



ACADEMIC POLICY COMMITTEE
Minutes of Meeting

Date: Wednesday, December 13, 2023
Time: 9:00am-11:00am
Location: Room 209 Assumption Hall and via MS Teams

Present: Isabelle Barrette-Ng (Chair), Hisham Barakat, Priscila Correa, Erika Kustra, Adam Mulcaster, Lydia Miljan, Jessica Raffoul, Chitra Rangan, Debbie Rickeard, Sara Scharoun Benson, Brahmjot Singh, Anneke Smit, Niel Van Engelen.

Absent: Victoria Iannetta, Maureen Muldoon, Walter Rischke, Karen Robson.

In Attendance: Judy Bornais, Lorraine Chandler, Ray Darling, Marcin Pulcer; Renée Wintermute (University Secretary), Alison Zilli (University Secretariat).

1 Approval of Agenda

MOTION: That the agenda be approved.

Jessica Raffoul/Debbie Kane
CARRIED

2 Minutes of meeting of November 16, 2023

MOTION: That the minutes of the meeting of November 16, 2023 be approved.

Jessica Raffoul/Lydia Miljan
CARRIED

3 Business arising from the minutes

Bylaw 31 Review

Initial discussions with some Heads have yielded a suggestion that Heads be permitted to directly impose sanctions, without having to differentiate between first and second offenses. The Head would then forward the file to the University Secretariat, which would forward the matter to the Associate Dean for final adjudication if it was found to be a subsequent offence. The goal is to provide a more efficient and streamlined process by removing the first offence check step for Heads, while ensuring that sanctions are appropriate for repeat offenders.

4 Outstanding business

Nothing to report.

5 Reports/New Business

5.1 Experiential Learning Annual Report

(See document APC231213-5.1 for more details.)

NOTED:

- An overview was provided on the Office of Experiential Learning's activities and accomplishments over the past academic year, as well as current and future initiatives.

- The unit is comprised of two distinctive departments, each serving a crucial role: 1) Co-operative Education and Workplace Partnerships (responsible for paid learning opportunities); and, 2) Career Development and Experiential Learning (responsible for integrating career and experiential education into curricula, enhancing students practical skills, and preparing them for a profession).
- The goal of the Office is to provide students with practical skills, foster career readiness, and provide meaningful experiences that facilitate a seamless transition into the workforce.
- The Office faces many challenges, including policy changes affecting international students' work hours, manual co-op fee payment processes, low Chemistry/Biochemistry internship enrolment (due to program sequencing), issues with booking classroom space for the Transform program, low participation in the Windsor-Essex Career Apprenticeship Program, declining participation in community service learning programs, and reduced funding for awards from Canada Summer Jobs.
- There also are challenges with finding placements for the Master of Applied Computing (MAC), which has exceeded the agreed-upon student limit, with 530 students compared to the set limit of 400.
- Future initiatives underway include the launch of ten new FAHSS co-op programs; collaboration with the Registrar to tailor UWinsite to allow for seamless integration of co-op student requirements, including academic standing, financial eligibility, and automated fee payments; revising the Transform job readiness program to accommodate increased enrolment; hiring a new Employer Relations Coop Coordinator; advocating for classroom space; comprehensive review of Chemistry/Biochemistry work/study sequencing; assessment of the sustainability of the VIP community service learning program; etc.
- Additional actions include revamping the website for improved outreach to students and enhanced communication with employers.

The floor was open for comments/questions

- In response to a question raised, it was noted that the Onyx Initiative provides Black university students with career coaching, small group training, internships and future employment.
- As Go Global Steering Committee members, the Office has partnered with the Office of Enrolment Management, the Dean of Science, the International Student Office, and the Student Awards and Financial Aid Office to provide financial assistance for eligible undergraduates, emphasizing inclusivity for low-income, disabled, and Indigenous students, to enhance their global skills through international work study.
- In collaboration with FAHSS, the Office is working closely with Indigenous colleagues on campus to develop an Indigenization plan for the new FAHSS co-op programs.
- There is a need for greater collaboration to address these challenges faced by some faculty who are supervising students beyond their regular teaching duties.
- Given that enhancing communication regarding the significance of university degrees and acquired skills is important for increasing student enrolment, initiatives are being pursued to prioritize storytelling campaigns.
- The document was received for information.

5.2 Information Technology Annual Report

(See document APC231213-5.2 for more details.)

- An overview was provided on Information Technology Services' (ITS) activities and accomplishments over the past academic year, as well as current and future initiatives.
- ITS' achievement of its goals, objectives, and campus projects were significantly impacted by the cybersecurity incident in June of 2022, though major capital projects continued to be supported throughout the current fiscal year.
- Information Technology services has been working on a renovations to enhance client services, completed five meeting upgrades, various network and technology upgrades, and six classroom renovations for integration of hyflex technology, etc.
- Major challenges are tied to resources and financial sustainability as demands for IT services support and maintenance continues to increase substantially. In addition, the department has been affected by six staff retirements.

