees shall report in all instances directly to the Senate except that they may report to other Senate committees at their request. In this latter case, the report must be conveyed to the Senate as well.

8.8 All Senate committees shall serve for a one-year term commencing July 1, with the exception of Ad Hoc and Special Committees (eg. Decanal Review/Search Committee), the Quality Assurance Committee, and the Research Advisory Committee whose terms shall be set by the Senate in such

Committee's Terms of Reference.

8.9 The Senate may, from time to time, strike ad hoc committees to deal with matters not appropriately or adequately served by the standing committees.

Chapter 9 – Chairs of Senate Committees

9.1   When membership to the Senate Committee has been identified and approved, the committee member whose last name is first in alphabetical order shall be responsible for scheduling the first meeting of the committee in the new Senate year. The first order of business for Senate Committees is to elect a Chair.

In all cases, the Committee Chair must be a member of the Senate.

The Committee Chair is responsible:

a. To ensure that the mandate of the committee is followed and that the business conducted in an orderly and productive manner through regular meetings;

b. To report the business of the committee to Senate, for example, a report at Senate containing recommendations in the form of a motion;

c. To provide the committee's annual report, typically, at the June meeting of the Senate.

*_revised October 4, 2024_*

'As per the motion that was approved by the University Senate [03-May-24], the Senate has extended the sunset clause (until June 30, 2025) on proportional representation of the Algoma University Senate.

Algoma University Senate By-laws [~~04~~06 ~~OCT~~DEC-2024]

1. Chapter 1 – Powers of Senate

1.1 Duties and Powers of the Senate

The work of the University Senate will be informed and guided by the Algoma University's Special Mission and its Equity, Diversity and Inclusion Charter.

The Senate of Algoma University, established in 2008 by the Legislature of the Province of Ontario by virtue of the *The Algoma University Act*, 2008, C-13, has the duties, subject to the approval of the board with respect to the expenditure of funds, the power to determine and regulate the educational policy of the University and, without limiting the generality of the foregoing, has the power,

a.   To make recommendations to the Board with respect to the establishment, change or termination of programs and courses of study, schools, faculties, divisions and departments;

b.   To advise the President of the University on the staffing needs of the academic departments;

c.   To appoint the faculty deans and the divisional or departmental Chairs as may be required from time to time;

d.   To determine the curricula of all programs and courses of study, the standards of admission to the University and continued registration therein, and the qualifications for degrees, diplomas, and certificates of the University;

e.   To conduct examinations, appoint examiners, and decide all matters relating thereto;

f.   To hear and determine appeals from the decisions of the faculty councils on examinations and on applications for admission;

g.   To award fellowships, scholarships, bursaries, medals, prizes, and other marks of academic achievements;

h.   To authorize the Chancellor, the vice-chancellor or such other person as may be determined by the Senate, to confer degrees, honorary degrees, diplomas, and certificates on behalf of the University in accordance with section 6 of the Algoma University Act;

i.   To create councils and committees to exercise its powers;

j.   To make by-laws for the conduct of its affairs, including by-laws respecting the conduct of the election of its members;

2. Chapter 2 – Definitions

2.1 General Definitions

In these By-laws:

a.   "The Algoma University Act, 2008" means *The Algoma University Act, 2008*, S.O. 2008, C-13 introduced in the Legislature of the Province of Ontario as Bill 80 titled "An Act to establish Algoma University and to dissolve Algoma University College";

b.   "University" means Algoma University;

c.   "Board" means the Board of Governors of Algoma University;

d.   "Senate" means the Senate of Algoma University;

e.   "Department" means a department of an academic Faculty of the University recognized by the Senate and representing one or more cognate disciplines of knowledge taught at the University;

f.   "School" means a school of the University recognized by the Senate and representing a coherent group of cognate programs;

g.   "Faculty" means an academic Faculty of the University recognized by the Senate and representing a coherent group of cognate departments and schools;

h.   "Senator" means a voting member of the Senate;

i.   "President" means the President of Algoma University;

j.   "VPAR" means the Vice President, Academic and Research of the University

k.   "Dean" means the Dean of an Academic Faculty of the University;

l.   "Chair" means a presiding officer, for example Chair of Senate, committee Chair, Faculty Chair, department Chair;

m.   "Speaker" means the Speaker of Senate, a senator elected by Senate to conduct the meetings of Senate;

n.   "Deputy Speaker" means the Deputy Speaker of Senate, a senator elected by Senate to fulfill the responsibilities of the Speaker, whenever the Speaker is unable or unavailable to conduct the meets of Senate;

o.   "Secretary" means the Secretary of Senate, who shall be the University Secretary or designate, is responsible for preparing and distributing Senate agenda and minutes and for maintaining the official records of Senate in the manner described in these By- laws;

p.   "University Librarian" means the academic administrator of the library of the University;

q.   "Teaching Staff" means professors, associate professors, assistant professors, lecturers, associates, instructors, tutors and all others employed to do the work of teaching or giving instruction and includes persons employed to do research at the University;

   i.   "Full-Time Teaching Staff" means the full-time faculty and full-time librarians ("Teaching Staff") covered under the *Full-Time Faculty Collective Agreement*;

   ii.   "Part-Time Teaching Staff" means the members of the Teaching staff who are engaged on sessional contracts covered under the *Part-Time Faculty Collective Agreement*;

r.   "Student" means a full-time or part-time student of the University in good academic standing, as determined by the University;

s.   "AUSU Executive" means the elected student members of the Algoma University Students Union Executive;

t.   "SASA Executive" means the elected student members of the Shingwauk Anishinaabe Students Association Executive;

u.   "Alumni Board" means the Board of Directors of the Algoma University *Alumni Council*;

v.   "APC" means the Anishinaabe Peoples Council of the University;

w.   "Quorum" means the minimum number of voting members in attendance in order for a meeting to commence or continue;

x.   "Day" means operating business day;

y.   Where the singular is used, it shall be considered that plural has also been used if the context so requires;

z.   Where the plural is used, it shall be considered that singular has also been used if the context so requires.

2.2 Definitions Related to Senate Committees and Subcommittees

a.   In defining the membership of Senate committees or subcommittees in these By-Laws; "Teaching staff senator" means a member of the Full-Time Teaching Staff who is a voting member of the Senate.

b.   "Teaching staff non-senator" means a member of the Full-Time Teaching Staff who is not a voting member of the Senate;

c.   "Student senator" means a student who is a voting member of Senate;

d.   "Representative" means a representative (student, staff, Board, Alumni Advisory Board, etc.) who may or may not also be a voting member of the Senate.

2.3 Senate Year

The Senate year shall commence on July 1st of any given year and end on June 30th of the following year.

2.4 Objects

The objects of Algoma University are the pursuit of learning through scholarship, teaching and research, within a spirit of free enquiry and expression.

2.5 Special Mission

It is the special mission of Algoma University to:

a.   Be a teaching-oriented university that provides programs in liberal arts and science and professional programs, primarily at the undergraduate level, with a particular focus on the needs of Northern Ontario; and

b.   Cultivate cross-cultural learning between aboriginal communities and other communities, in keeping with the history of Algoma University and its geographic site.

3.   Chapter 3 – Senate Membership and Terms of Office

3.1 General Membership Provisions

a.   The voting membership of Senate shall include, in numbers as specified below:

i. Senators by virtue of their office;

ii. Student senators;

iii. Teaching staff senators; and

iv. Non-teaching staff senators

b.   As stipulated in The Algoma University Act, 2008, S.O. 2008, C-13, the number of teaching staff senators at any given year shall be at least twice the total number of all other members of the senate.

c.   In order that the membership of the Senate is as broadly representative of the University's academic community as possible, the various constituencies shall be expected to consider, and strive to reflect, gender balance and the diversity of academic and cultural traditions when choosing or selecting their Senate representatives.

d.   Membership in the Senate cannot be delegated, except according to specific provisions in these by-laws.

e.   *Effective July 1, 2023, the number of teaching staff from each of the four Faculties will be calculated based on the number of active full-time teaching staff as of January 1 of the current Senate year for the subsequent Senate year beginning July 1st. The percentage will include FT faculty that are Contract Limited Term Appointments [CLTA] but exclude those that are on sabbatical during the reporting period.*

3.2 Senators by Virtue of Office

a.   *The following persons who are members by virtue of their office:*

   i. The President and Vice-Chancellor of the University;

   ii. The Vice-President, Academic and Research;

   iii. The Dean of the Faculty of Humanities and Social Science, and the Faculty of Cross-Cultural Studies;

   iv. The Dean of the Faculty of Science;

   v. The Dean of the Faculty of the School of Business and Economics;

   vi. The Dean of the Faculty of Computer Science and Technology

   vii. The University Registrar;

   viii. The University Librarian;

   ix.   The President of Shingwauk Kinoomaage Gamig, or their designate;

   x. The Chairs of each of the five [5]Faculties, who are members of the Full-time Teaching Staff; and

   xi. The Chairs of each of the fourteen [16] academic departments, who are members of the Full-time Teaching Staff

3.3 Student Senators

The following shall be voting members of the Senate:

i. Three [3] students, elected from among AUSU members; and

ii. One [1] student elected from among SASA members.

