

Senate Agenda

Friday, July 8, 2022

10:30 a.m.

Zoom Conference:

<https://us02web.zoom.us/j/88092461985?pwd=U0lreXJHWEk2NkphTzR6MFdmL1ZZUT09>

Meeting ID: 880 9246 1985

Passcode: 194317

1. **Acknowledgement of the Traditional Territory**

As we begin this Nipissing University Senate meeting, I would like to acknowledge that we are in the territory of the Robinson-Huron Treaty of 1850 and that the land on which we gather is the Nipissing First Nation Traditional Territory and the traditional territory of the Anishnabek. We respect and are grateful to hold this event on these lands with all our relations.

2. **Approval of the Agenda**

3. **Adoption of the Minutes of the Senate Meeting of: May 27, 2022**

4. **Business Arising From the Minutes**

5. **Reading and Disposing of Communications**

6. **Reports From Other Bodies**

- A.
 - (1) President
 - (2) Provost and Vice-President Academic and Research
 - (3) Vice-President Finance and Administration
 - (4) Board of Governors
 - (5) Alumni Advisory Board
 - (6) Council of Ontario Universities (Academic Colleague)
 - (7) Joint Board/Senate Committee on Governance
 - (8) NUSU
 - (9) Others

- B. Reports from Senate members

7. **Question Period**

8. Reports of Standing Committees and Faculty Councils**Senate Executive Committee**

Motion 1: That the Report of the Senate Executive Committee dated June 30, 2022 be received.

Academic Curriculum Committee

Motion 1: That the Report of the Academic Curriculum Committee dated June 21, 2022 be received.

Faculty of Arts and Science**MSc Mathematics**

Motion 2: That Senate approve the creation of COSC-5057 Computational Thinking as outlined in the attached template.

Motion 3: That Senate approve the requirements for the thesis route MSc in Mathematics program to be changed as outlined in the attached document.

Post-Baccalaureate Diploma in Environment and Sustainability Proposal

Motion 4: That Senate approve the creation of the Post-Baccalaureate Diploma in Environment and Sustainability as outlined in the attached document.

Admission Requirements

Motion 5: That Senate approve that the admission average for Concurrent Education be changed to 70%.

Motion 6: That Senate approve the modified admission requirements for the Business post-baccalaureate diplomas.

Academic Quality Assurance and Planning Committee (AQAPC)

Motion 1: That the Report of the Academic Quality Assurance and Planning Committee dated June 21, 2022 be received.

Motion 2: That Senate approve the revised Graduate Studies Oral Defence Examination Regulation.

By-laws and Elections Committee

Motion 1: That the Report of the By-laws and Elections Committee dated June 21, 2022 be received.

9. Other Business**10. Amendment of By-Laws**

NOTICE OF MOTION

Rationale: To clarify the interpretation of the language to indicate that elections for student Senators shall be conducted by the NUSU general membership, not the NUSU Board. Information regarding the fall by-elections was also added. Changes to the By-laws will better reflect the NUSU By-laws and what actually takes place.

5.0 Election of Student Senators

5.2 Conduct of Elections

Current:

- (a) Elections for the undergraduate and graduate student representatives shall be conducted by the NUSU Board, coincident with its annual delegate elections.

Change to:

- (a) Elections for the undergraduate and graduate student representatives shall be conducted by NUSU in accordance with its annual Director-at-Large elections. If any student Senator positions are vacant after the elections, a by-election will be held in the early fall semester in attempts to fill them.

Current:

- (b) Notwithstanding the conduct of the elections in (a) by the NUSU Board, the elected undergraduate and graduate student representatives shall be deemed to have no formal affiliation with NUSU or accountability to NUSU, in carrying out their responsibilities as Senators.

Change to:

- (b) Notwithstanding the conduct of the elections in (a) by NUSU, the elected undergraduate and graduate student representatives shall be deemed to have no formal affiliation with NUSU or accountability to NUSU, in carrying out their responsibilities as Senators.

11. Elections

- Elect one (1) faculty Senate representative to serve as Deputy Speaker of Senate for a three-year (3) term effective July 1, 2022 to June 30, 2025.
- Elect four (4) tenured faculty members, with at least one from each faculty, to be elected by Senate to serve on the Committee for the Search/Appointment/Reappointment of the Provost and Vice-President, Academic.
- Elect four (4) tenured faculty members, with at least one from each faculty, to be elected by Senate to serve on the Committee for the Search/Appointment/Reappointment of the Associate Vice-President Research.

Link to the Search/Appointment/Reappointment of Senior Academic Administrative Officers Policy: <https://www.nipissingu.ca/sites/default/files/2021-03/search-appointment-reappointment-of-senior-academic-administrative-officers.pdf>

12. New Business

13. Announcements

14. Adjournment

Nipissing University
Minutes of the Academic Senate Meeting

May 27, 2022

10:30 a.m.

Zoom Videoconference

Members Present:

K. Wamsley (Chair), C. Richardson, C. Sutton, P. Maher,
J. McAuliffe, J. Nadeau, P. Radia, D. Iafrate, N. Black

D. Campbell, N. Colborne (Speaker), S. Connor, J. Dech,
H. Earl, R. Gendron, L. Hoehn, M. Litalien, K. Lucas, C.
McFarlane, S. Renshaw, S. Srigley, T. Stewart, M. Tuncali,
R. Vernescu, S. Winters

J. Allison, C. Anyinam, B. Elliott, K. Ferguson, C. Greco, T.
McParland, L. Peachey, P. Ravi, G. Raymer, A. Schinkel-
Ivy, T. Sibbald, A. Wagner

O. Pokorny

J. Smith, K. Wilcox

S. Smits

R. McEntee, M. Taylor, H. Panchal, P. English, S.
Pecoskie-Schweir

Absent With Regrets:

A. Hatef, J. Murton, G. Phillips, M. Saari

C. Irwin, L. Sinclair

A. Armenakyan, G. Brown, R. Hoffman, A. Kociolek, J.
Muterera

Approval of the Agenda of the Senate Meeting of: May 27, 2022

Motion 1: Moved by T. Sibbald, seconded by S. Winters that the agenda of the Senate meeting of May 27, 2022 be approved.
Carried

Adoption of the Minutes of the Senate Meeting of: May 13, 2022

Motion 2: Moved by T. Sibbald, seconded by T. McParland that the minutes of the Senate meeting of May 13, 2022 be adopted.
Carried

The Speaker opened the meeting with a welcome to the traditional territory: As we begin this Nipissing University Senate meeting, I would like to acknowledge that we are in the territory of the Robinson-Huron Treaty of 1850 and that the land on which we gather is the Nipissing First Nation Traditional Territory and the traditional territory of the Anishnabek. We respect and are grateful to hold this event on these lands with all our relations.

Business Arising From the Minutes

The Deans announced the numbers of graduands by faculty and degree and congratulated the students and faculty on their achievements.

Reports From Other Bodies

The President provided a brief report advising that the 2022-2023 Budget was passed by the Board of Governors at their last meeting on May 12. It was a deficit budget, therefore not a typical budget. The VPFA will present a high level view of the budget.

Appreciation was expressed for the attendance and support received for the recent Town Hall meetings. Follow up meetings have been held with some departments to discuss next steps. It is the hope that departments and schools will meet to discuss the issues at hand and bring issues forward to their Deans as we begin to convene meetings moving towards strategic planning. A small committee, led by the Director of Advancement and External Relations, will be providing background work and collecting documents from across the country to assist with deliberations. Over the next few months, through a series of micro meetings, he hopes to engage as many colleagues as possible, including Senators, Board members, staff, students, and members of the community.

The President encouraged all faculty and staff to attend convocation. Eight ceremonies will be held to celebrate three years of students, and he looks forward to seeing everyone.

The Provost and Vice-President Academic and Research (Interim) advised that she was pleased to attend the post Town Hall meetings for the Faculty of Education and Professional Schools and that she looks forward to having similar discussions with Faculty of Arts and Science.

The VP Finance and Administration presented the 2022-23 Budget. The Assistant Vice-President Finance and Infrastructure was recognized by the Speaker and shared the 2022-2023 Budget Report outlining the revenue and expenses, overall domestic and international forecast, the draft operating and ancillary budgets, consolidated budget, sustainability plan initiatives, draft budget projections, and the net expendable net assets. The presentation is attached to the minutes.

This budget consists of a fully consolidated deficit of \$3.2M which was reduced to \$2.3M by using some internally restricted funds and reserves. It also includes a \$3M deficit in the operating fund and a \$2.2M surplus in the ancillary fund. This deficit reflects the limitations imposed by the province, but it also reflects new investments in revenue generating activities and meaningful policy and program changes on campus. It is a hopeful budget, not just another deficit budget, and is a turning point for the university to begin to build for the future and create additional revenue streams. Discussions with the province will continue with respect to what we feel would be a fair allocation of funding.

Allocating scarce resources made for a very difficult year. When looking at our revenues, you can see that 47% of total revenue is grants and 35% is regulated tuition, therefore 82% of our base revenue including corridor and grant revenue from the province, as well as tuition, is frozen. The areas that we can make a difference in are the non-regulated tuition, increasing our international enrolment, and revenue streams that are related directly to ancillary revenues and other revenues. It is a small portion of our total revenue that we can effect change in. When we look at expenses, salaries and benefits and our non-staff expenses that are not frozen, we have a challenge every year trying to figure out how to bridge the \$1.6M gap. The gap was reduced using internal reserves to a \$767,000 deficit in the combined operating and ancillary budget. Domestic fee enrolment has been consistent, and we are forecasting it to stay that way until 2024-25. There may be some changes in the forecast as we develop new programs and continue to attract students in our popular programs. A relatively stable domestic fee enrolment growth is projected and that is a conservative projection. A relatively conservative growth in international student enrolment is projected, with a slow and steady growth as we increase our international student enrolment.

A summary of the total operating budget was provided, projecting an additional \$2.5M in revenue next year. A \$1M grant for 2022-23 was received by all the northern universities and colleges. Notification was also received that some additional nursing funding will be received. Instructional staff expenses are staying consistent. A million dollar increase to non-instructional staff represents the investment in positions to support revenue generating activities that we will be engaging in this year and in years to come. This budget is also based on the assumption of a full return to campus. Four positions were invested in in external relations, finance, and the RO offices. Positions have also been added in EPS to support the additional education and nursing students.

The operating fund deficit is \$3M, and progress is being made in tackling our structural deficit. The ancillary budget has some significant increases in revenue of about \$1.5M. We anticipate that our residences will soon be back to a 95% occupancy. Investments were made in positions to generate this income for an increase in revenue of \$1.42M. Salaries and benefits have also increased as we require people to support these activities. Revenue of \$173,000 is projected from extended learning in the Teaching & Learning Department. Expenses are up, and we are forecasting about \$1M in additional surplus in our ancillary activities. This is where we think we can generate revenue to support the deficit in the operating fund. The VPFA thanked Steven Tedesco and Renee Hacquard for their work, advising that the detail in the budget improves every year.

In response to a request for the university's total long term debt, the VPFA advised that the total long term debt of the university is \$33,492,000. She also advised that our debt compared to other universities is a reasonably low. Following a request for clarification of the amount of the overall debt of the institution, the VPFA clarified that the total liabilities on the balance sheet were \$104M, but that is made up of short term payables, debt, deferred revenues, and contributions.

Concerns were expressed that our enrolment is down compared to last year with June 2 the deadline for 101 students' final decisions, and the assumption of an increase in international students that did not occur. The VPFA indicated that we will be watching enrolment carefully and once final numbers are in, we will compare them to the budget and make in-year decisions accordingly.

The Registrar also advised that she is monitoring the numbers closely and she shares the same concerns. Provincially the confirmation numbers are down, so this is not unique to Nipissing. Students seem to be waiting longer before accepting offers, and students are submitting just over 5 applications, so a lot more applications are going out to institutions. Additional offers have been sent out in nursing and education, and the numbers continue to be monitored. The Ministry has also given us extra seats in nursing and more offers will be sent out for the September and January intakes. The Manager of International Recruitment and Admissions just returned from travel in India in which we have seen 35 applications so far. Work is also ongoing with the Faculty of Arts and Science on a call campaign for students that have outstanding or alternate offers to ensure that they understand what this means. The recruitment team is also communicating with these students, so there are a lot of activities and initiatives taking place to ensure that we meet our target numbers.

It was noted that student attrition at universities is also occurring in the US. An article in the New York Times speaks to the reduced numbers with student enrolment down more than one million students in the US. The article can be found at the following link:
<https://www.nytimes.com/2022/05/26/us/college-enrollment.html>

In response to a question as to what the predictions of international student enrolment are based on, the VPFA advised that we look at what other universities have achieved and the demand for international students in Ontario and what the interests are. There is a variety of information that comes together, and these are our conservative estimates. The projection is a collaboration with the Registrar, the Director of Institutional Planning and Analysis and the International Recruitment Department.

