

**ACADEMIC POLICY COMMITTEE (APC)  
Minutes of Meeting**

**Date:** May 7, 2020  
**Time:** 1:00pm-2:45pm  
**Location:** Virtual Meeting

**Committee Members:** Mohammed Abdulaziz, Dr. Fazle Baki, Prof. Jeff Berryman, Scott Cowan, Emily Fraser, Dr. James Gauld, Dr. Erika Kustra, Dr. Scott Martyn, Janice McAdam, Dr. Wansoo Park, Aman Patel, Dr. Rashid Rashidzadeh, Dr. Antonio Rossini (Chair), Dr. Terry Sefton, Dr. Anneke Smit.

**Absent:** Dr. Sue Fox (regrets), Dr. Jill Urbanic (regrets).

**In Attendance:** Chris Busch, Dave Butcher, Ryan Flannagan, Gillian Heisz, Andrew Kuntz; Renée Wintermute (University Secretary), Alison Zilli (University Secretariat).

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**1 Approval of Agenda**

**MOTION:** That the agenda be approved.

Dr. J. Gauld/M. Abdulaziz  
**CARRIED**

**2 Minutes of meeting of March 18, 2020  
E-Vote of March 19, 2020**

**MOTION:** That the minutes of March 18, 2020 and E-Vote of March 19, 2020 be approved.

Dr. S. Martyn/Dr. T. Sefton  
**CARRIED**

**3 Business arising from the minutes**

Nothing to report.

**4 Outstanding business**

Nothing to report.

**Items for Information****5 Reports/New Business****5.1 2020-2021 Proposed Operating Budget**

*(See document APC200507-5.1 for more details.)*

NOTED:

- The 2020-2021 Operating Budget has taken into consideration three key elements: 1) the original budget proposal (pre-COVID plan); 2) adjustments required due to COVID-19's impact;

and, 3) continued risk assessment.

- The University is proposing a balanced budget for 2020-2021, including an \$8m contingency reserve to address anticipated reduction in international and domestic student enrolment numbers as a result of COVID-19.
- It is expected that there will be a slight decline (3%) in first year domestic enrolment but a significant decline in first-year international enrolment.
- The budget will need regular monitoring and possible updates as circumstances continue to change in this unpredictable environment.
- The pre-COVID-19 Operating revenue was budgeted at \$305.7m, which was an increase of \$13m (4.7%) over last year.
- The post-COVID-19 Operating revenue is projected to decrease by 2.5% from the 2019-2020 Operating Budget.
- When factoring in the \$8M enrolment contingency reserve, the proposed 2020-2021 budget is prepared for a loss of tuition of up to \$29.4M (15%) and will require reduction in expenditures.
- The Provost's Council has met to discuss the COVID-19 required adjustments and one-on-one discussions with Deans are ongoing.
- The largest expenditure is still salaries, wages, and benefits representing approximately 77% of the Operating Budget.
- The University's continued commitment to maintaining its fiscal position has served the institution well and has enabled it to still set aside \$2.65M for strategic investments.

The floor was open for comments/questions.

- In response to a question raised about deferral of hiring, it was clarified that only unposted and unrecruited staff positions will be deferred until 2021/22. There is no hiring freeze.
- It was noted that projected enrolment was set based on surveys of current and prospective students, surveys conducted by Universities Canada and other external international bodies, as well as anecdotal information.
- Concern was raised about the statistical reliability of the data and members cautioned that predicting enrolment based on this data could be problematic given the ever-changing COVID-19 situation. It was also noted that not all Faculties or Departments would be affected in the same way.
- In response to a question raised about safety precautions as a result of COVID-19, it was noted that some funds have been set aside for personal protective equipment, cleaning and sanitizing, and preparing the campus for resumption of work on campus, as well as funding to ensure more robust online examinations.
- Overall, APC supported the proposed Operating Budget; acknowledging the need for the various and difficult strategies for reducing expenditures and using reserves/carryforwards and acknowledged the significant strong that the COVID-19 pandemic has place on the University's Operating Budget.

## **5.2 Internationalization Annual Report (2019)**

*(See document APC200507-5.2 for more details.)*

NOTED:

- Internationalization activities include not only inbound and outbound student's mobilization activities for international students, exchange program, study tours, volunteer activities, etc. but also faculty research activities, visiting scholars, etc.
- The past year was productive in terms of internationalization activities, including those related to recruitment, collaborations, and engagement.

- There are potential risks associated with lack of diversity in the international student body, with the majority of students coming from China, India and Nigeria. In light of this, a review was undertaken to increase the diversity of countries from which our students come. The review included identification of practices to proactively manage global risks and an evaluation of international recruitment and admissions practices.
- Challenges for the Office included: 1) limited budget; 2) small staff complement; and, #0 increased global competition.

The floor was open for comments/questions

- In response to a question raised, it was noted that a formal international framework for Windsor has not been adopted. This will be done with extensive consultation and collaboration.
- In response to a question raised about tracking faculty initiatives that are related to internationalization, it was noted that the new tool MoveOn is in the process of being implemented to enable the collection of this type of data across the institution.
- In response to a question raised, it was noted that from an enrolment perspective it would be helpful to track the academic success of international students entering via the University's English Language Improvement Program (ELIP) in comparison with students entering directly into their program with an acceptable score in standardized language proficiency tests.
- In response to a question raised about identifying "international" learning outcomes on the PDC forms or/and on the UWinsite, it was noted that the suggestion of "tagging" courses in such a way would be best accomplished through UWinsite, with students able to access the information more readily.

AGREED:

- Given the need for a Comprehensive International Framework at the institutional level, it was suggested that the introductory paragraphs be extended to include wording about changing the narrative about how international education is viewed.
- Clearly defining what comprehensive internationalization is, will help provide a framework at the beginning of the goals and objectives section.
- Greater emphasis should be placed on the challenge of compiling all internationalization activities across campus. The new MoveOn tool should be highlighted in the report for gathering data across Faculties.
- Under the section of engaging Windsor-Essex community, this could also be in partnership with school board and private schools, *etc.*
- Other minor editorial suggestions were made.

### **Items for Approval**

#### **5.3 Revision to Student Medical Note Standardized Form**

*(See document APC200507-5.3 for more details.)*

**MOTION: That the revisions to the student medical note standardized form be approved.**

Dr. J. Gauld/M. Abdulaziz

NOTED:

- The proposed revision to the student medical note continues to ensure adherence to privacy regulation which does not require a statement of diagnosis or nature of disability.

- The note is a standardized form that Faculties are encouraged to adopt as part of the Senate Policy on Notes from Regulated Health Care Professionals.
- The template is modelled after the University of Toronto's medical form.
- In response to a question raised as to why the form is not mandatory to be used by all Faculties, it was noted that there needs to be some flexibility for areas that already have a process and form in place that may be fit their discipline.

**CARRIED**

**\*5.4 BSc in Environmental Science Admission Requirements – Revisions**

*(See document APC200507-5.4 for more details.)*

**MOTION: That the proposed revisions to the admission requirements for the Bachelor of Science (Honours) in Environmental Science be approved.**

**\*CARRIED**

**Additional Business**

**6 Question Period/Other Business/Open Discussion**

Nothing to report.

**7 Adjournment**

**MOTION: That the meeting be adjourned.**

Dr. E. Kustra/ Dr. W. Park

**CARRIED**