3.4 Teaching staff senators

a. The following shall be voting members of Senate:

i. Such number of persons on the Teaching Staff, elected by the Teaching staff, represented by the Teaching Staff union, from among themselves, as set out in Senate by-laws, which number shall be in at least twice the total number of all other voting members of the Senate in all other categories

ii. There shall be one (1) Full-Time Teaching Staff senator, represented by the Teaching Staff union from each Department of the University recognized by the Senate of the University, who shall be the Department Chair or Director or their designate.

iii. Each Faculty shall have one (1) Part-Time Teaching Staff elected from and by the Part-Time Teaching Staff represented by the Teaching Staff union.

iv. *As of July 1, 2024, the Faculties, Departments, and Schools recognized by the Senate of the University are:*

1. Faculty of Cross-Cultural Studies

    a. Department of Community, Economic and Social Development
    b. Department of Geography, Geology and Land Stewardship
    c. Department of Sociology

2. Faculty of Humanities and Social Sciences

    a. Department of English and History
    b. Department of Law and Politics
    c. Department of Modern Languages
    d. Department of Music and Visual Art
    e. School of Social Work

3. Faculty of Business and Economics

    a. Department of Applied Business and Executive Education
    b. Department of Business Administration
    c. Department of Finance, Economics and Decision Sciences

4. Faculty of Science

a. Department of Biology
b. Department of Psychology
5. Faculty of Computer Science and Technology
a. Department of Computer Science and Mathematics
b. Department of Information Technology and Professional Studies

3.5 Non-Teaching staff senators

a.   The following shall be voting members of Senate

i. One person, other than the President and Vice-Chancellor of the University, appointed by the Board from among the Board members

ii. One person from the Anishinaabe Peoples Council ["APC"], appointed by the APC from among their members.

 iii. One member of the Algoma University Support Staff ["AUSS"], or in lieu an alternate, elected by the members of AUSS;

3.6 Terms of Office

a.   Senators by virtue of office shall serve for as long as they remain in office.

i. Serving as Faculty Chair shall not count against an individual's eligibility to serve as Teaching Staff Senators. I.e., terms served as Faulty Chairs do not count as Teaching staff senator terms as specified 3.6 [iv] or in Sections 20 and 22 of *The Algoma University Act*, 2008, S.O. 2008, C-13.

ii. For student senators, the normal term of office shall be one [1] year renewable for one consecutive term of one [1] year.

iii. For other non-Teaching Staff senators, the term of office shall be at the discretion of the respective constituencies, but shall not exceed a term of three [3] years, renewable for one consecutive term of three [3] years.

iv. For Teaching Staff Senators the normal term of office shall be three (3) years, renewable for one consecutive term of three (3) years.

v. For Part-Time Teaching Staff Senators, the normal term of office shall be one [1] year, renewable for one consecutive term of one [1] year.

Loss of Eligibility to Serve as Senators

vi. If, during his or her term of office, a member of Senate elected or appointed under Chapter 2 ceases to be eligible for election or appointment to the Senate by virtue of a change in position or employment, he or she thereby ceases to be

a member of Senate.

<u>Exceptions, Student Graduation</u>

vii. If a student member of the Senate graduates during her or her term of office, they may continue to sit as a member of the Senate until the next anniversary of the day of his or her re-election.

<u>Renewal</u>

viii. A member of the Senate is eligible for re-election or reappointment.

<u>Limitation</u>

ix. A person elected or appointed to the Senate may not be a member for more than two consecutive terms, but is eligible for reappointment or re-election after one year's absence from Senate.

<u>Filling Vacancies</u>

x. A vacancy on the Senate occurs if,

    a. A member resigns or ceases to be eligible for appointment or election to the Senate before the end of his or her term;
    b. A member is incapable to continue to act as a member and the Senate by resolution declares the membership to be vacated; or
    c. A member is absent from three meetings of the Senate with appropriate reasons.

xi. If a vacancy occurs in the Senate, prior to the three (3) months before the completion of the term, the Senate shall fill the vacancy according to the procedures provided in the By-laws of the Senate. (i.e. through a request to the Senate Executive for appointment of Senate through the respective Faculty);

    a. Determine, in accordance with it By-laws, whether or not to fill the vacancy; and
    b. If the vacancy is to be filled, fill the vacancy within the time period, and according to the procedures, provided in the By-laws of the Senate.

<u>Attendance</u>

xii. Within the Senate membership year (July 1-June 30), if a member of the Senate, who has not been granted a leave of absence, fails to attend three [3] regular meetings of the Senate, the Senate may by resolution declare such membership vacant. Members of the Senate have an obligation to represent their constituents by attending meetings of the Senate; therefore, regular attendance is a requirement.

a. The Secretary of Senate shall remind Senators of the attendance requirement prior to the beginning of the regular meetings of the Senate year (typically early September);

b. The responsibility of informing the Senator will be that of the Secretary of Senate.

Note: Senators who find they have an occasional scheduling conflict with Senate meetings such as teaching/laboratory or any other University-related commitment should appeal to the Secretary of Senate for attendance relief from the Senate. Such absences should be communicated in advance to the Secretary of Senate.

3.7 <u>Leaves of Absence</u>

a. Teaching Staff members who are on authorized leaves of any kind shall not be obligated to serve on the Senate while on leave.

b. Rejoining the Senate after a leave of one or more years shall make the member re-eligible to serve a first Senate term.

Senate Composition [effective July 1, 2024]:

49 Total Members:

1. Faculty Chairs [5]
2. Department Chairs [16]
3. Full-time faculty members [at-large] [6]
4. Part-time teaching staff [5]
5. Non-teaching staff members [7]
6. Members by virtue of office [9]

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4. Chapter 4 – Officers of Senate and Duties

Officers of Senate shall be composed of the following:

4.1 The Speaker and Deputy Speaker;

4.2 The Secretary of Senate, who shall be the University Secretary or designate (non-voting member);

4.3 The Speaker shall be responsible for conducting all meetings of the Senate in accordance with the By-laws of the Senate. The Speaker shall ensure that all meetings follow the basic rules of Robert's Rules of Order. In the absence of the Speaker, the Deputy Speaker shall conduct the meeting.

4.4   The Secretary or, in the absence of the Secretary, the Secretary's designate, shall be responsible for recording the minutes of each meeting of the Senate, and for such other duties as are stated in the By-laws.

5.   Chapter 5 – Elections and Term of Office

5.1   Elections and appointments to the Senate and its committees shall be made on or before the June Senate meeting of each year. The Speaker and Deputy Speaker shall be elected annually at June's Senate meeting from among the academic staff members of Senate;

5.2   Where a vacancy occurs due to resignation or other reason, the appropriate Faculty may conduct an election to fill the vacancy for the period until

5.3   Notwithstanding Ch. 5.1 and 5.2, Part-Time Teaching Staff representatives to the Senate shall be elected on or before the June Senate meeting of each year to serve a one-year term during the next Senate year.

5.4   Student members on committees of the Senate shall be nominated by student senators meeting in caucus.

5.5   There shall be Senate Representation to the Board, elected by the Senate from academic staff, in such numbers as prescribed by the By-laws of the Board. The representatives shall endeavor at all times to inform the Board of the majority opinion of the Senate in any board decisions pertaining to Senate matters. The representative shall be responsible for ensuring that Senate is informed full of:

   a. The outcome of all Senate recommendations conveyed to the Board; and
   b. Any other Board matters which affect Senate, subject to the Board's rules of confidentiality

The representatives shall have such other responsibilities as may be suggested to them from time to time by the Senate. The term of office shall be three years, once renewable.

6.   Chapter 6 – Meetings

6.1   The Senate year is defined as beginning July 1.

6.2   Unless decided otherwise by the Senate or by the Senate Executive Committee, meetings of the Senate shall be held on the first Friday of each month except in January and September when it shall be held on the second Friday depending on the calendar year. No regular meetings shall be held in July and August. Notice of the dates of these meetings shall be given to Senators through electronic communication and shall be included in the academic calendar, where they are available to the public.

6.3   The Senate may hold *in camera* meetings when items of a personal and confidential nature are being discussed.

6.4   Unless otherwise decided by the Senate or Senate Executive Committee, regular meetings of the Senate shall begin at 1:00pm, and if, after the lapse of a quarter of an hour, there is not a quorum present, the regular meeting shall be deemed lost. Meetings of the Senate shall terminate at 3:00pm unless extended by a motion to continue. Such a motion requires a two-thirds majority.

6.5   All meetings of the Senate shall be conducted according to Robert's Rules of Order, unless otherwise determined by the Senate by two-thirds majority.

6.6   At the discretion of the Senate Executive Committee, a regular meeting of the Algoma University Senate may be canceled if:

a. The volume of business submitted for inclusion in the agenda is insufficient to warrant holding a meeting; and

b. There is no urgent or time-sensitive business requiring the disposition prior to the next regular meeting of the Senate

Special Meetings

6.7   A special meeting of the Senate, on the request in writing of not fewer than five [5] members, three [3] of whom must be Teaching Staff, shall be called by the Speaker, or Deputy Speaker, in the Speaker's absence, with forty-eight [48] hours notice [excluding statutory holidays and weekends] to be given to each member of Senate. Such a meeting shall consider only business which is specified in the notice of meeting, except that new business may be introduced by the unanimous consent of the members present.

Quorum

6.8   The quorum of the Senate shall be fifty (50) percent plus one of voting members of Senate, except at the May and June meetings and at any special meetings which may be called in July and August when quorum shall be one-third plus one.

6.9   To be valid and effective, all motions must be adopted at a meeting of the Senate by a simple majority of the members present unless otherwise specified in the By-laws.

6.10   The Secretary shall provide each member of the Senate with an agenda not fewer than seventy-two (72) hours prior to each meeting.

6.11   The agenda for each regular meeting shall be prepared by the Senate Executive Committee. Senators requesting that business be considered

by the Senate shall submit all items and supporting documentation proposed for the inclusion in the agenda to the Secretary of Senate, fifteen (15) calendar days prior to the regularly scheduled meeting of Senate (by noon two Thursdays prior to the Senate meeting).

6.12   Proceedings of all meetings of the Senate shall be recorded. A copy of the minutes of every meeting of the Senate shall be circulated with the agenda of the next meeting. At this meeting, the minutes shall be adopted after the correction and amendment, if necessary.

6.13   No motion introducing matters other than that listed in the agenda shall be taken into consideration at any regular meeting of the Senate except when accepted for consideration by a two-thirds majority of the members present.

Preserving Order

6.14   The Speaker of Senate:

a. Maintains a neutral position during the Senate proceedings;
b. Preserves order and decorum at all meetings of Senate;
c. Ensures that Senators are given time to respond to the questions;
d. May occasionally invite non-Senators to respond to the question or contribute to the debate.