Following a question as to whether we are considering moving towards a hybrid campus model, the VPFA responded advising that all factors are being considered moving forward and we need to think about how best as a university we respond to our environment to be sustainable and successful in the future.

The President informed that since the Town Hall meetings, faculty members having been coming forward with ideas about hybrid models and online education, extended learning, and continuing education. This is the time for us to look at these ideas, but we need to be careful with our data and review the trends before we proceed.

In response to a question as to whether the university has a plan for marketing and generating a brand for the university, the President reported that resources have been added to our Communications Department and we have a digital marketer who will look after advancing our strategy. In determining our brand, we must decide what we are best at and what is going to be important as we develop our five year plan and how best to get this information out to the world.

It was noted that the efforts taken to advance the university internationally are appreciated, but given the effects of inflation and the high tuition American students pay, have efforts been made to target and attract American students?

The Registrar advised that we have started focusing on the Indian market and other markets of growth in Vietnam, Latin America, and the Philippines, but the US market has not been identified as a growing market for us at this time.

In response to a request that an update on the long term total debt of the university be included in the fall Senate meeting, the VPFA advised that a summary can be provided in the fall once the 2022 financial statements are complete.

On behalf of the Board of Governors, Senator Smith acknowledged the individual and collective efforts of all the faculty and staff in this challenging and Covid effected year. The Board is proud of the many successes and appreciates all you do daily and over the course of the year to guide and lead our students. The Board is looking forward to celebrating together at the June convocation ceremonies.

The NUSU VP Advocacy and Awareness provided a report. The report is attached to the minutes.

Question Period

The following question was asked by a Senator with the request that it be included in the Senate minutes:

Senator Wamsley has told us on many different occasions and in many different forums that we have a structural deficit, and in fact Senator Sutton presented a budget that illustrated that we have a structural deficit as a result of unfunded seats in the province, a shortfall in the northern grant, a problem with our corridor funding and its limitations, the fact that the province has put limitations on increasing tuition, no endowments, and very few international students. This means a revenue crisis. At the town hall you made it quite clear that you want us to make programmatic changes to stave off what happened at Laurentian University. You said it's not happening right this second, but it could happen down the road, as if our programs are the cause of our financial woes. If you look at Senate minutes for the past 10 years they are filled with programmatic and course changes, program development, and name and credit changes. We have changed and we have cut until we have nothing left to cut. We are in some ways a shadow of a university. We have no intellectual programs and no seminars and no money for anything. Faculty is tired of bearing the responsibility for the university's financial woes. Can you please tell Senate how merging departments and reorganizing programs will make up for years of systematic underfunding and the failure of senior administration to generate revenue? How does merging History with Classics generate money or make us a more desirable university destination? Students who are attracted to Nipissing University want recognizable departments and programs, they want English and History as teachables. When has program reorganization ever saved a university? She has deep doubts that more programmatic changes will solve our revenue problems. You may not be able to answer this question today, but she does think that this is something important for Senators to think about. Programs are not our problem. The fact is that we don't have students and we have a revenue crisis.

The President responded, advising that we have a structural deficit that has been caused by many different issues that have piled up over a long period of time. It is true that all the alternative revenue generation that we are proceeding with now, and academic program reorganization with respect to structure or reoffering or repackaging of academic material in some other format, is not going to save the day. On the record, there is no doubt that these issues are not the root cause of our problems, however, he needs to go to the province in a partnership and say, "Minister this is your responsibility, and even after you give us the unfunded seats and you give us a greater portion of the northern grant and you permit us to provide inflationary costs to tuition as we need to, we still need to solve the long term funding of Canadian universities". The major work that needs to be done is with the government of Ontario.

However, we have abdicated our responsibilities on a number of fronts, such as, fundraising, attracting international students, creating a provincial and a national brand that will attract students, and some niche programming that is specific to North Bay. The point being is that we must check these categories to say that we are attracting conferences to our campus, we are selling food to our students, we are taking over operations, and we are offering extended learning courses, all with the expectation of making money. We are asking that you look at the cost of offering our academic programs and ask questions of different groups. Ask questions about how they are organized, and how some of the costs that we incur for teaching could be avoidable or are costing too much according to the tuition revenue that we bring in. For example, we must solve the issue of not enough students in all the majors that we offer. With such a small number of faculty members we have too many departments and this is inefficient. We must be able to tell the Treasury Board that we have become completely cost efficient, and we need to be able to show the province that we have done everything we possibly can. It's great that we have many students in Education, Business and Nursing, as there is a high market demand for these programs, and they bring in the most students. But, are you doing all that you can do to provide revenues for the university so that our other programs can also flourish? He believes that A&S with the current enrolment trends needs the help of the professional programs to survive and thrive. He does not mean to place undue emphasis on academic programs, but that's one area that the Auditor General, Treasury Board and the Board of Governors are telling us that we need to ensure that we have investigated fully. We must develop a strategic plan that highlights the strengths of our future. For example, Indigenous students and programming are strengths of the future that we need to invest in.

The President is asking all our academic leaders and professors to go back and look at what we can do differently. He does not want to evoke any more cost cuts from the top, but would like this to be generated from professors for which this is their passion. He is encouraging these difficult questions in all corners of our institution to make sure that we are doing everything we can to make our university thrive.

A concern was raised that we remain recognizable, for example Education students that have teachables in History and English and can still take courses in History and English rather than in merged departments. How will this save money as it just seems to move students around. What you are asking is that the larger programs, i.e.: the professional schools, bring in the smaller A&S programs to share and redistribute students.

The President advised that he is asking to put more money into the university pot, selflessly, and look at the Faculty of Arts and Science to develop a new school which would give us a more recognizable brand that would make the Faculty thrive.

A request was received that further information be included in the strategic planning data that is being presented, i.e.: tables, charts, figures and graphs, as well as the inclusion of a recommendation for action from the Senior administration (the action the administration is recommending to faculty as the result of the analysis of the data and accompanying charts, figures and numbers with an analysis in words and sentences that can be used to help understand and interpret the data). This analysis should show precisely how new revenue would be generated as a result of the action they have been asked to take and what the costs are of the new action, costs such as more work for faculty, the ability to attract Department Chairs, etc., It was also requested that this information be received 5 days in advance of the meeting so that discussions can be held prior to meeting.

In response, the President emphasized that we are all in this together, and we need to take steps to provide support. When critical questions are raised about what we are doing we have to provide the data. We are not two sides, and we need to proceed as a team for strategic planning. We will endeavour to provide consistent data across the board.

It was noted that these types of conversations involve the Board of Governors to a greater degree. Board members used to be involved in donor recruitment and were an integral component of our money making strategy.

The President advised that Board members are recruited in part due to their connections in the community, with alumni and potential donors. He has had success in the past by forming cabinets. The cabinets are formed, and they go out and raise money. He is looking forward to engaging further in this area.

It was noted that there are numerous committees throughout the university that have been meeting to figure out ways to expand engagement and enrolment among students every year. These committees seem to have had the same conversations over the years with ideas being brought up but with little action being taken. Faculty, specifically in the Business department, have not been included in conversations in which their expertise could be helpful. Students have also not been asked for their feedback, or if feedback was provided it hasn't been implemented or it has been disregarded. What will the university do to ensure that the information being given is properly utilized, recorded, and implemented as we look to revitalize student interest in the university? As well, many of the same issues are being brought up by students that were brought up several years ago, but the issues are now being attributed to Covid. What will the university do to fix these issues?

The President responded by advising that a good mechanism is the regular meetings that the President has with NUSU. NUSU does an excellent job of capturing student sentiment with respect to the important issues on campus. He welcomes the students' views on recruitment and student retention as well as branding of the university's image, and is very interested in student feedback. Faculty participation and alumni participation is also very important.

NUSU will share that information. There have been complaints that resulted in responses that it was because of Covid, but these issues were pre-Covid. Now that the campus is transitioning back to in person what are the plans to address these issues?

The President advised that he made his first appeal to staff members in the Town Hall meeting about how we can coalesce in the coming years and that there will be an emphasis on student service and attending to student problem solving as teams. He advised that the Provost is forming a new group of individuals who are not managers, but members of current siloed teams to come together to discuss issues such as this so that problems raised don't fall through the cracks. Our business is to serve and help students. We have learned a lot from the pandemic about being empathetic. We also need to be thorough, and ensure that problems are solved and follow up occurs to ensure that the problem is solved. That is how we build our reputation and retain students.

The PVPAR also advised that it is beneficial to schedule regular meetings with the Deans' offices, as she appreciated hearing firsthand from NUSU when issues arose, and this often led to the issue being resolved by the office right away. She encouraged NUSU members to schedule regular meetings with the Deans, and advised that she is also happy to schedule regular meetings with NUSU.

Following a question regarding a rumor that one of the cost saving initiatives is to eliminate course releases, the VPFA advised that she was not aware of where this rumour originated as the value of the service and the work that happens when there are releases is recognized. The fact is that if faculty are replaced with a part-time professor for the course release, it does cost money. She is not suggesting that we are not getting value from the activity that is being performed, but if faculty members are replaced, it does cost money. She advised that both the PWC and the Treasury Board spoke to the number of releases that the university has compared to releases at other universities.

In response to a question as to the value of joining and eliminating departments if the assumption is that course releases are value neutral, the VPFA advised that this is a complex answer, which would require more data. The Provost will be joining the A&S Executive meetings and will be working with A&S colleagues. Data will be provided to support these conversations.

To prepare for strategic planning, a request was made that a data profile be provided to faculty as to where our students come from, their income level, and what their expectation are. We also need to think about the decisions that have been made in the past and how the university has been structured. We can't just reduce. A whole cultural shift must take place on how we make decisions and how we see ourselves as a university. We need to work very hard to see how the university can move forward, keeping in mind the historical decisions that have been made and how we move forward. The university has always had problems in terms of money and deficits, but we managed to survive relying on process and procedure and not cutting the teaching budget.

It was also noted that we need to consider and appreciate the history of the university. Many professional school accreditation requirements and regulations depend on the next steps. This is crucial and important. Our student profile and our identity are an important piece. Our professional accreditation and regulators' reports require us as faculty to explore interprofessional education and interprofessional collaboration in a more serious manner. Our students currently do not learn with other students outside of their electives. Our accreditation depends on it. We do not view this as a negative movement but as a requirement for the practitioner and scholar of the 21st century.

In response to a question raised regarding campus access and when the entrance doors, specifically the doors by the accessible parking spaces, will be unlocked, the Director of Facility Services was recognized and responded by advising that he has spoken with our partners at Canadore and with Campus Security and a request was made to have the doors by the shared gym and the pond opened. Campus Security had requested that some limited access be kept so that the situation could be monitored over the first few weeks when it was initially decided we would take a pause on the vaccine requirements but maintain masking. He has met with the Manager of Health and Wellness about opening more lobby spaces and they are working towards all the doors being open again.

Reports of Standing Committees and Faculty or University Councils

Senate Executive Committee

Motion 3: Moved by K. Wamsley, seconded by M. Litalien that the Report of the Senate Executive Committee dated May 19, 2022 be received.
Carried

Motion 4: Moved by K. Wamsley, seconded by M. Litalien that the Annual Report of the Senate Executive Committee dated May 19, 2022 be received.
Carried

Academic Awards, Appeals and Petitions Committee

Motion 5: Moved by D. Iafrate, seconded by A. Schinkel-Ivy that the Annual Report of the Academic Awards, Appeals and Petitions Committee dated May 4, 2022 be received.
Carried

Academic Curriculum Committee

Motion 6: Moved by C. Richardson, seconded by D. Campbell that the Annual Report of the Academic Curriculum Committee dated May 5, 2022 be received.
Carried

Honorary Degrees Committee

Motion 7: Moved by K. Wamsley, seconded by C. Greco that the Annual Report of the Honorary Degrees Committee dated April 4, 2022 be received.
Carried

Joint Committee of the Board and Senate on Governance

Motion 8: Moved by K. Wamsley, seconded by S. Srigley that the Annual Report of the Joint Committee of the Board and Senate on Governance Committee dated May 24, 2022 be received.
Carried

Research Committee

Motion 9: Moved by J. McAuliffe, seconded by T. Stewart that the Annual Report of the Research Committee dated May 1, 2022 be received.
Carried

Teaching and Learning Committee

Motion 10: Moved by G. Raymer, seconded by M. Litalien that the Annual Report of the Teaching and Learning Committee dated April 12, 2022 be received.
Carried

Elections

- Elect one (1) faculty Senate representative to serve as Speaker of Senate for a three-year term effective July 1, 2022 to June 30, 2025.
T. Sibbald - ACCLAIMED
- Elect one (1) faculty Senate representative to serve as Deputy Speaker of Senate for a three-year term effective July 1, 2022 to June 30, 2025.
Four nominations were received, and three of the nominees declined the nomination. A fourth nomination was received, but the Senator was not present at the meeting. The election will be included in the July 8, 2022 Senate agenda.