- Future initiatives include: continued implementation of cyber security enhancements; transition from AIX to Linux Servers; completing the fit-gap analysis to identify discrepancies between current HR processes and system and the prospective Oracle HCM system; network upgrades; classroom upgrades; and eGas rebuild.
- Looking ahead the focus will be on the ongoing development of the data strategy, ensuring that it aligns with the University's broader strategic goals.

The floor was open for comments/questions.

- In response to a question raised about whether reports for departmental benchmarking can be streamlined so that faculty can have access to average data for various class years, it was noted that these types of reports should be requested through the Office of Institutional analysis.
- Consideration should be given to long-term support for research computing equipment, which cannot be easily updated but require systems access for continued research, including storage, maintenance, and backup.
- There was discussion around future initiatives including conditional access and the roll out.
- Looking forward it was suggested that consideration be given to how information technologies can be Indigenized, taking into account Indigenous sharing methods.
- The area was commended for their dedicated efforts in the realm of cybersecurity and information technology support and services. They were also commended for recognizing the importance of addressing the IT challenges related to upcoming change to the Accessibility for Ontarians with Disabilities Act (AODA).
- The document was received for information.

5.3 APC Subcommittee on Generative AI

(See document APC231213-5.3 for more details.)

MOTION: That an APC Subcommittee be established, with the following membership, to develop guidelines on the appropriate use of generative artificial intelligence in teaching and learning:

Isabelle Barrette-Ng (Integrative Biology)
 Nick Baker (Director of Office of Open Learning)
 Meris Bray (Law Library)
 Dave Bussiere (Odette School Business)
 Pascale Chapdelaine (Faculty of Law)
 Joanna Luft (English) or other FAHSS Rep
 Camisha Sibblis (Sociology/Criminology) or other FAHSS Rep
 Walter Rischke (Student Representative)
 Dave Cormier (Office of Open Learning)
 Erika Kustra (Associate VP Academic)
 Russell Nahdee (OOL, Indigenous representation)
 Renée Wintermute (University Secretary)
 Alison Zilli (University Secretariat)

Erika Kustra/Hisham Barakat

AGREED:

- Given the impact and various risks of generative AI on different disciplines and groups, it is important that the Subcommittee represent diverse lens even if it will result in a larger subcommittee.

FRIENDLY AMENDMENT TO THE MOTION: The following members be added to the Subcommittee: Jeffrey Rau (Physics), Ahmed Sakr (Electrical Engineering), and an International Student.

CARRIED, as amended

5.4 Policy on Course Modalities - Revised

(See document APC231213-5.4 for more details.)

MOTION: That the proposal on Course Modalities and their definitions be approved.

Jessica Raffoul/Chitra Rangan

NOTED:

- Senate asked that APC consider changes to the proposal, including adding a new modality for bi-modal courses; that is courses that are offered synchronously at two or more designated sites.
- There are now definitions for **six** modalities: 1) In-person teaching; 2) Fully online (asynchronous or synchronous); 3) Remote (asynchronous or synchronous); 4) Hybrid; 5) Hyflex; and, 6) Bimodal.
- All of the these modalities are currently being used at the University of Windsor.

CARRIED, as amended

5.5 Policy on Repetition of Courses – Revision (Engineering)

(See document APC231213-5.1 for more details.)

MOTION: That the proposed revisions to the Policy on the Repetition of Courses be approved.

Hisham Barakat/Jessica Raffoul

NOTED:

- The Faculty of Engineering is proposing that a revision to the policy so that students who fail a required engineering course may not repeat the course more than once; and, students who Voluntary Withdraw from the failed course twice will be required to withdraw from the Engineering Program.
- The goal is to identify and support students early in their academic journey to prevent them from spending a significant amount of time in the program without the necessary help.
- Some students may not appear on academic performance reports if they have a grade above 60%, even if they are struggling or failing other aspects, which makes it difficult to track and assist these students
- In response to concern raised about how many students this will affect, it was noted that for Spring 2023, there would have been about 102 students affected (based on two failures in the same course) and 11 students affected (based on VWs).
- In response to a concern raised about not allowing students to VW more than twice, it was noted that when students withdraw from numerous course in Engineering they often face the challenge of falling out of sequence and having a mixture of 1000 level and 4000 level courses, which is problematic if they do not have the foundational background for the higher level course.
- Concerns were raised regarding retention rates and the potential increase in the number of students who will be required to withdraw, which will have a financial implications.
- Concerns were raised about whether there was a need for this revision and, if it is felt that allowing more than two attempts is not sound policy, whether the revision should be university-wide rather than an exception for Engineering.

6 Question period/Other business/Open Discussion

It was suggested an APC Subcommittee be established to review cross-listed courses.

7 Adjournment

MOTION: That the meeting be adjourned.

Niel Van Heyst/Jessica Raffoul

CARRIED