Every member may respond a second time on the same question unless other members who have not already spoken wish to do so.

Any person who, in the opinion of the Speaker, engages in conduct unbecoming a member of the Senate shall withdraw from the meeting at the request of the Speaker. In the event that such a person refuses to withdraw, the Speaker may declare a short recess, or adjourn the Senate, and may declare that the continuation of such recessed or adjourned meeting be open only to members and official observers.

Voting

6.15   No member of the Senate may appoint or send a proxy to act or vote in the Senate.

Electronic Voting

6.16   In exceptional circumstances where time is of the essence and there is no reasonable possibility of convening a meeting, electronic voting is permissible. The use of electronic voting is to be determined by the Senate Executive Committee, or when this is not possible, the Speaker of Senate.

In circumstances where electronic voting is necessary, the wording of the motion and any background material shall be circulated to the Senate prior to the date scheduled

for the vote. Normally, a period of no less than two working days will be provided forSenators to electronically post comments and/or questions about the motion, with this electronic discussion accessible to all Senators.

Immediately following this period, Senators will be asked to vote on the motion and their votes must be recorded with the Secretary of Senate on or before a specific date and time. Voting will be on the motion as presented. The result of the electronic vote shall be transmitted to the Senate and the number of votes shall be reported in the minutes. Senators may request that their own vote be reported in the minutes.

Note that in cases where secret ballots are necessary, the Senate Executive will consult with the Information Technology department to ensure the anonymity of the responses.

Meeting *in Camera*

> 6.17   When the Senate declares a meeting or part of a meeting *in camera*, reasons for so declaring will be clearly stated by the Speaker of the Senate prior to moving in camera. Where the Senate has resolved to move *in camera*, the room shall be cleared except for all members of the Senate and individuals requested by the Speaker to stay for purposes of assisting the Senate with its deliberations.

> Only members entitled to be present *in camera* meetings may be informed of the proceedings that transpire. Accordingly, items of business dealt with by the Senate *in camera* shall appear as appendices to the record and shall be recorded in a spate of minutes, available only to members of the Senate

> If any motions are passed *in camera*, upon returning to the open meeting, the Speaker will ask Senators for a motion to record the approval of those in camera motions in a manner that does not release confidential information.

7.   Chapter 7 – Amendment of By-laws

> 7.1   By-laws of the Senate shall be adopted or amended by a two-thirds majority vote of all voting members at a regular meeting of Senate upon notice of motion duly made at a regular meeting of Senate.

8.   Chapter 8 – Committees of Senate

> 8.1   There shall be the following standing committees of Senate:

>> a.   Academic Planning and Priorities Committee;

>> b.   Academic Regulations and Petitions Committee;

>> c.   Appeals and Academic Standards Committee;

d.   Board – Senate Liaison Committee;

e.   Curriculum Committee;

f.   Decanal Review/Search Committee;

g.   Senate Governance Committee

h.   I-EDI Committee

i.   Quality Assurance Committee;

j.   Research Advisory Committee;

k.   Senate Executive Committee;

l.   Teaching & Learning and Technical Support Committee;

8.2 The quorum for each committee shall be one-half of the voting membership of that committee.

8.3 The President and Vice-Chancellor and Vice-President, Academic and Research shall be ex-officio members of every committee of the Senate, unless otherwise stated in the By-laws.

8.4 Vacancies occurring in any committee of the Senate shall be those of the Senate.

8.5 The procedures of all committees of the Senate shall be those of the Senate except for 6.10 and 6.11. At their first meeting of the Senate year while reviewing their terms of reference, each committee of the Senate shall determine deadlines for the submission of items and supporting documentation for inclusion in their agendas, the specific support role they require from the Secretariat, and who will prepare their agendas and minutes. Unless decided otherwise by the committee, agendas shall be shared seventy-two (72) hours prior to each meeting.

8.6 Senate committees shall have the power to appoint advisors or consultants or to request their assistance, except that such persons shall not be members nor have any of the privileges of members.

8.7 Committees shall report in all instances directly to the Senate except that they may report to other Senate committees at their request. In this latter case, the report must be conveyed to the Senate as well.

8.8 All Senate committees shall serve for a one-year term commencing July 1, with the exception of Ad Hoc and Special Committees (eg. Decanal Review/Search Committee), the Quality Assurance Committee, and the Research Advisory Committee whose terms shall be set by the Senate in such

Committee's Terms of Reference.

8.9 The Senate may, from time to time, strike ad hoc committees to deal with matters not appropriately or adequately served by the standing committees.

Chapter 9 – Chairs of Senate Committees

9.1   When membership to the Senate Committee has been identified and approved, the committee member whose last name is first in alphabetical order shall be responsible for scheduling the first meeting of the committee in the new Senate year. The first order of business for Senate Committees is to elect a Chair.

In all cases, the Committee Chair must be a member of the Senate.

The Committee Chair is responsible:

a. To ensure that the mandate of the committee is followed and that the business conducted in an orderly and productive manner through regular meetings;

b. To report the business of the committee to Senate, for example, a report at Senate containing recommendations in the form of a motion;

c. To provide the committee's annual report, typically, at the June meeting of the Senate.

_ revised October 4, 2024_*

'As per the motion that was approved by the University Senate [03-May-24], the Senate has extended the sunset clause (until June 30, 2025) on proportional representation of the Algoma University Senate.

Revised Senate Committee Slate - 2024-25

Senate Committee Membership Term: July 1, 2024 - June 30, 2025

Highlighted in orange: nominations submitted after October 4, 2024

Highlighted in yellow: no candidate or awaiting nomination

Senate Executive Committee
Professor Pelham Matthews [Chair, Faculty of Business & Economics (FoBE)]
Dr. Paulette Steeves [Chair, Faculty of Cross Cultural Studies (FCCS)] (July 1 to Dec. 31, 2024)
Dr. Linda Burnett [Chair, Humanities & Social Sciences [FHSS]
Dr. George Townsend [Chair, Faculty of Science (FCST)]
Dr. Paul Dupuis [Chair, Faculty of Science (FoS)]
Dr. Donna Rogers [Interim VPAR]
Lorretta Neebar [University Registrar]
Dr. Nikki Shaw [Speaker of Senate]
Dr. Sean Meades [Deputy Speaker of Senate]

Academic Planning and Priorities
Professor Pelham Matthews [Chair, (FoBE)]
Dr. Paulette Steeves [Chair, FCCS] (July 1 to Dec. 31, 2024)
Dr. Linda Burnett [Chair, FHSS]
Dr. George Townsend [Chair, FCST]
Dr. Paul Dupuis [Chair, FoS]
Dr. Donna Rogers [Interim VPAR]
Lorretta Neebar [University Registrar]
TBD [Dean - FHSS/FCCS]
Dr. Laurie Bloomfield [Dean - FoS]
Dr. William Wei [Dean - FoBE]
Cheryl Toulouse [Student]

Curriculum Committee
Dr. Jo-Ann Ryan [FoBE]
Dr. Sean Meades [FCCS]
Dr. Warren Johnston [FHSS]
Dr. Chantal Lemieux [FoS]
Dr. Ajmery Sultana [FCST]
Dr. William Wei [Dean]
Lorretta Neebar [Registrar]
Tracy Spurway [Librarian]
Wayne Thompson [Student]

Academic Standards and Appeals
Dr. Hari Luitel [FoBE]
TBD [FoBE Alternate]

Last update: October 15, 2024

Dr. Michael Graydon [FCCS]
Isaac Darko [FCCS Alternate]
Dr. Bruce Douville [FHSS]
TBD [FHSS Alternate]
Dr. Christine Madliger [FoS]
TBD [FoS Alternate]
Dr. Rashid Khokhar [FCST]
Dr. Ping Luo [FCST Alternate]
Dr. Laurie Bloomfield [Dean]
Lorretta Neebar [Registrar]
Abdul Hayyi [1 Student]
Nidhi Patel [Student Alternate]
Minion Paul [Student Alternate]

Academic Regulations and Petitions
Dr. Jo-Anne Ryan [FoBE]
Dr. Isaac Darko (F24) / Sean Meades (W25) [FCCS]
Dr. Tony Robinson-Smith [FHSS]
Dr. Dave Brodbeck [FoS]
Dr. George Townsend [FCST]
Lorretta Neebar [Registrar]
Shelley Mitchell [Assistant Registrar, Admissions]
Anvi Thakkar [Student]

Teaching & Learning and Technical Support Services
Dr. Jody Rebek [FoBE]
Dr. Ushnish Sengupta [FCCS]
Dr. Nathan Murray [FHHS]
Jodi Webber [FoS]
Dr. Miguel Garcia-Ruiz [FCST]
Tracy Spurway [Librarian]
TBD [Dean]
John Peters [Director of Innovation and Technology]
Dawn White [Director of Experiential Learning/International Affairs]
Dr. Saud Taj [Director of Teaching and Learning Centre]
Anvi Thakkar [Student - AUSU]
Elizabeth Nahwegezhic [Student - SASA]

Quality Assurance
Dr. Aaron Gordon [FoBE] TBC
Dr. Vivian Jimenez-Estrada [FCCS]
Dr. Ed Turgeon [FHSS]
Dr. Paul Dupuis [FoS]
Dr. Faria Khandaker [FCST]

Last update: October 15, 2024

Dr. Laurie Bloomfield [Dean]
Dr. Donna Rogers [Interim VPAR]
Brittany Paat [Academic Support Officer]
Lorretta Neebar [Registrar]
Nidhi Patel [Student]

Research Advisory Committee
Dr. Donna Rogers [VPAR]
<mark>TBD [Dean]</mark>
Tracy Spurway [Librarian]
[One representative from each faculty who has active research programs]
 Dr. Omar Abou-Kasm [FoBE]
 Laura Wyper [FCCS]
 Dr. Monika Thakur [FHSS]
 Brandon Schamp [FoS]
 Dr. Miguel Garcia-Ruiz [FCST]
[One representative from any of the Faculties with a good understanding of Indigenous cultures and education]
 <mark>TBD</mark>
[One representative from any of the Faculties with a good understanding of Equity, Diversity and Inclusion]
 Dr. Melis Yavuz-Muren [FoS]