Announcements

The Provost and Vice-President Academic and Research (Interim) was pleased to announce the recipients of the following Chancellor’s Awards for Excellence:

- Dr. Charles Anyinam, Chancellor’s Award for Excellence in Teaching (FASBU)
- Erin Dokis, Chancellor’s Award for Excellence in Teaching (CASBU)
- Dr. Sal Renshaw, Chancellor’s Award for Excellence in Service

Congratulations to all and thank you to the committee members that met to review the incredible nominations.

The PVPAR thanked the Speaker for his service over the past several years, and thanked him for his leadership and guidance in this role. She also thanked the Deputy Speaker for accepting the role of Speaker.

Adjournment

Senate was adjourned at 12.15 p.m.

.....
K. Wamsley (Chair)

.....
S. Landriault (Senate Secretary)

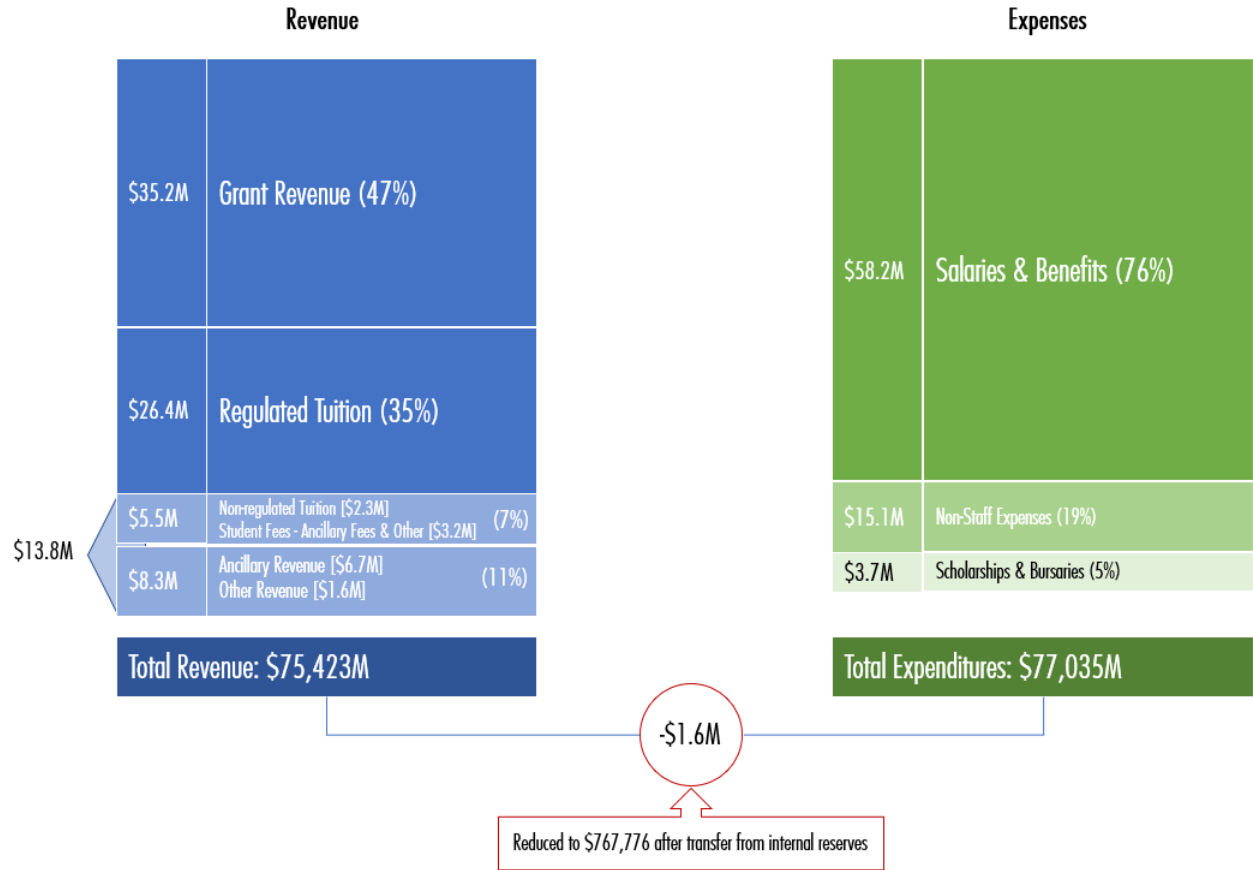
NIPISSING UNIVERSITY

Budget Report 2022 – 2023

Presented to:
Academic Senate
May 27, 2022

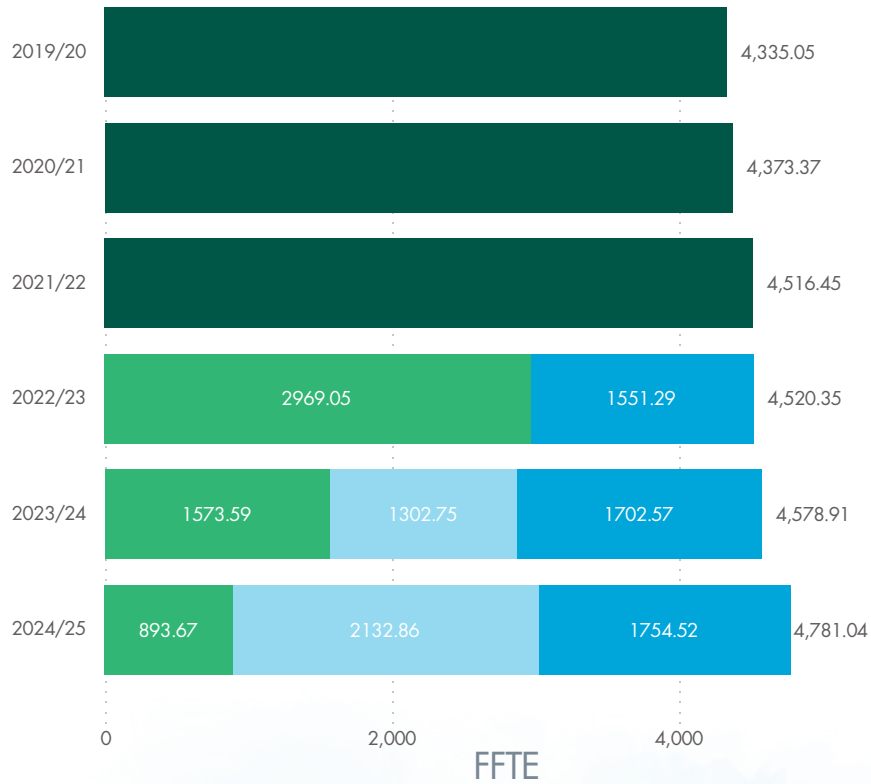


FY2023 – Fund 10&15 (April 21, 2022)

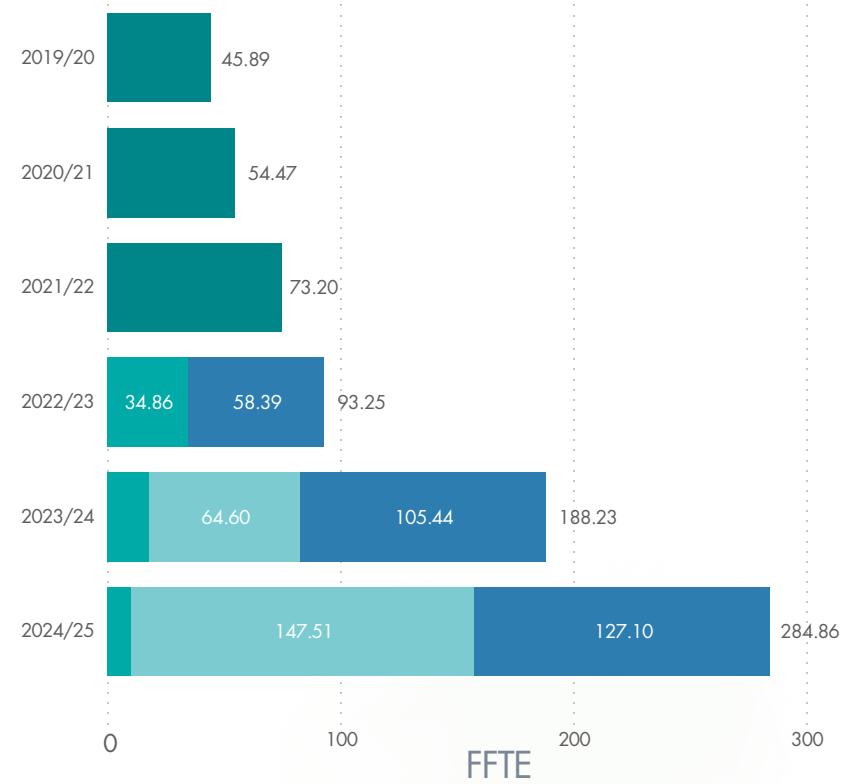


Overall Domestic & International FFTE Forecast

Domestic Fee Enrolment



International Fee Enrolment



● Historical FFTE ● Returning FFTE ● Incoming Returning FFTE ● Incoming FFTE

● Historical FFTE ● Returning FFTE ● Incoming Returning FFTE ● Incoming FFTE

NIPISSING UNIVERSITY
2022-2023 Draft Budget - Operating

	2022-2023 Draft Budget	2021-2022 Projected	2022-2023 Budget to 2021-2022 Projections Variance	% Variance
Revenue				
Government Grants	\$ 35,224,073	\$ 33,802,669	\$ 1,421,404	4.2%
Regulated Tuition	\$ 26,354,650	\$ 26,245,985	\$ 108,665	0.4%
Non-regulated Tuition	\$ 2,314,051	\$ 1,579,192	\$ 734,859	46.5%
Student Fees - Ancillary & Other	\$ 3,175,028	\$ 3,052,394	\$ 122,634	4.0%
Other	\$ 1,640,016	\$ 1,500,912	\$ 139,104	9.3%
Revenue Total	\$ 68,707,818	\$ 66,181,152	\$ 2,526,666	3.82%
Expenses				
Instructional Staff	\$ 30,331,234	\$ 30,322,540	\$ 8,694	0.0%
Non-Instructional Staff	\$ 17,832,308	\$ 16,828,137	\$ 1,004,171	6.0%
Benefits	\$ 9,477,969	\$ 9,049,524	\$ 428,445	4.7%
Salary recoveries	-\$ 1,518,541	-\$ 1,950,587	\$ 432,046	-22.1%
Total salaries & benefits	\$ 56,122,970	\$ 54,249,614	\$ 1,873,356	3.5%
Non-staff expense	\$ 12,676,946	\$ 12,852,344	\$ (175,398)	-1.4%
Scholarships and Bursaries	\$ 3,683,760	\$ 4,130,173	\$ (446,413)	-10.8%
Expenses Total	\$ 72,483,676	\$ 71,232,131	\$ 1,251,545	1.76%
Surplus (Deficit) Before Undernoted	\$ (3,775,858)	\$ (5,050,979)	\$ 1,275,121	-25.2%
Transfers				
Transfers (to) from other funds	\$ 763,391	\$ 614,766	\$ 148,625	24.2%
Transfers Total	\$ 763,391	\$ 614,766	\$ 148,625	24.18%
Total Operating Deficit	\$ (3,012,467)	\$ (4,436,213)	\$ 1,126,496	-25.39%

NIPISSING UNIVERSITY
2022-2023 Draft Budget - Ancillary

	2022-2023 Draft Budget	2021-2022 Projected	2023 Budget to 2022 Projections Variance	% Variance
Revenue				
Accommodations	\$ 6,102,885	\$ 5,129,635	\$ 973,250	19%
Ancillary services	\$ 288,000	\$ -	\$ 288,000	0%
Conference Services (Corporate events and Summer Accommodations)	\$ 139,570	\$ 64,096	\$ 75,474	118%
Extended Learning	\$ 173,153	\$ -	\$ 173,153	0%
Other	\$ 13,000	\$ 40,392	\$ (27,392)	-68%
Revenue Total	\$ 6,716,608	\$ 5,234,123	\$ 1,482,485	28%
Expenses				
Salaries and Benefits	\$ 2,093,628	\$ 1,519,677	\$ 573,951	38%
Operating	\$ 654,930	\$ 658,202	\$ (3,272)	0%
Occupancy	\$ 628,300	\$ 625,300	\$ 3,000	0%
Long term debt	\$ 1,175,059	\$ 1,172,233	\$ 2,826	0%
Expenses Total	\$ 4,551,917	\$ 3,975,412	\$ 576,505	15%
Surplus (Deficit) Before Undernoted	\$ 2,164,691	\$ 1,258,711	\$ 905,980	72%
Transfers				
Transfers from Internally Restricted	\$ 80,000	\$ -	\$ -	
Transfers Total	\$ 80,000	\$ -	\$ -	
Total Ancillary Surplus	\$ 2,244,691	\$ 1,258,711	\$ 985,980	78%

