



ACADEMIC POLICY COMMITTEE (APC)
Minutes of Meeting

Date: Thursday April 13, 2023

Time: 9:00am-11:00am

Location: Room 203 Anthony P Toldo Health and Education Centre and via MS Teams

Present: Fazle Baki, Isabelle Barrette-Ng (Chair), Nick Hector, Anumita Jain, Erika Kustra, Janice McAdam, Adam Mulcaster, Rashid Rashidzadeh, Anneke Smit, Edwin Tam, Niel Van Engelen.

Absent: Priscilia Correa, Muthukeethana Kaliappan, Sarah Khan, Scott Martyn, Lydia Miljan, Debbie Rickeard, Michael Rossi.

In Attendance: Nick Baker; Renée Wintermute (University Secretary), Alison Zilli (University Secretariat)

1 Approval of Agenda

MOTION: That the agenda be approved.

Adam Mulcaster/Janice McAdam
CARRIED

2 Minutes of meeting of February 15, 2023

MOTION: That the minutes of the meeting of February 15, 2023 be approved.

Erika Kustra/Adam Mulcaster
CARRIED

3 Business arising from the minutes

Nothing to report.

4 Outstanding business

Nothing to report.

5 Reports/New Business

5.1 Office of Open Learning Annual Report

(See document APC230413-5.1 for more details.)

NOTED:

- A presentation was provided on the various activities and initiatives of the Office of Open Learning (OOL).
- The mandate of the OOL is to provide support and professional development for instructors of online, open, and hybrid learning and teaching through formal and informal development opportunities. This involves working collaboratively to design, develop, deliver, evaluate, and iterate high-quality, engaging, media-rich learning environments.
- OOL continues to provide opportunities for instructors to find support for online teaching, including new on-demand and open workshops, sprint sessions, drop-in sessions, one-on-one and group consultations, and live chat sessions.
- The three key themes in the OOL's work this year included: 1) Supporting the transition back to campus, Imagining and navigating the emerging reality; 2) Technology renewal and exploration; and, 3) Securing funding for digital, hybrid, and open teaching.

- The development and submission of eCampus Ontario Virtual Learning Strategy grants continues to be supported with tremendous success. (*i.e.*, 19 successful grants received over \$1.63 million in funding).
- E-portfolios and digital literacy has grown tremendously from 20 users in 2013 to 6925 users in 2021-2022.
- Some key successes included: high attendance at workshops and invited events, completion of the LMS review and, securing over \$3m in grant funded projects.
- In support of Indigenization, funding from eCampus Ontario helped to hire an Indigenous Learning Designer for an initial 3-year LTA role to assist in the decolonization and Indigenization of digital spaces.
- Some challenges include high demand for services, implementation of the new LMS on a tight timeline, large number of grant submission with tight timelines, ongoing skills gap in technical areas due to inflexible working requirements, lack of space, and no formally adopted institutional definitions of course delivery modes.
- Lessons learning during COVID should be reviewed for possible policy changes. Policy changes as a result of amendments to the AODA will also be required.

The floor was open for comment/questions.

- OOL was commended on the exceptional level of support provided on an ongoing basis to the campus community.
- In response to a question raised, it was noted that the introduction of Micro-credentials is one way of addressing community needs and cross-border engagement.

5.2 2023-2024 Operating Budget Proposal

a. Proposed Tuition and Compulsory Ancillary Fees

(See document APC230413-5.2a for more details.)

NOTED:

- A presentation on the proposed 2023-2024 tuition and compulsory fees proposal was provided.
- Members were reminded that the Ministry of Training, Colleges and Universities (MTCU) announced a 10% reduction in tuition fees for domestic students in 2019-2021, which was followed by annual freezes on domestic tuition fees including for 2023-2024.
- Members supported pursuing the allowable tuition fee increase of 5% for all out of province student tuition rates in regulated programs, as well as the tuition fee increases based on student and market demand for international students which are offset by the UWindsor international tuition fee guarantee.
- This is the third year of the international tuition guarantee program, which provides international students with a commitment that their tuition rate will remain the same from their first term of study to their final term of study.
- In 2023/24, MCU has afforded an opportunity for institutions to apply for Tuition Anomaly Adjustments for up to 3 programs where current domestic rates are 15% (or more) below the sector average for comparable programs. Windsor has three undergraduate programs which meet this criteria and submitted applications for Law, Engineering and Business.
- Although professional graduate programs have become highly subscribed by international students, undergraduate programs have decreased in popularity.
- The US good neighbour rate which is applicable to all American students in first entry programs has been broadened to include the Master of Business Administration and Master of Business Administration for Managers and Professionals for 2023-2024.
- There is no increase for research-based graduate students. The 0% tuition increase proposal for PhD continues, which is critical to research growth.

b. Proposed Operating Budget

(See documents APC230413-5.2b for more details.)