Senate-Board Liaison
Dr. Nikki Shaw [Speaker of Senate]
Dr. Alice Ridout [Senator-at-large from the FT teaching staff not currently serving on the Board]
Dr. Paulette Steeves [Senator-at-large from the FT teaching staff not currently serving on the Board]

Senate I-EDI Committee
Dr. Donna Rogers [Interim VPAR]
Patty Chabbert [Acting Vice-President Nyaagaanid]
Dr. Paulette Steeves [FCCS]
Dr. Isaac Darko [FCCS]
Dr. Walter Chan [FHSS]
<mark>TBD [FHSS]</mark>
<mark>TBD [FBE]</mark>
<mark>TBD [FBE]</mark>
Dr. Monica Ghabrial [FoS]
Dr. Nikki Shaw [FoS]
Randy Lin [FCST]
Dr. Syed Muhammad Danish [FCST]
Shelby Bennett [Student SASA]
Abdul Hayyi [Student AUSU]

Last update: October 15, 2024

Krista McCracken [Non-Teaching Employees Member]
<mark>TBD [Part-Time Teaching Staff Member]</mark>

Senate Governance Committee
Dr. Nikki Shaw [Speaker of Senate]
Dr. Asima Vezina [President & Vice-Chancellor]
Dr. Donna Rogers [Interim VPAR]
Dr. William Wei [Dean]
Dr. Nairne Cameron [Senator from FCCS]
Dr. Alice Ridout [Senator from FHSS]
Dr. Teryn Bruni [Senator from FoS]
Dr. Pelham Matthews [Senator from FBE]
Dr. Zamilur Rahman [Senator from FCST]
Minion Paul [Student Senator]

Last update: October 15, 2024

Report of the COU Academic Colleague to Senate

Linda Burnett

October 17, 2024

1. The most recent meeting of the COU Academic Colleagues took place on **October 2nd and 3rd, 2024.**

2. During the meeting on **October 2nd**, Krista Orendorff, Vice-President of Public Affairs, joined the Colleagues to present on COU's multi-year escalating advocacy strategy. Orendorff highlighted that the strategy was designed to correspond with government
decision making milestones, including the Fall Economic Statement, the Budget, and a potential early election. The strategy is focused on three key components: advocacy, stakeholder engagement, and communications. The role of Colleagues in helping to disseminate the message was identified, and the following key messages were shared with Colleagues:

> • Ontario's universities are essential to building the workforce and the economy of the future. They are preparing graduates with the skills and experience necessary to meet Ontario's growing labour market demands today and lay the foundation for tomorrow's prosperity.

> • Ontario's universities are graduating job-ready students. In fact, the latest Graduate Survey from the Ministry of Colleges and Universities shows that 95.1% of university graduates are not only employed within two years of graduating, but they are successfully finding employment in some of Ontario's most in-demand areas, aligning with Ontario's workforce needs.

> • Investing in long-term, stable funding for Ontario's universities means investing in the high-quality programs, services and resources students need to graduate job-ready while also ensuring they have the supports they need to succeed in today's rapidly changing job market.

• Government, business, community partners and universities must work together to ensure universities have the resources they need to continue support students, lead innovation and drive economic growth for the benefit of Ontario.

The discussion following the presentation focused on advocating to the public, including parents, and types of messaging that would resonate with these audiences. There was some discussion that very high-level, statistics-heavy messages would not resonate with individuals outside of academia/universities.

3. On **October 3rd**, the Chief of Staff and Acting Corporate Secretary provided an update on key issues affecting the sector. She noted that the government is continuing the process of negotiating the SMA 4 agreements and that government directives on the Strengthening Accountability and Student Supports Act had been released.

She further noted, that the recent federal government announcement of an additional 10% cut to international student study permits, as well as the inclusion of Masters and PhD programs in the cap, would add to the continuing financial challenges that the sector is currently facing and that was noted in a public response to government.

The Chief of Staff and Acting Corporate Secretary reiterated to Colleagues that COU is continuing to advocate with the government for the full implementation of the Blue-Ribbon Panel's recommendations.

Colleagues shared updates on topics and issues that were front-of-mind at their respective institutions, including attracting and retaining students, budget development and deficits, new programs, and leadership searches.

COU staff provided an update on the postsecondary accessibility standards, including that while the sector was still waiting to hear which of the 185 recommendations would make it into the final standard, work was already underway to categorize and share information across the sector to avoid duplication.

Colleagues shared their experiences with accessibility in the classroom, and noted that accessibility was also a consideration for faculty – it can be labour-intensive for individual faculty members to implement some of the accessibility needs of students, particularly as it relates to term work accommodations. It was clarified that the postsecondary accessibility standard was designed for students, but that work was

being done on cohesion between that standard, the current elements of the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. The presentation has been included for information as an attachment.

Finally, there was a discussion of possible topics for future COU colleagues meetings. Here are some of the possibilities:

o Climate change

o Accommodations with the Ontario Human Rights Commission

o Collegial governance

o Scarborough Charter

o Graduate Education and Supervision

Curriculum Committee Report to November 2024 meeting of the Algoma University Senate

October 16, 2024

Curriculum Committee met once, on October 2nd, since the last meeting of Senate. The committee reviewed several new course proposals for the M.Sc. in Computer Science program and heard from representatives from the Faculty of Computer Science to provide context. The new courses were approved pending minor revisions to some of the new course templates.

The committee also heard from representatives from the Faculty of Business and Economics regarding proposed new courses for the proposed Master of Global Business and Global Economy program. The committee requested some minor revisions to the new course templates, which were later approved by e-vote on October 10th, 2024.

The committee also received a revised course proposal and a new course proposal for the B.A./B.Sc. in Psychology programs from the Faculty of Science. The revised and new course proposals were approved.

The October 16th schedule meeting was ruled to be redundant if the only matters forthcoming were revisions from the previous meeting's business, which the committee agreed could be carried by e-vote (as noted above).

Committee members expressed their deep thanks and appreciation for the work that Ken Scullion has provided, not just to the committee, but in his overall service as Acting Registrar.

Yours sincerely,
Dr. Sean Meades
Assistant Professor, Department of Community Economic and Social Development
Chair, CurCom

Curriculum Committee Report to October 2024 meeting of the Algoma University Senate

September 19, 2024

Since the onset of the new academic year, Curriculum Committee (CurCom hereafter) has met three times: July 10, 2024; August 7, 2024; and September 4, 2024.

Due to complications stemming from a combination of committee turnover and adapting to new deadlines, motions passed at the June 2024 CurCom meeting will be submitted for consideration at the October meeting of Senate.

The July meeting of CurCom acclaimed an interim chair, Dr. Warren Johnston, while Quality Assurance staff verified if the Chair had to be a member of Senate or if they could be any member of the committee. It also discussed several resolutions from the Faculty of Business and Economics (FoBE) and the Faculty of Science (FoS) (no other business being presented). The School of Computer Science and Technology (SCST) submitted proposed program revisions to modify admission requirements for all programs within the SCST. The motion was deferred to the next meeting as the proposed implementation date was listed as "ASAP" which was imprecise and may result in a misalignment of expectations between the Registrar's Office and the SCST. The committee noted that "ASAP" would no longer be an acceptable implementation date and that Schools/Departments would be expected to conduct the outreach to the relevant parties (in this case the Registrar's Office) to determine what the earliest possible date for implementation would be prior to proposals coming before CurCom. A new course proposal from FoBE for a cross listed 5000/4000-level course was also deferred to the next meeting with a request to separate the levels as the graduate program had not yet been approved and program level learning outcomes were not provided that would allow the committee to gauge the relevance of the course to the program.

At the August meeting of CurCom, it was determined that the chair of the committee had to be a sitting Senator. Consequently a new election was held, and Dr. Sean Meades was acclaimed. The revised new course proposal from the FoBE, ADMN 4XXX Cases in Management Science and Analytics, was approved. A training for new members was scheduled for and held on August 28th, 2024.

At the September meeting of CurCom, new course proposals from the FoS for the M.Sc. in Computer Science were discussed, and the committee requested resubmission of the proposals on up-to-date new course templates to ensure all necessary information has been provided. Discussion of FoBE new course proposals for the proposed Master's in Global Business and Economy were deferred to the next meeting with an invitation for those involved with the program development to speak to the committee to provide additional context.

Committee meetings have been scheduled for the following dates throughout the coming year:
- October 2, 2024
- October 16, 2024
- November 6, 2024
- December 4, 2024
- January 8, 2025
- February 5, 2025
- March 5, 2025
- April 2, 2025
- May 7, 2025
- June 4, 2025

Yours sincerely,
Dr. Sean Meades

Assistant Professor, Department of Community Economic and Social Development
Chair, CurCom

October 17, 2024
Report to Senate from the Governance Committee

The Senate Governance Committee has met for 4.75 hours across four different occasions since it first convened on August 22:
1:00-2:00 pm on August 22, 2024
10:00-11:00 on September 6, 2024
10:30-12:00 on September 13, 2024
10:30-11:45 on October 11, 2024

At the first meeting, the Committee elected its Chair and the Secretariat briefed the Committee regarding a request from Senate Executive Committee to focus our urgent attention on drafting an interim policy for the hiring of Academic Deans. The Committee has also identified the need for a new policy for the hiring of interim Academic Deans as well as an entirely new process for hiring Academic Deans.

Drafting these decanal hiring policies has been the focus of our attention to date. We had hoped to have the interim policy ready for Senate approval in October but it was not possible for the committee to complete that work by the deadline of September 19. We passed the Interim Decanal Hiring and Review Policy in our meeting on October 11.