Nipissing University
2022-2023 Consolidated Budget

	Operating Fund 10	Internally Restricted 11	Ancillary Fund 15	Capital Fund 40	Trust Fund (Non-Endowed) 50	Research Fund 60	Specifically Funded 70	Endowed Funds 51,80	Employee Related	Total Consolidated Budget
REVENUE										
Government Grants	35,224,073					1,091,827	2,180,341			38,496,241
Student Fees - Tuition	28,668,701						75,737			28,744,438
Ancillary fees (Accommodation Fees, Conference Serv	3,175,028		6,543,455							9,718,483
Other	1,348,016		173,153				115,323			1,636,492
Amortization of Deferred Capital Contributions	-			1,550,000						1,550,000
Investment	190,000				700,000			245,500		1,135,500
Donations	102,000				870,935					972,935
TOTAL REVENUE	68,707,818	-	6,716,608	1,550,000	1,570,935	1,091,827	2,371,401	245,500	-	82,254,089
EXPENSES										
Salaries and Benefits	56,122,970	35,000	2,093,628		9,000	1,408,627	675,318		650,000	60,994,543
Operating and Research	8,639,565	523,200	654,930		100,000		226,823	5,500		10,150,018
Scholarships and Bursaries	3,683,760				400,000			240,000		4,323,760
Occupancy Costs	3,031,472		628,300		5,000		1,688,783			5,353,555
Amortization of Capital Assets	-			3,700,000						3,700,000
Principal and Interest on Long Term Debt	1,005,909		1,175,059	(1,247,559)						933,409
TOTAL EXPENSES	72,483,676	558,200	4,551,917	2,452,441	514,000	1,408,627	2,590,924	245,500	650,000	85,455,285
EXCESS OF REVENUES OVER EXPENSES (EXPENSES OVER REVENUE) BEFORE THE UNDERNOTED	(3,775,858)	(558,200)	2,164,691	(902,441)	1,056,935	(316,800)	(219,523)	-	(650,000)	(3,201,196)
TRANSFERS										
Transfers from Schulich and other donations	1,056,935				(1,056,935)					-
Transfer to Fund 11 for negotiated allowances	(558,200)	558,200								-
Transfer to Research initiatives	(316,800)					316,800				-
TOTAL IN YEAR TRANSFERS	181,935	558,200	-	-	(1,056,935)	316,800	-	-	-	-
TOTAL EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	(3,593,923)	-	2,164,691	(902,441)	-	-	(219,523)	-	(650,000)	(3,201,196)
Use of internally restricted reserves for telephone system upgrade							219,523			219,523
Use of internally restricted reserves for international expenses	581,456		80,000							661,456
TOTAL EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	(3,012,467)	-	2,244,691	(902,441)	-	-	-	-	(650,000)	(2,320,217)

Appendix 1: Sustainability Plan Initiatives

	Increase/Decrease in 2023-24	Increase/Decrease in 2024-25
Revenue		
Strategic Enrolment Management		
Regulated Tuition	\$ 1,341,252	\$ 1,870,092
Unregulated Tuition	\$ 2,049,282	\$ 2,896,385
Conference services & events revenues	\$ 50,000	\$ 100,000
Extended Learning revenues	\$ 50,000	\$ 100,000
Other Ancillary Revenues	\$ 100,000	\$ 100,000
Revenue Total	\$ 3,590,534	\$ 5,066,477
Expenses		
Strategic Enrolment Management		
Instructional Staff	\$ 606,625	\$ 618,757
Non-Instructional Staff		
Student Support (Dom & Int)	\$ 100,000	\$ 100,000
Marketing & Communications	\$ 50,000	\$ 50,000
Conference Services	\$ -	\$ 50,000
Extended Learning	\$ -	\$ 50,000
Other Ancillary Revenues	\$ 50,000	\$ -
Benefits	\$ 169,391	\$ 182,439
Total salaries & benefits	\$ 976,016	\$ 1,051,196
Non-staff expense	\$ 150,000	\$ 150,000
Expenses Total	\$ 1,126,016	\$ 1,201,196
Total Surplus from Sustainability Initiatives	\$ 2,464,518	\$ 3,865,281

Appendix 2: Draft Budget Projections

	2022-2023 Draft Budget	2023-2024 Projected budget	2024-2025 Projected budget
Revenue			
Government Grants	\$ 35,224,073	\$ 35,224,073	\$ 35,224,073
Regulated Tuition	\$ 26,354,650	\$ 27,444,983	\$ 29,299,679
Unregulated Tuition	\$ 2,314,051	\$ 4,683,849	\$ 7,580,607
Student Fees - Ancillary & Other	\$ 3,175,028	\$ 3,253,567	\$ 3,425,332
Other	\$ 1,640,016	\$ 1,640,016	\$ 1,640,016
Revenue Total	\$ 68,707,818	\$ 72,246,488	\$ 77,169,707
Expenses			
Instructional Staff	\$ 30,331,234	\$ 31,544,484	\$ 32,794,130
Non-Instructional Staff	\$ 17,832,308	\$ 18,338,954	\$ 18,855,733
Benefits	\$ 9,477,969	\$ 9,976,688	\$ 10,329,973
Salary recoveries	-\$ 1,518,541	-\$ 1,518,541	-\$ 1,518,541
Total salaries & benefits	\$ 56,122,970	\$ 58,341,584	\$ 60,461,295
Non-staff expense	\$ 12,676,946	\$ 12,930,485	\$ 13,318,399
Scholarships and Bursaries	\$ 3,683,760	\$ 3,683,760	\$ 3,683,760
Expenses Total	\$ 72,483,676	\$ 74,955,829	\$ 77,463,455
Surplus (Deficit) Before Undernoted	\$ (3,775,858)	\$ (2,709,341)	\$ (293,747)
Transfers			
Transfers to (from) other funds	\$ 763,391		
Transfers Total	\$ 763,391	\$ -	\$ -
Total Operating Deficit	\$ (3,012,467)	\$ (2,709,341)	\$ (293,747)
	2022-2023 Draft Budget	2023-2024 Projected budget	2024-2025 Projected budget
Accommodations revenues	\$ 6,102,885	\$ 6,224,943	\$ 6,349,442
Conference services & events revenues	\$ 139,570	\$ 189,570	\$ 239,570
Extended Learning revenues	\$ 173,153	\$ 223,153	\$ 273,153
Other ancillary revenues	\$ 301,000	\$ 400,000	\$ 500,000
Total Ancillary revenues	\$ 6,716,608	\$ 7,037,666	\$ 7,362,165
Staff expenses	\$ 2,093,628	\$ 2,185,501	\$ 2,379,211
Non-staff expenses	\$ 2,458,289	\$ 2,707,455	\$ 2,988,678
Total Ancillary expenses	\$ 4,551,917	\$ 4,892,955	\$ 5,367,889
Net Ancillary Surplus	\$ 2,164,691	\$ 2,144,710	\$ 1,994,276
Transfer From Internally Restricted	\$ 80,000	\$ -	\$ -
Net Operating/Ancillary	\$ (767,776)	\$ (564,631)	\$ 1,700,528

Net expendable net assets





Academic Senate Report
May 27th, 2022

Graduation

Congratulations to all the students that are graduating from Nipissing University in June. We would like to acknowledge and applaud all the countless hours our graduates have dedicated to studying, writing papers, reading textbooks, and preparing for midterms and exams during the course of their degrees. We are extremely proud of all of our students for showing their Lakers Pride throughout the years and continuing to do so as alumni. We hope our graduates remember fondly their time here at Nipissing University and wish everyone well in their future endeavours.

Thank you to the staff and faculty of Nipissing for their dedication and support to our students, especially in the past couple of years. We appreciate how difficult it has been for everyone in this unique situation and how everyone has worked together to ensure student success.

We would also like to thank the convocation team for putting together ceremonies for students who graduated in 2020 and 2021 but were unable to walk across the stage. This means so much to these graduates and we appreciate all of the hard work and dedication to making this a success.

Provincial Election Meet and Greet

In partnership with RTOERO, Canadore Students' Council and the Nipissing University Political Science Society, we are hosting a Meet The Candidates event at 2 pm in the Student Centre. This is open to the general public and light refreshments will be provided.

We encourage you to vote on June 2nd or in the advance polls.

Student Food Bank

Our student food bank continues to operate throughout the summer months. Our building, as well as the food bank, will be open Monday to Friday, 8:30 am to 4:30 pm. Faculty and staff are welcome to eat in our courtyard during the summer, as well as visit the building.

Meetings

If there are any departments or faculty who would like to meet with NUSU over the summer, please email info@nusu.com to set up a meeting.

We wish you all a wonderful summer and look forward to seeing you all in the Fall, hopefully in person.

NIPISSING UNIVERSITY

REPORT OF THE SENATE EXECUTIVE COMMITTEE

June 30, 2022

There was a meeting of the Senate Executive Committee on June 30, 2022. The meeting took place by Zoom conference.

The following members participated:

K. Wamsley (Chair), C. Richardson, T. Sibbald (Speaker), C. Mady, P. Maher, D. Iafrate, J. Allison, T. McParland, S. Landriault (Recording Secretary, n-v)

Regrets: N. Colborne, J. McAuliffe, P. Radia, M. Litalien, H. Panchal

The purpose of the meeting was to set the agenda for the July 8, 2022 Senate meeting.

Following a request that information be provided regarding the letter from the Office of the Auditor General of Ontario, sent out in an everybody NU email on June 29, 2022, the President will provide a brief update.

The Report of the Academic Curriculum Committee dated June 21, 2022 was provided to the Senate Executive for inclusion in the Senate Agenda. It was noted that agenda items 5 & 6 should be included under the Admission Requirements heading. The Senate Agenda will be revised to reflect this change.

The Report of the Academic Quality Assurance and Planning Committee dated June 21, 2022 was provided to the Senate Executive for inclusion in the Senate Agenda. It was noted that the Stage II Program Proposal – Bachelor of Science Honours Specialization, Major and Minor in Environmental Science will be included in the August 12, 2022 Senate Agenda.

The Report of the By-Laws and Elections Committee dated June 21, 2022 was provided to the Senate Executive for inclusion in the Senate Agenda. A Notice of Motion to revise By-laws Article 5.2 Conduct of Elections (for Student Senators), is included as a Notice of Motion.

The following elections were provided to the Senate Executive Committee for inclusion in the Senate agenda:

- One (1) Deputy Speaker for a three-year term effective July 1, 2022 to June 30, 2025.
- Four (4) tenured faculty members, with at least one from each faculty, to be elected by Senate to serve on the Committee for the Search/Appointment/Reappointment of the Provost and Vice-President, Academic.
- Four (4) tenured faculty members, with at least one from each faculty, to be elected by Senate to serve on the Committee for the Search/Appointment/Reappointment of the Associate Vice-President Research.

Moved by K. Wamsley, seconded by C. Richardson that the Senate Executive Committee approves the July 8, 2022 Senate Agenda.

CARRIED

Respectfully submitted,

K. Wamsley
Chair
Senate Executive Committee

Motion 1: That Senate receive the Report of the Senate Executive dated June 30, 2022.

**Report of the
Academic Curriculum Committee**

June 21, 2022

The meeting of the **Academic Curriculum Committee** was held on Tuesday, June 21, 2022, at 11:00 am by Zoom Conference. The following members participated:

Members Present:

Carole Richardson
Charles Anyinam
Chris Greco
James Murton

Pavlina Radia
Nancy Black
Blaine Hatt
Harikesh Panchal

Debra Iafrate
Darren Campbell
Alexandre Karassev

Absent with Regrets:

Douglas Gosse, Julie Corkett, Rosemary Nagy

Guests:

James Abbott, Beth Holden, April James, Dan Walters

Jane Hughes, Recording Secretary

The Academic Curriculum Committee received and discussed changes for the Faculty of Arts and Science and Admission Requirements. The outcomes of those discussions are reflected in the recommendations to Senate contained in the motions below. Supporting material is attached.

Respectfully submitted,



Dr. Carole Richardson
Provost & Vice-President,
Academic and Research (Interim)

Motion 1: That Senate receive the Report of the Academic Curriculum Committee, dated June 21, 2022.

Faculty of Arts and Science

MSc Mathematics

Motion 2: That Senate approve the creation of COSC-5057 Computational Thinking as outlined in the attached template.

Motion 3: That Senate approve the requirements for the thesis route MSc in Mathematics program to be changed as outlined in the attached document.

Post-Baccalaureate Diploma in Environment and Sustainability Proposal

Motion 4: That Senate approve the creation of the Post-Baccalaureate Diploma in Environment and Sustainability as outlined in the attached document.

Admission Requirements

Motion 5: That Senate approve that the admission average for Concurrent Education be changed to 70%.

New Business

Motion 6: That Senate approve that the modified admission requirements for the Business post-baccalaureate diplomas be approved.

