



ACADEMIC POLICY COMMITTEE
Minutes of Meeting

Date: Wednesday, November 16, 2023
Time: 9:00am-9:59am
Location: Room 209 Assumption Hall and via MS Teams

Present: Isabelle Barrette-Ng (Chair), Hisham Barakat Priscila Correa, Erika Kustra, Adam Mulcaster, Maureen Muldoon, Lydia Miljan, Jessica Raffoul, Karen Robson, Chitra Rangan, Debbie Rickeard, Walter Rischke, Sara Scharoun Benson, Walter Rischke, Brahmjot Singh.

Absent: Niel Van Engelen, Victoria Iannetta, Anneke Smit.

In Attendance: Ray Darling (Registrar); Renée Wintermute (University Secretary), Alison Zilli (University Secretariat).

1 Approval of Agenda

Items 5.1-5.3 were unstarred.

MOTION: That the agenda be approved.

Erika Kustra/Sara Scharoun Benson
CARRIED

2 Minutes of meeting of October 18, 2023

MOTION: That the minutes of the meeting of October 18, 2023 be approved.

Jessica Raffoul/Erika Kustra
CARRIED

3 Business arising from the minutes

Nothing to report.

4 Outstanding business

Nothing to report.

5 Reports/New Business

5.1 Policy on Transferring to Another Program -Revision

(See document APC231116-5.1 for more details.)

MOTION: That the proposed revisions to the Policy on Transferring to Another Program be approved.

Adam Mulcaster/Erika Kustra

NOTED:

- The proposed revision allows for flexibility in the application of the admission requirements policy for program transfer considerations in cases where a student may not have the prerequisite grade 12U course but has completed a university-level course which meets or exceeds the grade 12U requirement.
- Currently there is no flexibility in the policy to allow for this provision which creates a roadblock for transfer students

CARRIED

5.2 MEng English Language Proficiency Admissions Requirements – Revision

(See document APC231116-5.2 for more details.)

MOTION: That the proposed revision to the English language proficiency admissions requirements for the Master of Engineering programs be approved and applied retroactively to Fall 2023.

Sara Scharoun Benson/Jessica Raffoul

NOTED:

- The proposal will revert the English language proficiency (ELP) requirement changes back to the requirements in place prior to the May 2023 changes.

AGREED:

- In response to a question raised, it was agreed that additional language be added to the rationale clarifying that the Faculty of Engineering will be implementing additional English Language support measures for international students upon their arrival at Windsor.

CARRIED

5.3 Policy on Introductory Statistics Courses –Revision

(See document APC231116-5.3 for more details.)

MOTION: That the proposed revisions to the Policy on Introductory Statistics Courses be approved.

Adam Mulcater/Jessica Raffoul

CARRIED

5.4 Bylaw 31 Review –Consultation

(See document APC231116-5.4 for more details.)

NOTED:

- In 2023, a Subcommittee of the Associate Deans Group was established to discuss ways to increase efficiency of Bylaw 31 while maintaining due process. The primary concern was regarding timeliness for minor infractions, and the impact this has on students who are awaiting decisions.
- The primary suggestion from the Subcommittee is to allow Heads to issue minor sanctions in minor cases, where the student admitted to the misconduct. The Associate Deans would continue to investigate and adjudicate major cases or minor cases where the student did not admit to the misconduct.
- Greater clarification between “teachable moments” and “admonition” is needed. A teachable moment is in an informal lesson, where the matter does not rise to the level of misconduct, to mitigate future misconduct and an admonition is a recorded sanction. Adjudicators may also include a teachable moment, in addition to any sanctions they may impose.
- While consideration was given to allowing instructors to issue minor sanctions, this significant decentralization would lead to inconsistency and potentially unfair application, particularly as the University does not have enterprise-wide tracking system that would allow instructors to input and record individual cases, check prior offences, and flag inappropriate sanctions.
- To ensure findings of misconduct are not influenced by knowledge of prior offences, access to records is restricted to the University Secretariat and confirmation of first or subsequent offences are provided upon request to the adjudicator and the Discipline Appeal Committee when there has been a finding of misconduct.
- In response to a question raised about student awareness of conduct policies, it was noted that during the admission process students are required to sign off that they have read the Student Code of

Conduct, Bylaw 31, and the Procedures for Addressing Student Non-Academic Misconduct, though this does not guarantee that they are being fully educated on academic integrity and misconduct.

- If changes are being made to the bylaw, it was suggested that educational and guidance materials be created (i.e., instructional videos, process, examples of teachable moments, sanctioning guidelines, flowchart of the academic integrity process, etc.)

AGREED:

- Members supported, in principle, the proposal to allow Heads to deal with minor cases of misconduct, noting that further consultation with Heads will be needed as this would impact their workload.
- This item will be forwarded to the Senate Governance Committee for consideration and possible direction to the Bylaw Review Committee.

6 Question period/Other business/Open Discussion

NOTED:

- Members were informed that the course modalities proposal was referred back to ACP by Senate to add a modality that would address Nursing's course offerings with St. Clair. The APC Subcommittee will report back to the next meeting with a revised proposal.

7 Adjournment

MOTION: That the meeting be adjourned.

Maureen Muldoon/Erika Kustra
CARRIED