Key points in our discussions included what the length of the term of the Dean's appointment should be, whether a search consultant should be used and who should determine that, whether it should be an open or confidential search process, and how to have a transparent and accountable process. The proposed Interim Decanal Hiring and Review Policy will come to Senate in November for consideration. The discussions the Committee has already had and the input we have already collated will inform our recommendations for the new processes for hiring Academic Deans and interim Academic Deans.

The Committee thanks faculty who responded to our survey to collect their input for our work on these policies and those members of our Committee who are or who have served in decanal roles for generously shared their own experiences and insights. We are grateful also to Shannon Kelly for providing us with a helpful sector scan to inform our discussions and recommendations.

The Committee is also bringing forward to Senate's November meeting a recommendation to urgently revise 8.5 of the Senate bylaws to enable Senate Committees to determine their own deadlines for agendas and materials as well as choose the administrative support most appropriate for their work. That recommended revision arises from Senate discussions in September and a request from the Chair of the Academic Planning and Priorities Committee.

A draft of the bylaw revision was presented to the Committee in our meeting on October 11 with an editable Google document made available for comments and questions until the online vote was called at 4:08 pm on October 16. The vote achieved a quorum of 9 out of the 10

members and was unanimous. The Committee recognized in our discussions that processing bylaw revisions this urgently is not ideal but there was a pressing need for this to be addressed to enable the work of the Committees of Senate to proceed smoothly.

The Secretariat has drafted a work plan for the Committee's year that the Committee discussed briefly on October 11. This work plan includes a review of Senate's bylaws.

Respectfully submitted by Alice Ridout, Chair, Governance Committee

DEAN'S SENATE REPORT

Faculty of Business and Economics | November 2024

Report submitted by: Dr. William Wei - Dean, Faculty of Business and Economics

Date: 01-Nov-2024

Major Accomplishments of Faculty Members in Research, Teaching, and Service

Featured New Faculty Member

The FBE Dean's office continues to highlight new and featured faculty members. In this report, we will introduce **Dr. Farzana Alamgir,** Assistant Professor of Economics. Dr. Alamgir joined us in Fall 2024 and she earned her Ph.D. in Economics from McMaster University, with a research focus on sovereign default in emerging nations. [Read more here]

GTA College Visits

September 23-25, **Dean Dr. William Wei**, together with David Marasco, Dr. Alean Al-Krenawi and Brent Krmpotich, visited four GTA colleges (George Brown, Seneca, Centennial and Humber) to establish domestic partnerships.

eSports Lab Visits

October 2024, **Prof. Cathy Denomme** has visited eSports Labs in Denmark, Norway and England**.** [Read more here]

OUF 2024

Dr. Taslima Nasreen is thrilled to share her incredible experiences representing FBE during the prestigious 2024 Ontario University Fair. She wholeheartedly dedicated herself to promoting FBE's highly esteemed Bachelor of Business Administration (BBA) and Bachelor of Arts (BA) programs to aspiring undergraduate students. This event was a success, drawing the attention of over 120 enthusiastic students interested in diverse fields such as accounting, marketing, finance, economics, aviation, and the innovative realm of esports management! [More photos here]

Community Engagement Events

Partnership with Altitude Accelerator

In partnership with Altitude Accelerator, ADMN 4896: Innovative Solutions for Organizations gives value to start-up companies while providing exceptional experiential learning for the students at Algoma University. [Read more here]

AUBS Event at the Speakeasy

On September 26, the AUBS (Algoma U Business Society) had a great event at the Speakeasy [Read more here]

Transform with Us Event

On October 3, 2024, **Dr. Jody Rebek**, students in ADMN 4606 (Strategy and Policy), along with 15 representatives from the key local business stakeholders, gathered to discuss the current entrepreneurial landscape and ecosystem in Algoma. The goal of this event was to provide a live, interactive business case for students to develop a regional strategy throughout their semester. [Read more here]

List of Research Publications, Conference Presentations, Performances, and Events

Please refer to here for a list of research publications, conference papers, presentations, and scholarly activities.

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DEAN'S SENATE REPORT

Faculty of Computer Science and Technology | November 2024

Report submitted by: Dr. Simon Xu - Acting Dean, Faculty of Computer Science and Technology

Date: 2024-10-17

Major Accomplishments of Faculty Members in Research, Teaching, and Service

- **Dr. Miguel Garcia-Ruiz** started supervising a co-op high school student from Korah High School. The student will work on developing virtual reality (VR) and augmented reality (AR) prototypes.

- **Dr. Miguel Garcia-Ruiz** obtained an AlgomaU's Teaching & Learning Fellowship titled: "Developing a Framework for Integrating Highly Immersive Virtual Reality Technology into STEM Education in Undergraduate and Graduate Courses". Co-applicant: **Dr. Randy Lin**.

- **Dr. Miguel Garcia-Ruiz & Dr. Randy Lin** judged the Startup **GameJam Event** on Sept 27.

List of Research Publications, Conference Presentations, Performances, and Events

Please see Appendix A for a list of research publications, conference presentations, and events.

ALCOMS Events

Please see Appendix B for a report on GameFest 1 event.

Please see Appendix C for a report on Resume Bootcamp.

Please see Appendix D for a report on the game fest 2.0 event.

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Appendix A:

List of Research Publications, Conference Presentations, Performances, and Events

The following are some of the activities by faculty members from Computer Science and Technology in October 2024.

Faculty of Computer Science and Technology

Publications:

Faria Khandaker, Sharief Oteafy, Wenjie Li, and Hossam. S. Hassanein, "Dynamic Caching and Pricing in Producer-driven Information-Centric Networks," C*omputer Communications, Elsevier,* under 1st Revision.

Sana Sharif, **Faria Khandaker**, and Waleed Ejaz, "Semantic Communication: Implication for Resource Optimization in 6G Networks", In *2024 IEEE International Conference on Advanced Telecommunication and Networking Technologies (ATNT)*, Sep. 9-10, Johor Bahru, Malaysia, 2024.

Lilatul Ferdouse and **Faria Khandaker**, "Enhancing IoT Connectivity with Matching Theory-Based Spectrum Sharing for IRS-Aided Multi-Cell Systems", In *2024 IEEE/IFIP Conference on Cloud and Internet of Things (CIoT'24)*, Oct. 29-31, Montreal, Canada, 2024.

A B M Bodrul Alam, Faria Khandaker, Yuvraj Singh Palh, "Optimizing Resource Allocation in a Multi-Cloud Environment", Submitted to *IEEE International Conference on Communications (ICC) 2025}, October 2024*.

Yazan Otoum, Chaosheng Hu, Eyad Haj Said, Amiya Nayak, "Enhancing Heart Disease Prediction with Federated Learning and Blockchain Integration", Article accepted on Future Internet journal.

Rupinder Kaur, **Arghavan Asad**, Seham Al Abdul Wahid and Farah Mohammadi, "Advancements in Scheduling Techniques for Efficient Deep Learning Computations on GPUs", submitted to Electronics, Neuromorphic Device, Circuits, and Systems, October 2024.

Chaima Jendoubi, **Arghavan Asad**, Farah Mohammadi, "IoT based Nuclear Power Plants", Journal of Artificial Intelligence and Autonomous Intelligence (Accepted), September 2024.

Technical Program Committee (TPC) members of Conferences:

Dr. Faria Khandaker is working as a Technical Program Committee (TPC) member for 2024 Pan-African Artificial Intelligence, and Smart Systems Conference (PA-AISS 2024), (December 4-6, 2024, University of Kwazulu-Natal, Durban, South Africa).

Reviewer of Journals:

Dr. Faria Khandaker worked as a reviewer of the IEEE Open Journal of the Communications Society.

Dr. Faria Khandaker worked as a reviewer of the Internet of Things; Engineering Cyber Physical Human Systems Journal.

Events:

Dr. Mahreen Nasir represented the Faculty of Computer Science and Technology at the Ontario Universities Fair (OUF 2024) on October 5th

Dr. Yazan Otoum represented the Faculty of Computer Science and Technology at the Ontario Universities Fair (OUF 2024) on October 5th and 6th.

Dr. Arghavan Asad held Resume Bootcamp on September 24th for Algoma University Computer Society (ALCOMS).

Dr. Ping Luo represented the Faculty of Computer Science and Technology at the Ontario Universities Fair (OUF 2024) on October 6th.
Dr. Ping Luo joined the Editorial Board of BMC Bioinformatics, Frontiers in Molecular Biosciences and Frontiers in Applied Mathematics and Statistics.

Dr. Ajmery Sultana presented a tutorial titled "Integrating Blockchain Technology in Electric Vehicle Operations: Prospects for a Decentralized and Sustainable Mobility Future" in the International Conference on Wireless Intelligent, and Distributed Environment for Communication, University of New Hampshire, Durham, NH, United State, October, 2024.
http://widecomconference.org/program.html

Dr. Faria Khandaker attended the Resume Bootcamp on September 24th, 2024 organized by Algoma University Computer Society (ALCOMS).

Dr. A B M Bodrul Alam attended the Resume Bootcamp on September 24th, 2024 organized by Algoma University Computer Society (ALCOMS).

Editor of Journals/Conference:
Dr. MD Nashid Anjum is serving as an Associate Editor of IEEE Internet of Things Journal.