**CURRICULUM MOTIONS FOR Arts & Science Faculty Executive
MSc in Mathematics**

These motions were approved by the Graduate Studies Committee on March 3, 2022.

-Computational Thinking Course (as outlined below)

Motion 1: Moved by Alexandre Karassev and seconded by Stephen Connor that the Graduate Studies Committee and Department of Computer Science and Mathematics recommend to the Arts & Science Faculty Executive the creation of COSC 5057 Computational Thinking as outlined in the attached template .

Rationale: The addition of this course will expand the course offerings in applied mathematics and computational fields in our graduate program MSc in Mathematics

-Changes to MSc in Mathematics Program thesis route requirements

Motion 2: Moved by Alexandre Karassev and seconded by April James that the Graduate Studies Committee and the Department of Computer Science and Mathematics recommend to the Arts & Science Faculty Executive the requirements for the thesis route MSc in Mathematics program to be changed as outlined below.

CURRENT REQUIREMENTS

MATH 6100	Thesis in Mathematics	12 cr.
MATH 5066	General Topology	3 cr.
MATH 5086	Functional Analysis	3 cr.
MATH 6206	Seminar in Mathematics I	3 cr.
MATH 6207	Seminar in Mathematics II	3 cr.

OR

MATH 6100	Thesis in Mathematics	12 cr.
MATH 5236	Advanced Numerical Methods	3cr.
MATH 5246	Optimization	3cr.
MATH 6206	Seminar in Mathematics I	3 cr.
MATH 6207	Seminar in Mathematics II	3 cr.

NEW REQUIREMENTS

MATH 6100	Thesis in Mathematics	12 cr.
MATH 5066	General Topology	3 cr.
MATH 5086	Functional Analysis	3 cr.
MATH 6206	Seminar in Mathematics I	3 cr.
MATH 6207	Seminar in Mathematics II	3 cr.

OR

MATH 6100	Thesis in Mathematics	12 cr.
-----------	-----------------------	--------

Graduate Studies and Research

MATH 6206 Seminar in Mathematics I 3 cr.
 MATH 6207 Seminar in Mathematics II 3 cr.
 and two courses, total 6 credits chosen from three courses listed below. .
 MATH 5236 Advanced Numerical Methods 3cr.
 MATH 5246 Optimization 3cr
 COSC 5057 Computational Thinking 3cr

Rationale: With this change, we provide options to our grad students who are interested in computational and applied mathematics. This change also reflects the research strength of faculty members in our department. In addition, we will attract students with backgrounds in computer science and other computational fields to our graduate program.

COSC-5057 Computational Thinking-

MSc in Mathematics

Course Code	COSC 5057
Course Title	Computational Thinking
Course Credits	<input checked="" type="checkbox"/> 3 credits <input type="checkbox"/> 6 credits <input type="checkbox"/> Other Click here to specify
Course Description <i>(restricted to 50-75 words, present tense and active voice)</i>	Students learn the foundations of computational thinking: how to model, analyze, develop, and solve complex problems by developing and analyzing algorithms. Working with various platforms and programming languages such as Java or Python, students utilize techniques from areas such as optimization, and artificial intelligence to obtain and implement solutions. Through real-world problems, students work on integrated applications of computer science, mathematics, algorithms and software.
Course Prerequisite	NA
Course Corequisite	Click here to enter Course Corequisite
Antirequisite	Click here to enter Antirequisite
List any restrictions or special notes for this course. <i>For example "This course is restricted to BPHE students".</i>	Click here to enter Restriction
Is this a Topic Course? <i>(Topic courses are courses that students can take more than once for credit.)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Graduate Studies and Research

Will this course have an Experiential Learning component? If so, please indicate the type(s).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, click here to indicate type(s).
Hours of contact time expected per week, if applicable. <i>For example, two hours of lecture and one hour of laboratory work.</i>	3 hours
Is this course Cross-Listed ? If so, with what department?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, click here to enter department
<u>Program Implications</u> <i>For example, changing a required 6 credit course to 3 credit course.</i>	The course will be part of MSc Thesis route requirements
Learning Outcomes <i>(6-8 points, visible, measurable and in active voice)</i> For detailed information on Learning Outcomes, please consult the Quality Assurance website .	Students who successfully complete this course will: Students who complete this course will <ol style="list-style-type: none"> 1. examine the foundations of computational thinking; 2. integrate applications of computer science and mathematics in problem solving; 3. model complex systems; 4. solve computational complex problem using techniques from a variety of areas such as artificial intelligence and optimization; 5. develop and analyze algorithms; 6. apply fundamental operations of a modern computer; 7. implement computational thinking through computational platforms and programming languages such as Java, Python and others.
Will this request affect another faculty other than your own?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please use the Departmental Curriculum Approval form to indicate the approval of all departments/disciplines whose programs are affected by this proposal.</i>
Will additional resources be required? If so, please list them. <i>(ie. additional faculty, library resources or new laboratory space)?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Click here to enter additional resources

Graduate Studies and Research

Post-Baccalaureate Diploma in Environment and Sustainability

Graduation Requirements:

In order to graduate with the Post-Baccalaureate Diploma in Environment and Sustainability, students must obtain a minimum overall average of 60% on all courses presented for the diploma.

Program Requirements:

To graduate with a Post-Baccalaureate Diploma in Environment and Sustainability, students must complete 48 credits as follows:

Post-Baccalaureate Core: 18 cr.

GEOG 2107	Weather and Climate	3 cr.
GEOG 2226	Environment and Society	3 cr.
GEOG 3196	Snow and Ice Hydrology	3 cr.
GEOG/BIOLOG 3397	Introductory Soil Science	3 cr.
GEOG 4326	Environmental Hydrology	3 cr.
ENST 5116	Perspectives on the Environment	3 cr.

Environmental Studies and Indigenous Perspectives: 12 cr.

INDG 2006 or INDG 2007	Indigenous Places – Changing Landscapes or Land-as-Home & Indigenous Well-being	3 cr.
GEOG 3436	Earth Resources	3 cr.
GEOG 4807	Natural Resource Management	3 cr.
GEOG 4437	At Risk: The Geography of Environmental Hazards	3 cr.

Digital Techniques: 9 cr.

GEOG 2017 or ENST 5126	GIS and the Earth from Space or Geomatics for MES/MESc Graduate Students	3 cr.
GEOG 3056	Spatial Analysis Using GIS	3 cr.
GEOG 3066	Remote Sensing of the Environment	3 cr.

Plus 9 credits of the following (if not already used to satisfy above): 9 cr.

Upper level GEOG*		
INDG 2006	Indigenous Places – Changing Landscapes	3 cr.

INDG 2007	Land-as-Home & Indigenous Well-being	3 cr.
PHIL 2717	Environmental Ethics	3 cr.
ANTH 3006	Anthropology of Development in the Canadian North	3 cr.
ANTH 3027	Indigenous Peoples and the State	3 cr.
ANTH 4106	Multispecies Ethnography	3 cr.

*Students will be provided with a recommended list of GEOG options each year based on course availability and content.

Letter of Intent for a New Program

Post-Baccalaureate (PBD) in Environment and Sustainability - Nipissing University

13 June 2022

Program Description

The proposed Post-Baccalaureate (PBD) in Environment and Sustainability is designed for international students who already have an undergraduate degree in a complementary science discipline and want to pursue employment in the environmental sector or graduate studies in the environment in Canada. This program will provide students with an existing background in science, an interdisciplinary pathway to extend science training in the environment and an introduction to the environmental sector in Canada.

The PBD will augment student's undergraduate core scientific competencies and offer unique integration across environmental sciences and studies. Required courses include practical application across field and theory, techniques development, and exposure to interdisciplinary perspectives. Required courses have been selected to allow students to build on existing backgrounds, providing breadth related to environmental sciences and limiting first and second year prerequisites. Building on the design of new environmental programming at Nipissing, the PBD program also addresses an urgent need to consider serious and often overlooked environmental issues affecting Indigenous communities and includes study of Indigenous perspectives and ways of knowing as a foundational aspect of the program design.

Select examples of post-baccalaureate-style programming at Ontario Universities across disciplines are provided in Appendix 1. Note that these include examples that are 1 yr or less (certificates). Algoma's graduate certificate in Environmental Science, for example, is approved for both domestic and international audiences. Here, we are designing a ~ 2 yr post-baccalaureate diploma for an international student audience.

This program draft has been approved by the Department of Geography (21 April 2022).

The PBD in Environment and Sustainability is designed for

- International students who already have an undergraduate degree in a complementary science discipline and want to pursue employment in the environmental sector or graduate studies in environmental sciences in Canada.

The PBD in Environment and Sustainability provides

- Students with an existing background in science, a pathway to extend science training in the environment and introduction to the environmental sector in Canada.

Students are required to have

- An undergraduate degree in science and/or engineering or equivalent with a GPA of 70% or higher.
- English language proficiency requirements
- Students who already have an undergraduate degree in environmental sciences are encouraged to apply to the MES/MESc graduate program.

Program requirements (16 courses x 3 cr = 48 cr).

- The PBD is a 2 yr- program in which students will complete 16 one-term courses. Required courses are listed below by category (prerequisites for each course provided in brackets).

Core Requirements. (6 one-term courses)

The core courses offer students three physical science courses and two social science and/or interdisciplinary courses with specific application to the Canadian context.

- GEOG 2226 - Environment and Society - WI
- ENST 5116 - Perspectives on the Environment - FA (interdisciplinary)
- GEOG 2107 - Weather and Climate - WI
- GEOG 3196 - Snow and Ice Hydrology -WI
- GEOG 4326 - Environmental Hydrology - FA
- GEOG/BIOL 3397 - Introduction to Soil Science - FA

Environmental Studies and Communication (4 one-term courses):

These courses offer international students novel content on environmental issues affecting Indigenous communities, Indigenous perspectives and ways of knowing and Canadian-specific environmental policy and resources. They also offer opportunity to further English language skills development.

- INDG 2006 - Indigenous Places - Changing Landscapes - WI (or INDG 2007 - Land as Home & Indigenous Well-being)
 - Discussion with Nancy Stevens and Tyson Stewart confirmed these courses would be appropriate for this audience and are cycled, so one would be offered in any given year. Alternative options could be to offer INDG 1006 or LEAD 3716 as part of a summer Institute/orientation for this international student audience.
- GEOG 3436 - Earth Resources - WI
- GEOG 4807 - Natural Resources Management - FA
- GEOG 4437 - At Risk: The Geography of Environmental Hazards - FA

Digital Techniques (3 one-term courses).

These science or interdisciplinary courses target digital techniques and skills development in spatial data collection and analysis, and application to resource mapping and environmental monitoring.

- GEOG 2017 GIS and the Earth from Space or ENST 5126 - Geomatics - WI (interdisciplinary)
- GEOG 3056 - Spatial Analysis Using GIS- FA
- GEOG 3066 - Remote Sensing of the Env - FA

Three additional one-term courses selected from the following (if not already used to satisfy above):

Courses offer students science and social science-based electives that provide breadth in understanding physical processes and resource management specific to the Canadian context.

- Any upper level (2000-4000) course from GEOG (with permission of instructor)
 - Examples may include:
 - GEOG 3106 - Impact Assessment for Resource Management
 - GEOG 3126 - Food and Agriculture Systems
 - GEOG 4777 - Water Governance
 - GEOG 3406 - Geography of Canada
- ANTH 3027 - Indigenous Peoples & the State
- ANTH 3006 - Anthropology of Development in the Canadian North
- ANTH 4106 - Multispecies Ethnography
- PHIL 2717 - Environmental Ethics
- INDG 2006 - Indigenous Places - Changing Landscapes or INDG 2007 - Land as Home & Indigenous Well-being

Departmental Support Required for Offering

- This PBD program is designed, in part, to directly address issues with low enrollments in Geography upper-level courses and several interdisciplinary MES/MESc graduate courses. We have targeted upper year courses with low enrollments in Geography that are permanently

offered (on campus - with only 1 exception). We are explicitly minimizing first and second year courses.

- The program includes courses that allow international students to develop hands-on practical skills in both laboratory and field settings.
- Offering this program will require continued departmental allocation for techniques course software (e.g. GIS and remote sensing) and appropriate on-campus student computer access.
- Offering of this program will require department allocation for field equipment and supplies that we have to-date relied on research funding to cover. Below are a few examples.
 - Calibration solutions for water quality probes; low-cost flow meters; weather station annual telemetry fee; replacement costs for plug and play weather equipment, low cost data loggers and simple water quality sensors (e.g. temperature, electrical conductivity).
- Several courses offering applied and field experiences (e.g. GEOG/BIO 3397, GEOG 4326) will require TA-support.
- Supporting of techniques and courses with field components are consistent with bringing the BSc. Environmental Science online and future development of a new field techniques course (not currently included here as we are waiting for BSc. Environmental Science to be approved and implemented)
- We request that a percentage of incoming international student tuition to be directed to Arts & Science, and specifically the BSc and PBD Environmental Science programs to support the experiential learning opportunities and core courses that will be the flagship of these programs. This will support equipment, software, graduate student TAships, and support of visiting experts in the field to meet the program deliverables. This will also be important to support student thresholds for spring/summer courses.

