



**ACADEMIC POLICY COMMITTEE  
Minutes of Meeting**

**Date:** Wednesday, February 14, 2024  
**Time:** 9:00am-11:00am  
**Location:** Room 209 Assumption Hall and via MS Teams

**Present:** Isabelle Barrette-Ng (Chair), Priscila Correa, Erika Kustra, Maureen Muldoon Adam Mulcaster, Jessica Raffoul, Chitra Rangan, Walter Rischke, Karen Robson, Sara Scharoun Benson, Brahmjot Singh Anneke Smit, Niel Van Engelen.

**Absent:** Hisham Barakat, Victoria Iannetta, Debbie Rickeard.

**In Attendance:** Selinda Berg, Ray Darling; Renée Wintermute (University Secretary), Alison Zilli.

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**1 Approval of Agenda**

Items 5.2 and 5.3 were unstarred.

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

Chitra Rangan/Erika Kustra  
**CARRIED, as amended**

**2 Minutes of meeting of January 18, 2024**

**MOTION: That the minutes of the meeting of January 18, 2024 be approved.**

Jessica Raffoul/Adam Mulcaster  
**CARRIED**

**3 Business arising from the minutes**

Nothing to report.

**4 Outstanding business**

Nothing to report.

**5 Reports/New Business**

**5.1 Leddy Library Annual Report (2022-2023)**

*(See document APC240214-5.1 for more details.)*

**NOTED:**

- A comprehensive presentation was provided on the activities and accomplishments of the Leddy Library over the past academic year, as well as current and future initiatives.
- Leddy Library is a thriving and progressive campus hub that contributes to the University's research and creative activity, provides a safe space to study, and access to resources and technology including laptop loans (a service that began in Fall 2021).
- As digital resources have grown and space continues to be a challenge, the Library has transitioned away from print-based journals and books, and funding for this material has been partly re-directed to electronic resources.
- Leddy Library's alliance with the Ontario Council of University Libraries (OCUL) facilitates the sharing of digital and print resources, enhancing accessibility and cost efficiency through collective purchasing.

- The Library continues to enhance group study and meeting rooms. In 2022-2023, some group study rooms were equipped with large TV monitors for students to connect their laptops and collaborate.
- Building maintenance continues to be a challenge. The Library continues to advocate for investment in a renovation and revitalization of its physical space as this would be beneficial to the whole campus.
- A university-wide records management policy with retention schedules is needed, to ensure records of historical value are preserved within the Archives, and other records are retained only for as long as they are needed.

The floor was open for comments/questions:

- Leddy Library was commended on the exceptional level of support provided to the campus community, particularly the outreach to support faculty and students.
- In response to a question raised regarding whether the Library has considered external funding options, such as corporate sponsorship for renovations, it was noted that this is something that merits further exploration.
- Currently most donations are allocated towards cosmetic enhancements, such as new furniture, microwaves, *etc.* However, of critical importance are functional renovations such as accessible space and working bathrooms which is costly.
- Overall, APC members supported the need for a comprehensive university-wide records management and retention policy.
- The document was received for information.

## 5.2 Bachelor of Human Kinetics (Honours Kinesiology – Movement Science) – Revision to Admission Requirements *(See document APC24014-5.2 for more details.)*

**MOTION: That the proposed revisions to the admissions requirements for the Bachelor of Human Kinetics (Honours Kinesiology – Movement Science) be approved, effective for Fall 2025 admissions.**

Chitra Rangan/Adam Mulcaster  
**CARRIED**

## 5.3 Kinesiology (Graduate) – Revision to English Language Proficiency Requirements *(See document APC24014-5.3 for more details.)*

**MOTION: That the proposed revisions to the English Language Proficiency Requirements for the Master of Human Kinetics, Master of Sport Management and Leadership, and PhD in Kinesiology be approved.**

Sara Scharoun Benson/Chitra Rangan

NOTED:

- The Faculty of Human Kinetics is proposing that the requirements for all graduate programs exceed the minimum requirements of the Senate Policy.
- In response to a question raised, it was noted that the proposed change will have very minimal impact on student enrolment, as it mirrors current practice by aligning other tests to the increased IELTS minimum.
- Over the last three years, only 1-2 applicants would have been impacted by this change. All admitted students over the past three years met or exceeded these requirements.

AGREED:

- Clarification be added to the rationale regarding student impact.

**CARRIED, as amended**

**5.4 APC Subcommittee – Cross-listed Courses**  
(See document APC24014-5.4 for more details.)

**MOTION:** That an APC Subcommittee be established, with the following membership, to develop a policy for the cross-listing of undergraduate and graduate courses:

Isabelle Barrette-Ng (Chair)  
Ray Darling (Registrar) (or designate)  
Jessica Raffoul (CTL)  
Chitra Rangan (Science)  
Lorraine Chandler (Engineering)  
Alison Zilli

Walter Rischke/Chitra Rangan

**FRIENDLY AMENDMENT:** That a student representative be invited to serve on the Subcommittee.

**CARRIED, as amended**

**6 Question period/Other business/Open Discussion**

AGREED:

- In light of concerns raised about reporting duplication, it was agreed that a discussion about Service Level Agreements vs APC Annual Reports be placed on an upcoming agenda.
- In response to a question raised, it was noted that Service Level Agreements (SLA) are documents prepared by administrative areas that outline the area's purpose, service commitments, and key performance indicators.
- Service Level Agreements are now required for all non-academic administrative unit areas as part of the Activity-based budgeting (ABB) model where the discourse is focused on a binary of revenue-generating centres and cost centres, with the latter now tasked with justifying spending based on quantitative metrics. While this may work with areas that are transactional in nature (finance, ITS, facilities), it is not the case with areas that support the academic mission, where qualitative services and supports, such as advice and counsel, are a core mandate.

**7 Adjournment**

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

Walter Rischke/Niel Van Engelen

**CARRIED**