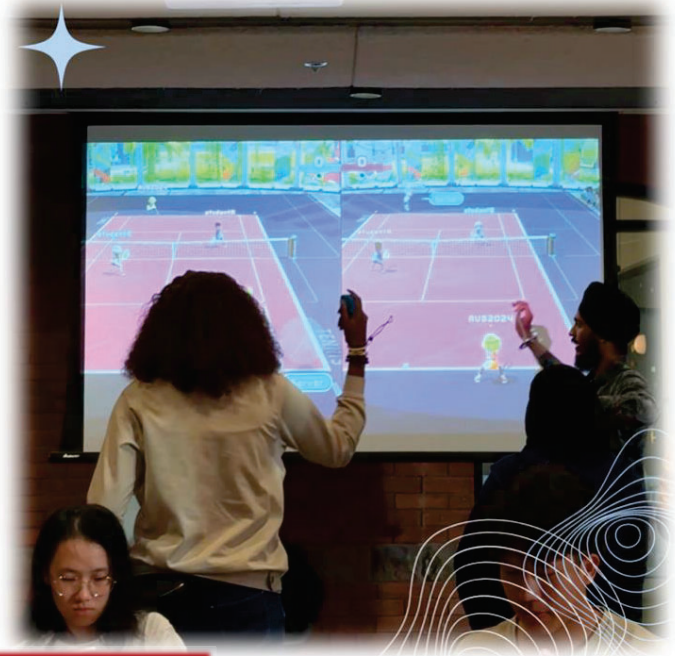# ALCOMS GameFest I Fall 2024

September 19th, 2024

PS5 brought out the competitive ones!

Among Us attracted sleuths to dig out the imposter!

IMPOSTOR

Nintendo Switch refreshed the Wii Sports and Mario Kart!

Introduction:

The Algoma University Computer Society held *GameFest* to help foster new friendships and engagement among new cohorts, juniors, and seniors through the medium of gaming.

Event Overview:

Date: September 19, 2024
Location: 3rd Floor of SCEI Centre (In-person), 8 Queen Street East, Brampton
Attendance: Based on submitted liability forms, 30 students participated in the event
Equipment: PS5, Nintendo Switch, and Joy-Cons

Key Highlights:

1. *Liability Forms:* All participants were required to complete and sign liability forms. These forms served a dual purpose: ensuring the safety of the equipment and documenting participant attendance.
2. *Engaged and Enthusiastic Students:* Students were eager to participate in gaming sessions, creating an energetic atmosphere. Due to the limited availability of controllers for the PS5 and Nintendo Switch, *Among Us* was introduced as an engaging alternative for those waiting their turn.
3. *Socializing:* The event encouraged active socialization, with students interacting with one another while waiting for their turn to play or enjoying snacks provided by ALCOMS.
4. *Operations:* The event ran smoothly without any significant challenges during setup, the event itself, or post-event cleanup, thanks to the excellent coordination and dedication of the ALCOMS team members.

Acknowledgements:

We would like to extend our sincere gratitude to Dr. Randy Lin for generously providing the essential equipment, which played a key role in the success of *GameFest*. We also wish to thank the Facilities and IT teams for their outstanding support in setting up the room and equipment.

Conclusion:

GameFest successfully achieved its goal of fostering new friendships and enhancing engagement within the university community. The enthusiastic participation, smooth operations, and collaborative spirit of the students and ALCOMS team members made the event a memorable experience for all involved.

ALCOMS Resume Bootcamp

September 24th, 2024

"Prof. Arghavan Asad delivering an insightful talk on effective resume-building strategies."

"Students engaging in the Resume Bootcamp quiz competition, with winners receiving gifts from our guest."

Introduction:

The Algoma University Computer Society recently hosted the Resume Bootcamp, designed to equip students at all academic levels from first-year students to soon-to-be graduates with essential resume-building skills. The event focused on preparing students for job interviews, navigating the job market, and helping participants identify their strengths and interests to align with relevant career opportunities. Through collaboration and mentorship, the Bootcamp fostered professional growth while building valuable connections among attendees..

Event Overview:

Date: September 24, 2024
Location: 3rd Floor of SCEI Centre, 8 Queen Street East, Brampton
Attendance: Based on submitted liability forms, out of 70 registered participants, 60 attended, with 35 in person and 25 online
Format: Hybrid (In-person and virtual)

Key Highlights:

1. *Interview Preparation:* Students learned the importance of understanding the mission and culture of the companies they wish to work for, enhancing their interview readiness.
2. *Resume Building Resources via QR Code:* Students received a professional resume template via a QR code, making it easy to download, customize, and refine. This tool helped them highlight key sections like education, experience, and certifications, ensuring a strong resume foundation for future job applications.
3. *Identifying Interests and Abilities:* The event guided students to reflect on their strengths and areas of interest, helping them discover exciting career paths that align with their goals.
4. *Leveraging LinkedIn for Job Searching:* Participants learned how to optimize their LinkedIn profiles for networking and job searching, specifically aimed at students entering the workforce.
5. *Networking Opportunities:* The event encouraged socialization among students, fostering connections while they interacted over snacks provided by ALCOMS, enhancing community spirit and professional relationships.
6. *Interactive Quiz Competition***:** The event included an engaging quiz competition where students tested their knowledge on resume-building and job preparation. Winners were awarded Algoma University merchandise as prizes, adding excitement and motivation to the event.
7. *Seamless Operations:* The event was executed smoothly, with no significant challenges during setup, execution, or post-event cleanup, thanks to the excellent coordination and dedication of the ALCOMS team members.

Acknowledgements:
We would like to extend our sincere gratitude to our keynote speaker, Prof. Arghavan Asad, for sharing valuable insights and expertise during the event. We also wish to thank our distinguished guests, Dr. Simon Xu (Dean of faculty of computer science), Calyssa Skeggs (Admin assistant for faculty of computer science), Dr. Bodrul, and Dr. Faria, for their contributions and support in making the Resume Bootcamp a success. Their presence and guidance enriched the experience for all participants.

Conclusion:
The Resume Bootcamp not only provided essential career skills but also fostered a sense of community and mentorship within Algoma University. By addressing key areas such as resume writing, interview preparation, and job market navigation, the event empowered students to take charge of their career journeys. The combination of practical workshops, expert guidance, and peer support made this event a valuable experience for all who attended, whether in person or online.

ALCOMS GameFest 2.0

October 10th 2024

United by fun and friendly competition, together, we play, stumble, and conquer!

Players enjoying and cheering as they raced, stumbled, and bounced their way to victory.

Introduction:

After the overwhelming success of GameFest, Algoma University Computer Society brought back the excitement with GameFest 2.0—featuring the fun and chaos of Fall Guys. GameFest 2.0 created a friendly and welcoming environment, strengthening bonds across the university community.

Event Details:

Date: Thursday, October 10th
Time: 6:00 PM – 8:00 PM
Attendance: 14 students participated in the event
Location: Room A215, 2nd Floor, 24 Queen St E, Brampton

Key Highlights:

- **Enhances Teamwork and Collaboration:** GameFest 2.0 fostered teamwork and collaboration, as players formed teams and strategized together, building new friendships.
- **Promotes Social Interaction:** Provided a platform for students to engage outside of academics, creating a sense of community and belonging. Students from different courses and years participated to interact, helping them build new friendships and networks.
- **Boosts Campus Spirit:** Enabled participants to share laughs and experiences, helping reduce social anxiety and promoting a more inclusive campus culture.
- **Operations:** The smooth operations of Game Fest 2.0 was ensured through meticulous planning and coordination, with every detail managed efficiently. From setup to gameplay, everything ran seamlessly, creating a fun and hassle-free experience for participants.

Acknowledgements:

We would like to extend our heartfelt gratitude to Dr. Randy Lin for generously providing the essential equipment that was pivotal to the success of GameFest 2.0. Our sincere thanks also go to the Facilities and IT teams for their exceptional support in setting up the room and ensuring everything ran smoothly.

Conclusion:

The Game Fest 2.0 game event was a resounding success, providing a vibrant platform for students to socialize and build connections. The friendly competition encouraged laughter and camaraderie, helping to bridge the gap between different year groups and create a more inclusive campus environment. Meticulous planning and coordination by ALCOMS ensured smooth operations, allowing everyone to enjoy the experience without any hitches.

DEAN'S SENATE REPORT

Algoma UNIVERSITY

Faculty of Science | November 2024

Report submitted by: Dr. Laurie Bloomfield - Acting Dean, Faculty of Science

Date: 2024-11-01

Community Engagement Events

Program Planning Session - Masters of Psychotherapy

Members of the Psychology Department, **Drs. Teryn Bruni** and **Jodi Webber**, hosted a community planning session to help inform the development of a Masters of Psychotherapy degree tailored to the unique needs of Northern Ontario communities. Attendees were able to provide valuable input that will help to shape the program's structure and curriculum.

The Sault Today reported on the event and provided a direct link for community members interested in providing input. The story is linked here.

Psychology Connect: Welcome Event

The Department of Psychology recently hosted a Psychology Event at the Speakeasy, providing an opportunity for new and returning Psychology students to engage with faculty and staff within the Department. With themed drinks, catering, and Psychology swag, students were able to informally interact and get to know their professors. It was a wonderful turnout and helped to spark some student life on the campus. Thank you to all who helped to make this a successful event!

Dr. Dave Brodbeck at the event.
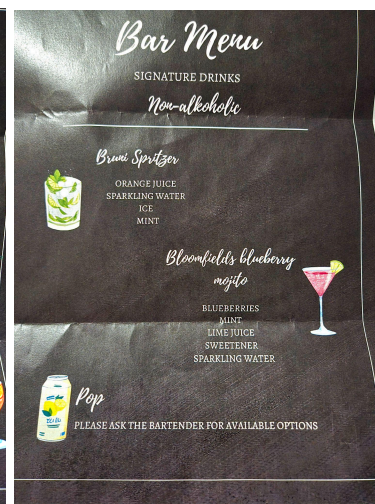
Post Senate Social

There will be a post-Senate social from 3:00 to 5:00 pm at the Speakeasy to celebrate the creation of the new Faculty of Computer Science and Technology. Dr. Laurie Bloomfield, Acting Dean for the Faculty of Science, has offered to buy the first round of drinks.

List of Research Publications, Conference Presentations, Performances, and Events

Please see Appendix A linked here.

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Appendix A: List of Research Publications, Conference Presentations, Performances, and Events

The following are some of the activities by faculty members from Science in September/October 2024.