Additional Department Questions and Concerns

There are a number of outstanding questions and concerns specifically related to the PBD program management and to supporting international students on campus that have been raised in drafting of this PBD.

- What is the minimum passing mark or PGA acceptable for PBD students? Students require 50% to pass a course and an overall 60% to graduate.
- What happens if a student fails a course? What are the implications for student visa requirements/status? Students will need to repeat any required courses for which they receive a fail. This would be repeated in another term. In the case of an elective, they would be required to retake it or an alternative course.
- Can students take overload in a term if needed? Students would need approval to take overload, but there is room for students to take additional courses in any given semester (see scheduled listed below).
- Will PBD students be eligible for student residences? Faculty are concerned with issues related to ensuring international students are well supported on campus. It might be very helpful to have the international office and student services provide a session to address faculty questions as these programs move forward.

Schedule for Winter 2023 Start.

YEAR 1		YEAR 2	
Winter 2023	Fall 2023	Winter 2024	Fall 2024
GEOG 2226 - Environment and Society - WI	GEOG 4326 - Environmental Hydrology - FA	ENST 5126 - Geomatics - WI	GEOG 4437 - At Risk: The Geography of Environmental Hazards - FA
GEOG 2107 - Weather and Climate - WI	GEOG/BIOL 3397 - Introduction to Soil Science - FA	GEOG 3196 Snow and Ice Hydrology - WI	GEOG 3056 - Spatial Analysis Using GIS - FA
GEOG 3436 - Earth Resources - WI	ENST 5116 Perspectives on the Environment - FA	Elective	GEOG 3066 - Remote Sensing of the Env - FA
INDG 2006 - Indigenous Places - Changing Landscapes - WI	GEOG 4807 - Natural Resources Management - FA	Elective	Elective

Schedule for Fall 2023 Start.


Year 1		Year 2	
Fall 2023	Winter 2023	Fall 2024	Winter 2025
GEOG 4326 - Environmental Hydrology	GEOG 2226 - Environment and Society - WI	GEOG 4437 - At Risk: The Geography of Environmental Hazards - FA	GEOG 3196 - Snow and Ice
GEOG/BIOL 3397 - Introduction to Soil Science	GEOG 2107 - Weather and Climate - WI	GEOG 3056 - Spatial Analysis Using GIS - FA	GEOG 3436 - Earth Resources - WI
ENST 5116 Perspectives on the Environment	INDG 2007 - Land as Home & Indigenous Well-being - WI	GEOG 3066 - Remote Sensing of the Env - FA	Elective
GEOG 4807 - Natural Resources Management - FA	ENST 5126 - Geomatics - WI	Elective	Elective

Appendix 1. Post-Baccalaureate (PBD) and Graduate Diplomas in Environmental Science or other programs at Canadian Universities (select examples only). Universities across Canada are developing PBD programs for both domestic and international student audiences.

University	Program	Structure/Examples	Weblink
Carleton	PBD, multiple disciplines	<ul style="list-style-type: none"> • Accounting - 4.5 cr (9 one-term courses) <ul style="list-style-type: none"> ○ Audience: • Art History - 4 cr (8 one-term courses) <ul style="list-style-type: none"> ○ Audience: • Economics - 3.5 cr (6 one-term core courses) + 1 elective <ul style="list-style-type: none"> ○ Audience: • Film studies - 4 cr (8 one-term courses) <ul style="list-style-type: none"> ○ Audience: • Cognitive Science - 4 cr (8 one-term courses) 	<ul style="list-style-type: none"> ○ https://admissions.carleton.ca/certificates/#pbdcogsci
Algoma	1-yr graduate certificate (30 cr)\ Domestic and international audience!	<ul style="list-style-type: none"> • An integrative certificate; flexible, relevant, high-quality; expanding expertise; customization possible. • 3 required intro level courses <ul style="list-style-type: none"> ○ General Chem I and II ○ ENVS 1006 Intro to Env Sci • Choice of 4 Science Courses (from a list of BIOL and ENVS) • Choice of 3 Humanities/Social Sci courses (GEOG, Env Ethics, GIS, Remote sensing; policy; Env Law, politics etc.) • Requirements; UG degree with 70% avg; International language proficiency. Must not have a post-graduate credential in the same or closely related field. 	<ul style="list-style-type: none"> ○ Certificates - Algoma (algomau.ca) ○ Certificate in Environmental Science
Western		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> ○ https://postdegree.uwo.ca/
Trent	Bioenvironmental Monitoring & Assessment G.Dip	<ul style="list-style-type: none"> • Online, course-based professional program. • 6 one-term course • Gain professional skills and practical experience. This combination is attractive to organizations that require deeper understanding of specialized monitoring and assessment issues, including all levels of government, conservation authorities, non-profit organizations and environmental consulting companies. • BEMA 5000H - Principles of Env Monitoring & Assessment I • BEMA 5008H - Sampling Design for Env Research OR BEMA 5003H - Data Analysis for Env Professionals • Elective (BEMA 5006H - Genome-based Env. Monitoring OR BEMA 5009H - Env Policy) • BEMA 5002H - Principles of Environmental Monitoring & Assessment II • BEMA 5004H - Communicating Science for Environmental Professionals • Elective (BEMA 5005H - Geomatics I, OR BEMA 5010H-Landscape Ecology, OR BEMA 5011H - Population Viability Analysis) 	<ul style="list-style-type: none"> ○ Bioenvironmental Monitoring & Assessment G.Dip - School of Graduate Studies - Trent University ○ Programs At a Glance - Bioenvironmental Monitoring & Assessment - Trent University


DEPARTMENTAL CURRICULUM APPROVAL FORM

(to be used to substantiate the approval of any department/discipline/program affected by proposed curriculum changes)

DEPARTMENT/ DISCIPLINE	NAME (print)	SIGNATURE	DATE
Indigenous Studies	Nancy Stevens		
Sociology and Anthropology	Carly Dokis		June 14, 2022

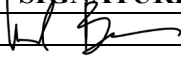
DEPARTMENTAL CURRICULUM APPROVAL FORM

(to be used to substantiate the approval of any department/discipline/program affected by proposed curriculum changes)

DEPARTMENT/ DISCIPLINE	NAME (print)	SIGNATURE	DATE
Indigenous Studies	Nancy Stevens		June 14 2022
Sociology and Anthropology	Carly Dokis		

DEPARTMENTAL CURRICULUM APPROVAL FORM

(to be used to substantiate the approval of any department/discipline/program affected by proposed curriculum changes)

DEPARTMENT/ DISCIPLINE	NAME (print)	SIGNATURE	DATE
Philosophy	David Borman		14 June 2022

Admission Requirements

Motion: That the Academic Curriculum Committee recommend to Senate that the admission average for Concurrent Education be changed to 70%.

Rationale: The current admission average for this program is 75%. The admission average for all other open enrollment undergraduate programs is 70%. This change provides for consistency, equity, and accessibility across all open enrollment undergraduate programs. It would likely have a positive impact on admissions and conversion.

Academic Curriculum Committee

Business Post-Baccalaureate Diplomas Admission Requirements Policy Modification

Motion: That the Academic Curriculum Committee recommend to Senate that the modified admission requirements for the Business post-baccalaureate diplomas be approved.

Current Admission Requirements for Business Post-Baccalaureate Diplomas

Applicants will have graduated from a non-business degree program from a recognized university.

International applicants must have at least six credits of university English and/or Communications (at a recognized English language university in an English speaking country) prior to admission or have met Nipissing University's English language proficiency requirements through the acceptable English language tests. The English/Communication courses and/or English language tests must have been completed within the two years prior to attending Nipissing University.

Domestic applicants with international education may be required to meet the English/Communication requirement unless otherwise exempt under Nipissing's English Language Proficiency policy.

Proposed Modification to the Business Post-Baccalaureate Diplomas Admission Requirements

Admission consideration will be given to applicants with a minimum of a three-year university undergraduate degree from a recognized university. Applicants possessing an undergraduate degree in Business will be given admission consideration to an area of study in business other than the one studied within their undergraduate degree. Applicants to the Post-Baccalaureate diploma programs in Business are not eligible to receive transfer credits for previously completed courses. All courses in the diploma program admitted to must be completed to meet graduation requirements.

International applicants must have at least six credits of university English and/or Communications (at a recognized English language university in an English speaking country) prior to admission or have met Nipissing University's English language proficiency requirements through the acceptable English language tests. The English/Communication courses and/or English language tests must have been completed within the two years prior to attending Nipissing University.

Domestic applicants with international education may be required to meet the English/Communication requirement unless otherwise exempt under Nipissing's English Language Proficiency policy.

Rationale

The proposed modified admission requirements will open up admission to the Post Baccalaureate diploma programs to those with Business degrees. This increase the potential applicant pool and

allow students to gain additional qualifications in areas of business they did not focus on in their undergraduate degree.

Submitted by: Heather Brown

Date: June 2,2022

**Report of the
ACADEMIC QUALITY ASSURANCE AND PLANNING COMMITTEE (AQAPC)
Academic Year 2021-2022**

June 21, 2022

The eighth meeting of the **Academic Quality Assurance and Planning Committee** was held on **June 21, 2022** at 10:00 a.m. via Teams conference.

COMMITTEE MEMBERS:

Carole Richardson	Debra Iafrate	Cameron McFarlane
Jim McAuliffe	Nancy Black	Jamie Murton
Callie Mady	James Abbott	Prasad Ravi
Pavlina Radia	Rob Breton	Sarah Pecoskie-Schweir

Regrets: Pat Maher, Stephen Tedesco, Steven Cairns, Ron Hoffman, Kristina Karvinen, Stuart Kidd, Riley McEntee

Guests: Beth Holden, April James

Recording Secretary: S. Landriault

Stage II Program Proposal – Bachelor of Science Honours Specialization, Major and Minor in Environmental Science

The Stage II Program Proposal – Bachelor of Science Honours Specialization, Major and Minor in Environmental Science was included in the agenda and discussed. It was noted that the program received Stage 1 approval some time ago. The new program approval process is still being worked which led to the delay. This program received a lot of encouragement to develop.

The Dean of Arts and Science advised that the program has been a long time in the making, and has taken a lot of effort. The program attempts to address some of the planetary issues in terms of climate change and environment. It is an interdisciplinary program which will also leverage geography and our emphasis on environmental science.

Dr. April James provided background advising that development of the program included representation from Biology, Chemistry, Geography, Computer Science and Math. The proposal was written in the summer 2021, and submitted to the December 9, 2021 ACC meeting. The proposal is a novel interdisciplinary program that plays on existing strengths. The program has an almost 100% overlap with existing courses with a few exceptions. The expectation is that the program will bring in a new audience of domestic and international students. Dr. James thanked the various offices, including the Institutional Planning Office, for their assistance in accessing and integrating the information used to estimate the cost of the program and program funding.

The Registrar advised that a few minor edits are required and will follow up with Dr. James to identify some of the the degree structure issues, such as courses that will be breadth and used towards the specialization, so it aligns.

Motion 4: Moved by J. Abbott, seconded by R. Breton that the Stage II Program Proposal – Bachelor of Science Honours Specialization, Major and Minor in Environmental Science, be approved and recommended to Senate.
CARRIED

The Stage II Program Proposal – Bachelor of Science Honours Specialization, Major and Minor in Environmental Science will be included in the August 12, 2022 Senate Agenda.

Graduate Studies Oral Defence Examination Regulation

The Dean of Graduate Studies and Research provided background advising that the regulation was approved at the March 18, 2022 AQAPC meeting, but was withdrawn at the April 8, 2022 Senate meeting following feedback received that the 8 week process was too long for a master's degree. The regulation was sent back to the Graduate Studies Committee and the following revisions were made: the PhD and the masters programs were separated out; one week was taken out of the master's program and it now contains the whole process; scheduling will be included in week one and will be a part of the process; the end of the process will include the Library and is included in the policy. If the process goes well, these timelines can be truncated. The week post external exam for the student to be able to work with the comments from the external to prepare for the defence was not removed as this is a protection for the student. We cannot have a policy that only covers when things go well. The master's level was reduced to 3 weeks for the external exam, and if an external is late the process will be extended. A survey of other universities revealed that their timelines are between 5-8 weeks, so we are inline with other policies. We must also keep in mind that there is only one staff member in Graduate Studies that administers the process, so we must ensure that the polices are workable to keep the processes in place.

The Chair thanked the Dean of Graduate Studies for his work on this.

Motion 5: Moved by P. Radia, seconded by J. McAuliffe that the revised Oral Defence Examination Regulation be approved and recommended to Senate.
CARRIED

The revised Graduate Studies Oral Defence Examination Regulation will be included in the July 8, 2022 Senate Agenda.