NOTED:

- The University of Windsor is presenting a balanced base budget for 2023/2024, which includes an across-the-board realigned of 1% of the salaries and benefits budget (the first of a two year

strategy), as well as an Enrolment Contingency Reserve for the fourth year. The latter continues to be used to mitigate the need for possible mid-year cuts if enrolment targets are not reached.

- New for 2023/24 is a Strategic Mandate Agreement (SMA3) Contingency Reserve to mitigate the risk of possible grant claw backs as a result of missing on SMA3 metrics. Also new is a reserve “For the Future Fund”, in response to the AGO audit report, which represents 1% of total institutional revenues to protect against uncertainties or unexpected events.
- The largest expenditure in the University Operating Budget is still salaries, wages, and benefits, representing approximately 74.6% of the Operating Budget.
- The Extraordinary Enrolment Offset will be maintained for the 2023/24 year as the bubble created by the number of deferrals at the onset of COVID-19 works its way through and students complete their program requirements. The fund is expected to be completed by 2024/25 as all extra cohorts graduate.
- In 2023/24, three Faculties – Education, Engineering, and the Odette School of Business – are in positive net positions, with the other five Faculties – Arts, Humanities and Social Science, Human Kinetics, Law, Nursing and Science – in negative net positions.

The floor was open for comments/questions:

- In response to a question raised about the ongoing growth and reliance of course-based Master programs, it was noted that Engineering and Business will be right-sizing cohorts to match infrastructure and faculty complement.

AGREED:

- Overall, APC understands the constraints under which the University is operating, as government regulations significantly limit the opportunities for revenue growth, while expenses, including contractual obligations and inflationary pressures on utility cost, carbon tax fees, and other services, continue to increase.
- The financial challenges facing the University and the revenue component of the budget are structural and include:
 - Exceeding domestic enrolment beyond the grant corridor means not receiving any grant funding for students above the corridor.
 - Declining domestic university-aged students locally and across Ontario, which impact demographics and enrolments.
 - Continued domestic tuition freezes.
 - Faculties with international course-based masters programs have maxed out their capacity, and some are looking at rightsizing, meaning that there is no, to limited opportunities for continued growth for these programs.
 - International tuition rates need to be competitive to attract students who are looking to more affordable provinces.
 - The operating grant has not increased in years, with the grant as a total component of revenue decreasing to 29% for the 2023-24; compared to 44.1% a decade ago and 51.8% in 2003-04.
- While APC appreciates concerns around affordability, it was noted that students are paying less today than in 2016, despite higher costs of living and inflation, and there was significant concern that the system will soon break under these continued government policies and lack of funding.
- APC was pleased to hear of initiatives being pursued in Faculties to try to address student recruitment and retention, including a proposal for co-op options across all programs in FAHSS.

5.3 Revised Template for Annual Reporting to the Academic Policy Committee

(See document APC2304135-5.3 for more details.)

MOTION: That the revised Template for Annual Reporting to the Academic Policy Committee be approved.

Adam Mulcaster/ Niel Van Engelen

CARRIED

***5.4 Computer Science – Revisions to Standing Required for Continuation**

(See document APC2304135-5.4 for more details.)

MOTION: That the proposed revisions to the Policy on Standing Required for Continuation and for Graduation (Undergraduate) be approved.

***CARRIED**

6 Question period/Other business/Open Discussion

6.1 APC Subcommittee on Course Modality Definitions – Update

(See document APC2304135-6.1 for more details.)

NOTED:

- The APC Subcommittee is in the process of consulting with Deans, Associate Deans, AAU Heads, and students regarding course modalities.
- Course modalities definitions are important as they impact student course selection, space planning and enrolment/retention and provide students with information on course requirements and commitments to set them up for success as they select and register for courses.
- The APC Subcommittee is proposing definitions for five course modalities: in-person teaching, fully online (synchronous/asynchronous), remote (synchronous/asynchronous), hybrid, and hy-flex. Each modality has guidelines for assessment approaches.
- Current course modalities are being interpreted differently across campus, which has led to confusion and concerns from students who signed up for online courses and are now expected to write final exams in-person.
- There are concerns over online assessments and the logistical and financial challenges that assessments written at remote proctored locations place on students.

7 Adjournment

MOTION: That the meeting be adjourned.

Edwin Tam/Adam Mulcaster

CARRIED