Department of Biology

Meng Lin, Harel Bacher, Richard Bourgault, Pengfei Qiao, Susanne Matschi, Miguel Vasquez, Marc Mohammadi, Sarah van Boerdonk, Michael J. Scanlon, Laurie G. Smith, **Isabel Molina**, Michael A. Gore. (2024) Integrative multi-omic analysis identifies genes associated with cuticular wax biogenesis in adult maize leaves. Submitted to: G3: Genes|Genomes|Genetics; jkae241, https://doi.org/10.1093/g3journal/jkae241.

Richard Bourgault and **Isabel Molina***. Compositional analysis of cutin in maize leaves (2024) In: Maize: A Laboratory Manual, edited by Candice N. Hirsch and Marna D. Yandeau-Nelson. Cold Spring Harbor Protocols, doi: 10.1101/pdb.prot108434.

Dr. Isabel Molina also spoke at a symposium at the University of Girona, Spain in September.

*Gridzak R, *Lavender T, Aarssen L, **Schamp B.** Plant co-occurrences and species height differences change across a natural gradient of competition intensity. Journal of Ecology, 112, 1967-1977. *Graduate Students

*Frasier H, *Lucenay J, Gillis E, *Verra A, **Gridzak R, **Schamp B**. *In Press at Botany*. Small granivores consume the seeds of most plant species with limited preference in an old-field plant community. *undergraduate students, **Graduate Students

Ge Pu, Krill Shchapov, Nolan J. T. Pearce, Leon Boegman, Kelly Bowen, Andrew Bramburger, Andrew Camilleri, Hunter Carrick, Justin D. Chaffin, William Cody, Maureen Coleman, Warren J.S. Currie, David Depew, Jonathan Doubek, Rachel Eveleth, Mark Fitzpatrick, Paul Glyshaw, Casey Godwin, R. Michael L. McKay, Mohiuddin Munawar, Heather Niblock, Maci Quintanilla, Michael Rennie, **Michael R. Twiss**, Henry Vanderploeg, Trista J. Vick-Majors, Westrick Westrick, Marguerite A. Xenopoulos, Arthur Zastepa, Ted Ozersky. (2024) The Great Lakes Winter Grab: Limnological Data From a Multi-Institutional Winter Sampling Campaign. *Limnology & Oceanography: Letters* (accepted October 8, 2024).

NORDIK REPORT

NORDIK Institute | November 2024

Report submitted by: Amy Boyer, Communications Manager

Date: 01-Nov-2024

Community Engagement Events

2024 Annual Meeting

NORDIK hosted its 2024 Annual Meeting on October 8, 2024, at the Sault Museum, with the theme of **Resilience and Renewal**. Panel guests included Ajaz Shaikh, Kendall Mitchell, Nadine Roach and Zeel Patel. Over 28 members and supporters attended the event. This year, NORDIK led 18 projects with 66 community collaborations, 9 of which were initiated or co-led by Indigenous organizations or individuals. Key achievements, aligned with our strategic plan, include 13 projects advancing Indigenous research sovereignty, 10 fostering critical local and regional dialogues, 14 focused on cultivating research talent, and 15 connecting students, researchers, and communities for positive and sustainable impact.

Community Support Team

On September 30, 2024 the Wawanosh Memorial was unveiled with a ceremony at the Royal Canadian Legion Branch 25.

A vigil was held for the National Day of Truth and Reconciliation at Algoma University.

The Wellness Summit was held from Oct 15th - 17th. Over 150 participants from First Nations Communities across Canada registered to attend. Keynote speakers include Kathy Absolon, Tanya Talaga, and Jeannette Jules.

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SENATE REPORT

Vice-President Academic and Research | November 2024

Senate Meeting Date: 01-Nov-2024

Prepared By: Donna M. Rogers, PhD - VPAR (Interim)

PURPOSE:

☐ *Expedited*

☐ Approval   ☐ Discussion   ☑ Information

Research and Graduate Studies

Announcement of the new Manager of Research

We are delighted to welcome Crystal Williams to Algoma University as our new Manager of Research. Crystal will be responsible for overseeing the research office, bringing her extensive experience to advance the university's research initiatives, foster collaborations, and support faculty and student research across all of our campuses. She will be starting in her role on October 15, 2024, based at the Brampton campus.

AVP-Academic and Continuing Education

Teaching and Learning, Quality Assurance, and PACE

PACE - Professional and Continuing Education

Continuing Education Certificate in Project Management

The graduation ceremony for the 671 students who completed their studies in the Spring 2024 semester is scheduled for October 23, 2024.

In a significant development for our academic community, we are pleased to announce the establishment of a joint Student Chapter in collaboration with the Project Management Institute's Lakeshore Chapter. This initiative has received approval from the Project Management Institute at the global level and marks a historic milestone as the first of its kind in Canada. An official announcement detailing this collaboration is set to be disseminated via our social media platforms at the end of October 2024.

Continuing Education Certificate in Information Technology Virtual Reality (ITVR)

On September 09, 2024, we officially launched the ITVR Career Bootcamp, an intensive, hands-on program designed to facilitate the successful transition of current students into the competitive North American job market. This bootcamp caters to students aspiring to careers in areas such as AR/VR Project Management, UX/UI Design, Software Development, Game Design, and Business Management, equipping participants with the essential skills and confidence needed to differentiate themselves in their respective fields.

Key features of the ITVR Career Bootcamp include:

- Resume Development: Participants receive personalized mentorship and feedback to create resumes that effectively showcase their unique skills and experiences.

- Real-World Interview Practice: The program includes hands-on interview sessions with industry professionals, allowing participants to refine their interview techniques.

- Career-Focused Workshops: Attendees benefit from insider knowledge shared by experienced recruiters, enhancing their job application strategies.

The ITVR Career Bootcamp is scheduled to conclude on October 24, 2024, with a formal closing ceremony, celebrating the accomplishments of all participants.

LEAP - Essential Project Management Essentials - Micro-Credential

The micro-credential program successfully commenced on September 30, 2024, with the participation of 20 high school students from the Peel Region.

Looking ahead, there is a strategic plan to offer this micro-credential on a recurring basis every term, ensuring continued access and opportunity for students in the region. This initiative highlights our commitment to expanding educational pathways and enhancing skills development among high school learners.

NCoE - National Centre of Excellence for Immersive Technology

Algoma Unity Startup GameJam

Algoma's first Startup GameJam was a huge success with participation from 29 students across the computer science and business faculties. The training was delivered in person by trainers from Unity to help students understand the world of gaming and business planning. The students presented game prototypes they developed over two weeks since the actual game jam on Sep 11-12. The judges panel consisted of the Unity Trainers and two of our faculty from the Faculty of Computer Science and Technology. All the teams did an excellent job of presenting their game prototypes to the judges and three teams won the prize money, which will be used to purchase hardware or assets required for the game development. As a recognition of the hard work, the university decided to move all participants into the game incubator scheduled to begin on Oct 15th, 2024.

Game Incubator Program

The incubator program will be delivered virtually over 12 weeks to 29 students to help them create and launch their game. The program will be a mix of technical and business topics delivered by Unity and industry experts respectively. The program will culminate in a demo day, wherein students will showcase their game and attract possible investment opportunities. The program will begin on Oct 15 and end on Dec 10, 2024 with demo day.

Quality Assurance

2024-25 CPRs

All three programs with 2024-25 Cyclical Program Review start dates are currently on track for an August 1, 2025 submission. The Political Science program, Law and Justice program, and Environmental Science program must all submit their Self Study Committee compositions before October 15, 2024. Self-study orientations will be scheduled with all three programs during the week of the 21st.

2023-24 CPRs

The English, Music, and CESD programs have all submitted their self studies to the Quality Assurance Office and will be forwarded to the Quality Assurance Committee for review before November. SENEX confirmed at their October meeting that the Faculty Deans will perform the final review of the self-study prior to submission to QualCom. The Sociology Department was provided with an extension until November 1st to submit their self-study.

New programs

The Master of Science in Computer Science program proposal and the Master of Business and Global Economy program proposal are both on the agenda for the October 10th meeting of QualCom. The Master of Business Analytics program is expected to be submitted to QualCom before the end of October. It is expected that all of these programs will be ready for Senate review by January 2025.

Centre for Teaching and Learning (CTL)

Learning Management System (LMS) Ticketing Update

During the month of September 2024, the CTL received a total of 823 tickets related to a range of service requests for the eLearning team. The following table provides the details of the tickets received during the different weeks of September 2024.

Date	# Tickets	Student Tickets	Instructor Tickets	RO & Other Tickets
September 1 - 8, 2024	274	140	81	53
September 9 - 15, 2024	241	149	67	25
September 16 - 22, 2024	195	126	46	23

September 23 - 30, 2024	113	52	44	17
TOTAL TICKETS	823			

2023 vs 2024 Ticket Comparison

The table below provides a snapshot of the difference in eLearning tickets between September 2024 and September 2023.

2023 vs 2024 Comparison	
Month	Total No. of Tickets
September 2023	395
September 2024	823
Difference	428 (208%)

The following table provides a further breakdown of the sources of the tickets received.