As this is his last meeting, the Chair thanked the Dean of Graduate Studies and Research for all his work on the AQAPC.

The next meeting is scheduled for Friday, July 22, 2022 at 1:00 p.m.

Respectfully submitted,



Carole Richardson, PhD
Chair, Academic Quality Assurance and Planning Committee

Motion 1: That Senate receive the Report of the Academic Quality Assurance and Planning Committee dated June 21, 2022.

Motion 2: That Senate approve the revised Graduate Studies Oral Defence Examination Regulation.

Motion for the Academic Quality Assurance and Planning Committee (AQAPC)

The following motion was approved by the Graduate Studies Committee at the May 25, 2022 meeting.

Motion 1: That the Graduate Studies Committee recommend to the Academic Quality Assurance and Planning Committee (AQAPC) that the revised Oral Defence Examination Regulation, be approved and recommended to Senate.

Rationale:

The creation of this regulation will clarify the Oral Defence Examination process moving forward. The intention of this regulation is to outline the steps to the oral defence examination once the individual Supervisory Committees deem the MRP/thesis/dissertation ready to proceed to external review and ultimately, the defence. Supervisory Committees will continue to follow their program-specific policies for determining that a MRP/thesis/dissertation meets the learner outcomes. Once the MRP/thesis/dissertation meets these program-specific requirements, the Oral Defence Examination Regulation details the steps that follow.

As per the feedback given by the AQAPC previously, the master's-level defence timeline has been shortened. Below is a summary of the changes made:

There are two separate timelines for the Oral Defence Process in this regulation: one for master's-level defences and another for doctoral-level defences. The rationale was that the master's timeline is too long and that an 8-week timeline is more suited to doctoral-level defences.

Section III. Oral Defence Examination Process: Master's Level (approximately Seven Weeks).

The timeline has been changed from eight to seven weeks. The difference is that the External Examiner has up to three (3) weeks to review the MRP/thesis and submit a report to the School of Graduate Studies. The other timelines remain the same as administratively, defences take the same amount of time to schedule and coordinate at both the master's and doctoral levels. Also, one of the seven weeks is for post-defence items such as revisions and the final library submission requirements.

Section IV. Oral Defence Examination Process: Doctoral Level (approximately Eight Weeks).

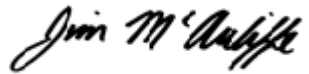
The timeline is the same as the original version of the policy, but the language has changed throughout to make it clear that this is for dissertations only. The External and Internal Examiners have up to four (4) weeks to concurrently review the dissertation and submit a report to the School of Graduate Studies.

The two processes, aside from the timing of the various milestones, remain the same. "Up to" or "approximately" has been added to various areas to indicate that certain timelines can potentially move more quickly, so long as the process is followed.

Graduate Studies and Research

The remainder of the regulation remains the same, with some minor clarifying edits to the wording made throughout.

Respectfully submitted,



Jim McAuliffe, PhD.,
Dean, Graduate Studies and Research
on behalf of the Graduate Studies Committee

Encl.

Graduate Studies and Research

Nipissing University Oral Defence Examination Regulation

Office of Accountability	Graduate Studies & Research
Office of Administrative Responsibility	School of Graduate Studies
Approving Body	Graduate Studies Committee
Approval Date	
Renewal Date	

The following regulations outline the process of submitting a major research paper (MRP), thesis, or dissertation for oral defence examination at Nipissing University.

I. General Information

Students writing a thesis or dissertation are required to have their thesis/dissertation and their Oral Defence Examination assessed and approved by the Supervisory Committee (see [Supervisory Committee Policy](#)) and Examiner(s) to determine that the thesis/dissertation meets the degree program learner outcomes. Not all Master's-level graduate programs require an Oral Defence Examination for students writing a major research paper (MRP). Students should contact their respective Graduate Program Coordinator to learn the assessment requirements of their MRP. Graduate programs that do require an Oral Defence Examination for students writing an MRP will fall under this regulation.

I.I Glossary of Terms

Term	Definition
Chair	Refers to the Chair of the Oral Defence Examination. The Chair is a non-voting member of the Examination Committee who presides over the Oral Defence Examination ensuring procedures are followed in a cordial and timely manner. The Chair of the Oral Defence is the respective Graduate Program Coordinator or designate.
Supervisor(s)	The Supervisor (or Co-Supervisors) refers the student's primary MRP/thesis/dissertation advisor. The Supervisor guides the student throughout the course of the research project including advising on courses, assisting with research design, filing Research Ethics Board applications, etc.
Committee Member(s)	Refers to the second, third, or fourth reviewers of the MRP/thesis/dissertation.
Supervisory Committee	Refers to the Supervisor(s) and Committee Member(s) as a whole.
External Examiner	Refers to an arm's length reviewer who is an expert in the student's research area of the MRP/thesis/dissertation, as defined in the External Examiner Policy .
Internal Examiner	In PhD Dissertation Committees, the Internal Examiner refers to a Nipissing University Graduate Faculty Member who has not been involved with the

	supervision or direction of the dissertation and is in a position to render an objective and impartial assessment of the quality of the work.
Examiner(s)	Refers to both the External Examiner and the Internal Examiner, where applicable.
Examination Committee	Refers to the Supervisor(s), Committee Member(s), External Examiner, and Internal Examiner (where applicable) as a whole.
Graduate Program Coordinator	The Graduate Program Coordinator is an elected faculty member (as per the Nipissing University Faculty Association Collective Agreement) who assists graduate students in their programs and works with the academic administrator of Graduate Studies and the relevant Deans to ensure that graduate regulations, policies, and procedures as approved by Senate are followed.

II. Prior to the Oral Defence Examination Process

The Supervisory Committee should follow the internal Graduate Program Committee procedures for determining if the MRP/thesis/dissertation is ready to be sent to the Examiner(s) and/or Oral Defence Examination. Then, the Supervisor(s), in consultation with the rest of the Supervisory Committee, will recommend an External Examiner for the MRP/thesis/dissertation (see [External Examiner Recommendation Form](#)). For PhD programs, the Supervisor(s) will also recommend an Internal Examiner (see [Internal Examiner Recommendation Form](#)).

The Supervisor(s) will contact the recommended Examiner(s) to see if they meet the eligibility requirements (see [External Examiner Policy](#)) and are available during the proposed Oral Defence Examination time frame (see III and IV). The Supervisory Committee will sign the [Examiner Recommendation Form\(s\)](#) and send them as instructed to the SGS. The SGS will collect the Graduate Program Coordinator and Dean, Graduate Studies and Research signatures, as required.

III. Oral Defence Examination Process: Master's Level (approximately Seven Weeks)

The Oral Defence Examination process for Master's-level candidates typically requires **up to seven weeks** to execute. The seven-week process begins when the Supervisor submits the Oral Defence Examination Request Form to the Graduate Program Coordinator. The process is complete once the student receives a successful outcome in the Oral Defence Examination and completes the final library submission requirements (see III.V).

In order to be eligible for graduation, students will need to complete any revisions arising from the Oral Defence Examination and the School of Graduate Studies final library submission requirements (see [Final Submission Requirements](#)). Students and Supervisory Committees may need to consider additional time beyond the seven-week Oral Defence Examination process to complete revisions. Students entering a new term of study to complete revisions or the final submission requirements may be subject to additional fees.

III.I Request an Oral Defence Examination: Master's Level

Week One

When the Supervisory Committee agrees that the MRP/thesis meets the degree program standards and learner outcomes, the Supervisory Committee will complete the Oral Defence Examination Request

Form and send it, along with a copy of the Committee-approved MRP/thesis, to the respective Graduate Program Coordinator. The Graduate Program Coordinator will review the Request Form and if approved will sign and send it, along with a copy of the Committee-approved MRP/thesis, to the SGS at least six working weeks before the intended Oral Defence Examination.

III.II External Examiner Review: Master's Level

Week Two to Four

Upon approval of the Oral Defence Examination Request Form, the SGS will send the MRP/thesis and instructions to the External Examiner. The External Examiner has **up to three weeks** to submit their report to the SGS.

The External Examiner assesses the MRP/thesis based on these categories, where applicable:

- Importance of the work to the field of study
- Literature review
- Results, conclusions, recommendations
- Methodology
- Organization
- Conventions

III.III External Examiner Report: Master's Level

Week Five

When the School of Graduate Studies receives the External Examiner report, the SGS will email the full report to the Supervisor(s) and copy the Graduate Program Coordinator. The Supervisor(s) may share the External Examiner report with the Committee Member(s), as needed. The SGS will email the "Comments for the Candidate" directly to the student and copy to the Supervisor(s) and Graduate Program Coordinator. The SGS will first verify that the comments for the candidate are cordial in nature before sending them to the student. If the comments are not cordial, the SGS will not send the "Comments to the Candidate" section to the student. Instead, the Supervisor will discuss that section with the student.

The student has **at least one week** with the report prior to the Oral Defence Examination. The student and Supervisor will discuss the report and how, if applicable, to factor in the External Examiner's comments into the MRP/thesis and/or Oral Defence Examination.

If the External Examiner does not recommend that the MRP/thesis proceed to the Oral Defence Examination stage, the Supervisory Committee will have final decision as to whether to recommend that the MRP/thesis proceed to the Oral Defence Examination (see V).

III.IV The Oral Defence Examination: Master's Level

Week Six

The SGS sets aside up to 3 hours for an Oral Defence Examination. The duration and order of events of each defence varies by program. Generally, Oral Defence Examinations consist of the following:

1. The Chair of the Examination Committee will deliver a brief introduction and will clarify the procedures and/or agenda of the examination process (5 to 10 minutes).
2. The student will make a presentation of the MRP/thesis (approximately 30 minutes, depending on specific program requirements).
3. The Examination Committee will ask questions in rounds (1 to 2 hours total).
 - Round One of Questioning: (up to 10 minutes per committee member)
 - Round Two of Questioning: (up to 10 minutes per committee member)
 - Round Three of Questioning: (optional - only if needed)
4. The Chair invites questions from the audience.
5. The student may give closing remarks, if desired (5 minutes).
6. After the questioning has been completed the Examination Committee will deliberate in camera to decide on the outcome of the defence.
7. After deliberations the Chair will inform the student of the outcome.

The possible Oral Defence Examination outcomes are (see [Examination Committee Report](#)):

- Unconditional Pass
- Conditional Pass with minor revisions
- Conditional Pass with major revisions
- Fail
- Adjourned

III.V After the Oral Defence Examination: Master's Level

Week Seven (unless additional time for revisions is required)

If an "Unconditional Pass" is granted at the Oral Defence Examination, the student will begin their final library submission requirements. If revisions are required, the final submission requirements may be delayed until the Supervisor(s) (or full Examination Committee, if required) approves the revised MRP/thesis document.

The process after the Oral Defence Examination is as follows:

1. The Chair of the Examination Committee signs the Certificate of Examination, the [Examination Committee Report](#), and [Signature Page](#) and sends the three forms to the SGS.
2. a) The SGS collects the remaining Examination Committee member signatures on the Examination Committee Report and Signature Page. The Supervisor(s) is the last person to sign

the forms.

b) If there are required revisions, the Supervisor(s) is responsible for ensuring the student makes all required changes by the date determined by the Examination Committee and shared on the Examination Committee Report. Once final version of the MRP/thesis has been reviewed and approved by the Supervisor(s) (and Committee Member(s), if required), the Supervisor(s) will then sign the Examination Committee Report and Signature Page and send the forms to the SGS.

3. The SGS will send the signed and completed Examination Committee Report, Signature Page, and Certificate of Examination to the student. The student will then insert the Certificate of Examination into the final version of their MRP/thesis. At this point the student will also receive instructions for the [Final Submission Requirements](#) from the SGS.
4. The student submits final copy of the MRP/thesis and all required documentation electronically to the SGS.
5. The SGS reviews all required documentation (verifying for completeness, formatting, and any copyright concerns) and submits a grade for the Dean's approval.
6. The SGS sends all required documentation to the Harris Learning Library for cataloguing.

IV. Oral Defence Examination Process: Doctoral Level (approximately Eight Weeks)

The Oral Defence Examination process for Doctoral-level candidates typically requires **up to eight weeks** to execute. The eight-week process begins when the Supervisor(s) submits the Oral Defence Examination Request Form to the Graduate Program Coordinator. The process is complete once the student receives a successful outcome in the Oral Defence Examination and completes the final library submission (see IV.V).

In order to be eligible for graduation, students will need to complete any revisions arising from the Oral Defence Examination and the School of Graduate Studies final library submission requirements (see [Final Submission Requirements](#)). Students and Supervisory Committees may need to consider additional time beyond the eight-week Oral Defence Examination process to complete revisions. Students entering a new term of study to complete revisions or the final submission requirements may be subject to additional fees.