	Total No. of Tickets	Instructor	Students	RO	Other
September 2023	395	240	150	3	2
September 2024	823	238	468	105	12
Difference	428 (208%)	2 (1.008%)	318 (312%)	102 (3500%)	10 (600%)

Faculty Training Program – Fall 2024

For the month of November, the Centre for Teaching and Learning has organized the following training sessions for faculty and staff:

Session Title	Description	Date/ Time
How to Cheat at University with AI	This session will provide an overview of how some students are using generative AI tools such as ChatGPT to avoid doing assignments. The goal of the session is to raise awareness of how generative AI tools can be exploited by students in a post-secondary context and to generate ideas about how you can adapt your assessments to reduce the opportunity and likelihood of your students using AI to avoid completing assessments themselves.	Wednesday November 6 1:30 - 3:00
Using Plagiarism Detection Software Effectively	This session will describe what plagiarism directions software does (*...and what it doesn't do*). You will learn how to enable plagiarism detection software in your courses and how to interpret the reports generated by the software. We will also discuss how to use plagiarism detection software to create teachable moments to prevent plagiarism before it becomes an issue, rather than as a purely punitive tool.	Wednesday November 13 1:30 - 3:00

Welcoming International Learners: Internationalization of Curricula (IoC) for Instructors	This workshop will provide you with practical tips to make your courses more accessible for international students. This workshop will be based on the principles of Internationalization of Curricula (IoC) as articulated by Betty Lasek and others. IoC involves the deliberate incorporation of international, intercultural, and global dimensions into various aspects of a course. This workshop will address four areas: content, learning outcomes, assessment tasks, and teaching methods.	Wednesday November 20 1:30 - 3:00
H.O.T. or Not? Level Up your Instruction with Bloom's Taxonomy	Bloom's Revised Taxonomy is a framework that can help educators design effective learning activities and assessments. This session will provide an overview of Bloom's Revised Taxonomy and its relevance to the post-secondary learning context. During this session, you will be encouraged to conceptualize an effective Higher Order Thinking, or H.O.T. learning task for one of your courses.	Wednesday November 27 1:30 - 3:00

Academic Integrity Office

The Academic Integrity Office (AIO) formally commenced operations in September 2024, focusing on establishing and strengthening internal processes while engaging with key stakeholders, and preparing for academic integrity related initiatives and activities. In September, the Academic Integrity Office staff performed the following tasks in pursuit of developing a strong footprint in the sphere of academic integrity. The activities for the month included policy review, stakeholder engagement, and preparations for student outreach initiatives.

1. Policy Review and Research: Throughout September and October, the AIO dedicated significant efforts towards reviewing and proposing improvements to the academic integrity policies and procedures at Algoma University. The AIO conducted research on academic integrity policies and practices of various Canadian universities and institutions, comparing them to Algoma's current policies and identifying relevant gaps. The ongoing review of these policies aims at enhancing transparency and alignment with best practices from peer institutions so that AlgomaU can develop robust and comparative policies and procedures to effectively deal with academic integrity violations and appeals.

2. External Relations: The Academic Integrity Office at Algoma University is now a member of the Academic Integrity Council of Ontario (AICO) and the International Centre for Academic Integrity (ICAI), with the Manager, Academic Integrity, Dr Muhammad Ashraf, serving as Algoma University's Representative. Our representation at these significant platforms will pave the way for deeper interactions and engagements with other institutions and bodies thereby increasing opportunities of collaboration and displaying our strong commitment to academic integrity.

3. Stakeholder Engagement: Engaging with stakeholders has been a key focus for the AIO. During September and October, several important relationships were established, and collaborative initiatives were explored between the staff of Academic Integrity Office and other university departments and offices including Student Services, Student Success, the University Library, and Algoma University Student Union (AUSU). Furthermore, the AIO staff met with Laurie Bloomfield, the Acting Chair of the Appeals Committee, where critical issues related to the Academic Integrity Violation (AIV) process and policy review were discussed. As a result, the AIO has now been tasked to consult with faculty and students on current academic integrity practices and procedures for identifying relevant issues and suggesting areas for improvement. AIO will be working closely with the Deans' office, Registrar Office, University Secretariat, and the Academic Standards and Appeals Committee to pursue this work in order to enhance procedural fairness. Furthermore, the AIO has met with senior staff from the Student Services and Student Life teams to discuss potential collaborations in hosting academic integrity promotional events.

4. Student Engagement and Outreach Initiatives: To foster student awareness and engagement, the AIO has developed plans for a series of workshops and campaigns. These initiatives are scheduled to take place throughout the Fall 2024 term:

- International Day of Action for Academic Integrity: Algoma University will be participating in the *'International Day of Action for Academic Integrity'*, scheduled for October 16, 2024 and organized by the Academic Integrity Office. The event aims to promote academic integrity on a broader scale through social media campaigns and direct student engagement.

- Student Integrity-Building Workshop Series: Academic Integrity Office has organized a series of integrity-building workshops for students. These sessions, starting Thursday, October 24th, will focus on raising awareness and educating students on academic integrity related topics and trends. The details of the workshops are provided below:

Dates	Workshop Title	Virtual Workshop Times and Link	In-Person Workshop Times and Locations
Thursday, October 24	Introduction to Academic Integrity	1 - 2 pm Click here to join the virtual workshops	2:30 - 3:30 pm - Brampton Campus - LL Lounge (rsvp required)
Thursday, November 7	Avoiding Plagiarism		2:30 - 3:30 pm - Sault Ste. Marie Campus – NW 201
Thursday, November 14	Using Gen AI Tools Responsibly		2:30 - 3:30 pm - Brampton Campus - LL Lounge
Thursday, November 21	Ethical Collaboration		2:30 - 3:30 pm - Sault Ste. Marie Campus – NW 201
Thursday, November 28	Avoiding Cheating in Exams & Assessments		2:30 - 3:30 pm - Brampton Campus - LL Lounge
Tuesday, December 3	Final Assessments and Beyond		2:30 - 3:30 pm - Sault Ste. Marie Campus – NW 201

- <u>Student Drop-in Hours</u>: Starting Tuesday, October 21st, the AIO will be offering Drop-in Hours to students, both in person (Brampton campus only for this term) and virtually, throughout the Fall Term. A total of 6 drop-in hours per week will be offered to students, spread across two days (Tuesdays and Wednesdays). These Drop-in Hours are to be utilized by students who wish to meet with the Academic Integrity Officers to discuss any matters pertaining to academic integrity (details below). A communication memo will be sent to all students and posters will be displayed across all campuses for student information and awareness.

Days	Time	Virtual	In-Person
Tuesdays	11:00-2:00 pm	https://meet.google.com/dej-sagn-zvr	Room 508 (24 Queen St.) Suneth Wijeratne
Wednesdays	11:00-2:00 pm	https://meet.google.com/dej-sagn-zvr	Room 508 (24 Queen St.) Lucia Velu

- <u>Academic Integrity Course Completion</u>: The Academic Integrity Office is working on establishing an efficient mechanism for tracking Academic Integrity training module completions. The tool intends to help in monitoring student progress of the course and ensuring broader compliance with the academic integrity requirements. So far, 1502 students have completed the Academic Integrity

training module. The training module was launched at the end of August 2024. The AIO is also developing a communications strategy to reach out to students on a regular basis and encourage course completion. Also, plans are underway to engage faculty in motivating students to complete the course.

University Librarian and Wishart Library

- Our library is now a member of the Human Library Organization, a registered international not for profit. We'll soon be hosting events where we can experience people's unique stories in a safe and educational format. Look out for upcoming events!

  [Human Library](#)

- Canadian Research Knowledge Network Consortia

  As Algoma University is a voting member of CRKN, Robin Isard attended the Member's Meeting for us this October. CRKN gives us discounted consortial access to many of our major research databases (JSTOR, Elsevier, Taylor and Francis, Sage, Wiley). Robin and the Library will be reaching out in 2025 for information purposes regarding the future of our publishing agreements with these Big Top five vendors.

- Information Literacy Sessions ~ Brampton Campus

  Nicole Gajda, our Public Services Specialist, organized and administered several Information Literacy sessions on the Brampton Campus October 7 to 11, 2024. She connected with many students and would like to thank the faculty who collaborated with her to arrange the sessions.

University Registrar

Fall '24 Final Exam Schedule

Data collection for the Fall '24 final exam schedule has been completed. Our thanks to those faculty members who responded to our requests for information. We expect the schedule to be completed and released on November 7th.

Final Exam Policy Reminders

Faculty members are reminded that no classroom tests including 'take-home' tests/examinations are to be given during the last week of the term. Minor tests, labs quizzes and other methods of evaluation worth 10% or less are permitted if regularly scheduled and noted in the course syllabus. In all cases, the final examination will be worth a minimum 25% of the student's evaluation/final grade. All final examinations are scheduled during three hour time-slots, however, as determined by the instructor, the minimum duration time for a final examination may be two hours in length.

Winter '25 Course Schedule

A revised and updated Winter '25 course schedule was released during the week of October 14. At the request of departmental representatives, and taking into account changes in anticipated enrollment, revisions were made to the schedule mostly within these faculties: FoBE, SCOSC, DCESD. Please take a moment to familiarize yourself with the updated schedule.

Proposal for Updated Academic Progression Policy

As part of the Registrar's Office Strategic Enrollment Management activities, we have been developing an updated academic progression policy. The changes are designed to allow for identification of students at risk far earlier than our current practice. Shelley Mitchell, Associate Registrar, Advising and Enrollment, will be reaching out to all Departmental Chairs to begin a process of consultation on the proposed policy changes. Faculty Councils will be part of the consultation process and, ultimately, the proposed policy will be brought before Senate for approval. The target date for implementation of the new policy is August 2025.

Career and Experiential Education

Hiring of Staff to Support Creekbank Campus

We are pleased to announce the hiring of two new staff members who will be dedicated to assisting students at the Creekbank campus. Their focus will be on career exploration and employer development, ensuring that students have access to the guidance and support they need to navigate their career paths. These hires reflect our commitment to expanding career services and providing tailored support to students at all of our campuses.

Preparing to Launch CareerNavigator (Orbis System

We are in the final stages of preparing to launch the CareerNavigator platform, powered by Orbis. This innovative system will provide students with a centralized resource for career exploration, job searching, and accessing career development tools. We anticipate that this platform will enhance the student experience by offering easy access to employer connections and career resources. The launch of CareerNavigator is a key step in modernizing our career services and making them more accessible to students across all campuses.

Expanding Presence on All Campuses

As part of our strategic initiatives, we are also preparing for a more significant presence on all of our campuses, including Creekbank and the main campus. Our goal is to ensure that career services and experiential learning opportunities are fully integrated into the student experience, no matter where students are located. This expanded presence will allow us to better serve our students, strengthen employer partnerships, and increase visibility of our career resources and services.

Respectfully submitted,

Donna M. Rogers, PhD