IV.I Request an Oral Defence Examination: Doctoral Level

Week One

When the Supervisory Committee agrees that the dissertation meets the degree program standards and learner outcomes, the Supervisory Committee will complete the Oral Defence Examination Request Form and send it, along with a copy of the Committee-approved dissertation, to the respective Graduate Program Coordinator. The Graduate Program Coordinator will review the Request Form and if approved will sign and send it, along with a copy of the Committee-approved dissertation, to the SGS at least seven working weeks before the intended Oral Defence Examination.

IV.II External Examiner and Internal Examiner: Doctoral Level

Week Two to Five

Upon approval of the Oral Defence Examination Request Form, the SGS will send the dissertation and instructions to both External Examiner and Internal Examiner. The Examiners have **up to four weeks** to submit their report to the SGS. Typically, the External and Internal Examiners will review the dissertation concurrently. Otherwise, the defence process may take longer than eight weeks to allow for both Examiners to submit their reports.

The Examiners assess the dissertation based on these categories, where applicable:

- Importance of the work to the field of study
- Literature review
- Results, conclusions, recommendations
- Methodology
- Organization
- Conventions
- Comparisons to applicable work in the field

IV.III External Examiner and Internal Examiner Reports: Doctoral Level

Week Six

When the School of Graduate Studies receives the Examiner reports, the SGS will email the full reports to the Supervisor and copy the Graduate Program Coordinator. The Supervisor may share the Examiner reports with the Committee Members as needed. The “Comments for the Candidate” section is emailed directly to the student and copied to the Supervisor and Graduate Program Coordinator. The SGS will first verify that the comments for the candidate are cordial in nature before sending them to the student. If the comments are not cordial, the SGS will not send the “Comments for the Candidate” section to the student. Instead, the Supervisor will discuss that section with the student.

The student has **at least one week** with the reports prior to the Oral Defence Examination. The student and Supervisor will discuss the report and how, if applicable, to factor in the Examiners’ comments into the dissertation and/or Oral Defence Examination.

If the Examiner(s) does not recommend that the dissertation proceed to the Oral Defence Examination stage, the Supervisory Committee will have final decision as to whether or not to recommend that the dissertation proceed to the Oral Defence Examination (see V).

IV.IV The Oral Defence Examination: Doctoral Level

Week Seven

The SGS sets aside up to 3 hours for an Oral Defence Examination. The duration and order of events of each defence varies by program. Generally, Oral Defence Examinations consist of the following:

1. The Chair of the Examination Committee will deliver a brief introduction and will clarify the procedures and/or agenda of the examination process (5 to 10 minutes).

2. The student will make a presentation of the Dissertation (approximately 30 minutes, depending on specific program requirements).
3. The Examination Committee will ask questions in rounds (1 to 2 hours total).
 - Round One of Questioning: (up to 10 minutes per committee member)
 - Round Two of Questioning: (up to 10 minutes per committee member)
 - Round Three of Questioning: (optional - only if needed)
4. The Chair invites questions from the audience.
5. The student may give closing remarks, if desired (5 minutes).
6. After the questioning has been completed the Examination Committee will deliberate in camera to decide on the outcome of the defence.
7. After deliberations the Chair will inform the student of the outcome.

The possible Oral Defence Examination outcomes are (see [Examination Committee Report](#)):

- Unconditional Pass
- Conditional Pass with minor revisions
- Conditional Pass with major revisions
- Fail
- Adjourned

IV.V After the Oral Defence Examination: Doctoral Level

Week Eight (unless additional time for revisions is required)

If an “Unconditional Pass” is granted at the Oral Defence Examination, the student will begin their final library submission requirements. If revisions are required, the final submission requirements will be delayed until the Supervisor(s) (or full Examination Committee, if required) approves the revised dissertation document.

The process after the Oral Defence Examination is as follows:

7. The Chair of the Examination Committee signs the Certificate of Examination, the [Examination Committee Report](#), and [Signature Page](#) and sends the three forms to the SGS.
8. a) The SGS collects the remaining Examination Committee member signatures on the Examination Committee Report and Signature Page. The Supervisor(s) is the last person to sign the forms.

b) If there are required revisions, the Supervisor(s) is responsible for ensuring the student makes all required changes by the date determined by the Examination Committee and shared on the Examination Committee Report. Once final version of the dissertation has been reviewed

and approved by the Supervisor(s) (and Committee Members, if required), the Supervisor(s) will then sign the Examination Committee Report and Signature Page and send the forms to the SGS.

9. The SGS will send the signed and completed Examination Committee Report, Signature Page, and Certificate of Examination to the student. The student will then insert the Certificate of Examination into the final version of their dissertation. At this point the student will also receive instructions for the [Final Submission Requirements](#) from the SGS.
10. The student submits final copy of the dissertation and all required documentation electronically to the SGS.
11. The SGS reviews all required documentation (verifying for completeness, formatting, and any copyright concerns) and submits a grade for the Dean's approval.
12. The SGS sends all required documentation to the Harris Learning Library for cataloguing.

V.I The Student Submits the MRP/Thesis/Dissertation to the Examiner(s) without the Approval of the Supervisor(s)

It is not advisable for students to submit their MRP/thesis/dissertation to an External Examiner or Internal Examiner (PhD programs only) without approval from their Supervisor(s). However, students have the right to submit their MRP/thesis/dissertation to the Examiner(s) without approval from their Supervisor(s). In these instances, the Supervisor(s) must state on the Oral Defence Examination Request Form why their approval is withheld. The Graduate Program Coordinator will sign the form and provide the student with the Supervisor's rationale for withholding approval of the MRP/thesis/dissertation proceeding to the Examiner(s). Upon reviewing the rationale, the student will sign the Oral Defence Examination Request Form acknowledging that they are submitting their MRP/thesis/dissertation to the Examiner(s) without the approval of their Supervisor(s).

The Examiner(s) will not be made aware that the MRP/thesis/dissertation was submitted without the approval of the Supervisor(s) in order to ensure an impartial review of the MRP/thesis/dissertation. The SGS will submit the instructions to the Examiner(s) as per normal (see III.II and IV.II).

Once the MRP/thesis/dissertation is sent to the Examiner(s), it cannot be withdrawn unless approved by the Dean, Graduate Studies and Research. The version of the MRP/thesis/dissertation that was submitted to and circulated by the SGS is the only version that the Examiner(s) may evaluate.

External Examiner's and Internal Examiner's Report will be circulated as per normal (see III.III and IV.III).

V.II The Student Proceeds to the Oral Defence Examination without the Approval of the Supervisor(s)

It is not advisable for students to proceed to the Oral Defence Examination without the approval of their Supervisor(s). However, students have the right to proceed to the Oral Defence Examination without approval from their Supervisor(s). In these instances, these processes will be followed:

1. If the reason for withholding approval concerns academic dishonesty, then the procedures within Nipissing University's [Academic Dishonesty Policy](#) will be followed.
2. If the reason for withholding approval concerns the quality of the work:

- I. the Supervisor(s) must state on the Oral Defence Examination Request Form their specific concerns they have relating to the quality of the MRP/thesis/dissertation and submit it to the Graduate Program Coordinator.
- II. The Graduate Program Coordinator will provide, in writing, the student with the Supervisor's concerns about the quality of the work and why they feel it is not ready for the Oral Defence Examination. The Graduate Program Coordinator will inform the student that the risk of failure is higher when proceeding to the Oral Defence Examination without the approval of the Supervisor(s).
- III. The Supervisor(s) will still be present at the Oral Defence Examination to give the student the opportunity to defend the merits of the MRP/thesis/dissertation.
- IV. The student, Examiner(s), Committee Member(s), and the Supervisor(s) may not discuss the content or quality of the MRP/thesis/dissertation until the Oral Defence Examination.
- V. When the Examination Committee deliberates the outcome of the defence in camera, they are reminded to assess the Oral Defence Examination on its academic merits.

If the Supervisor(s) decides to withdraw from the role, the Graduate Program Coordinator (or designate) takes on the role of the Supervisor(s) and attends the Oral Defence Examination in lieu of the Supervisor(s). This involves undertaking any of the steps for the Oral Defence Examination Process as outlined in these regulations.

Once the Graduate Program Coordinator (or designate) assumes the role of the Supervisor:

- The original Supervisor(s) does not attend the Oral Defence Examination and has the right to decline to be recognized as the Supervisor on the published MRP/thesis/dissertation.
- The student, Examiner(s), Committee Member(s), and the new Supervisor may not discuss the content or quality of the MRP/thesis/dissertation until the Oral Defence Examination.
- When the Examination Committee deliberates the outcome of the defence in camera, they are reminded to assess the Oral Defence Examination on its academic merits.

The decision of the Examination Committee is final. The student has the right to submit an [Academic Appeal](#) of the decision, if desired.

This regulation is written with thanks to the members of the Ontario Council of Graduate Studies for sharing their policies, with particular thanks to Western University and Guelph University as their policies greatly assisted us in writing this regulation.

Nipissing University

Report of the By-laws and Elections Committee

June 21, 2022

There was a meeting of the By-laws and Elections Committee on June 21, 2022 at 3:00 p.m. via Zoom conference.

Present: N. Colborne, K. Ferguson, T. Sibbald, R. McEntee

Regrets: C. Richardson, M. Saari

Recording Secretary: S. Landriault

Moved by T. Sibbald, seconded by K. Ferguson that the agenda of the June 21, 2022 By-laws and Elections Committee meeting be approved.

CARRIED

Moved by T. Sibbald, seconded by K. Ferguson that the Report of the January 18, 2022 By-laws and Elections Committee meeting be accepted.

CARRIED

Reinstatement of the Graduate Studies Committee as a Senate Standing Committee was discussed. A motion, rationale and supporting documentation was provided. Without input from the Dean of Research and Graduate Studies and the Provost, the By-laws and Elections Committee could not move forward with the reinstatement of the Graduate Studies Committee. This item will be included for discussion in the next By-laws and Elections Committee meeting agenda.

The following revisions to Senate By-laws Article 5.2 Conduct of Elections were suggested by NUSU and discussed. The rationale for the revisions is to clarify the interpretation of the language to indicate that elections for student Senators shall be conducted by the NUSU general membership, not the NUSU Board. Information regarding the fall by-elections was also added. It was noted that Senate does not have the authority to direct NUSU how to elect their student Senators or how to run its elections. The NUSU President advised that the changes to the By-laws will better reflect the NUSU By-laws and what actually takes place.

5.0 Election of Student Senators

5.2 Conduct of Elections

Current:

- (a) Elections for the undergraduate and graduate student representatives shall be conducted by the NUSU Board, coincident with its annual delegate elections.

Change to:

- (a) Elections for the undergraduate and graduate student representatives shall be conducted by NUSU in accordance with its annual Director-at-Large elections. If any student Senator positions are vacant after the elections, a by-election will be held in the early fall semester in attempts to fill them.

Current:

- (b) Notwithstanding the conduct of the elections in (a) by the NUSU Board, the elected undergraduate and graduate student representatives shall be deemed to have no formal affiliation with NUSU or accountability to NUSU, in carrying out their responsibilities as Senators.

Change to:

(b) Notwithstanding the conduct of the elections in (a) by NUSU, the elected undergraduate and graduate student representatives shall be deemed to have no formal affiliation with NUSU or accountability to NUSU, in carrying out their responsibilities as Senators.

Moved by T. Sibbald, seconded by R. McEntee, that the amendment of Senate By-laws Article 5.2 (a) & (b), as listed above, be accepted and forwarded to the Senate Executive Committee for inclusion as a Notice of Motion in the July 8, 2022 Senate Agenda.

The Report on Laurentian University Procedures was discussed. This report was provided to Laurentian University and includes suggestions for improving their governance procedures as findings have suggested that governance issues may have contributed to some of the problems faced by LU. The report may have some useful suggestions that Nipissing University may also consider. The report focuses on a smaller, less representative Senate, but a more expert Senate. A Senate that takes more responsibility evaluating teaching and programs and is more directly involved. The report also makes a recommendation for a Senate Secretariat that is independently funded and reports to Senate. Senate would no longer be administered from the Provost's office. It would be independent and report directly to Senate. The creation of a Senate Secretariat would not be decided by Senate alone as it would include financial decisions and independent funding, so the Board of Governors would also have to agree to implement it. The report views this as giving Senate the capacity for research and evaluation that would allow it to evaluate programs, the academic integrity and value of programs and of teaching. This would be a dramatic change to how Senate has operated at NU historically. The report was provided so that the By-laws and Elections Committee can reflect on, think about, and discuss in future meetings.

The Report on Laurentian University Procedures can be found using the following link:
<https://www.laurentianu.info/wp-content/uploads/2022/03/LaurentianUniversity-Governance-Review-Feb-2022.pdf>

MOTION 1: That Senate receive the Report of the By-Laws and Elections Committee dated June 21, 2022.

Respectfully submitted,
Original signed by:

Dr. Nathan Colborne
Chair
By-Laws and Elections Committee