



Senate Meeting

Thursday, May 04, 2023; 3:00 pm PDT

Via Microsoft Teams

Meeting Minutes

Attendees:

Sheldon Levy (UCW President and Senate Chair)

Maureen Mancuso (Vice-President Academic)

Henrique Gea (Registrar)

Gelareh Farhadian, Larry Earnhart, Jill Cummings (Program Chairs)

Nam Le, Salvador Trevino, Penny Farley, Alexander Sakharov, Jason Walker, Noosha Mehdian, Hamed Taherdoost, Manbo He, Mehdi Akhgari, Rushdi Alsaleh, Mohsen Saeedi, Jack Smith (Faculty Representatives)

Anna Lee Boulton, Maryam Rostamy (Staff Representatives)

Catherine Vertesi (UCW Board of Governors Representative)

Mamtha Nagaraja (Alumni Representative)

Shweta Shaw (Student Representative)

Adrian Mitescu (University Librarian and Senate Secretary)

Saleiha Sharif (Senate Coordinator)

Regrets:

Stephanie Chu (Executive Dean/AVP Teaching, Learning and Scholarship)

George Drazenovic, Michele Vincenti (Program Chairs)

Guests:

Christine Chan (Director of Student Affairs & Services)

Amy Hua (Director, Planning & Budgeting)

Cassie Savoie (Director, Academic Operations & Support Services)

Cherie Chang (Manager of Advising Services)

Heidi Rolfe (Compliance Officer)

Bradley Fehr (Associate Director, Communications)

Amit Kohli (Research Ethics Board Chair)



Absent:

Manik Gupta, Udayveer Singh Kanda (Student Representatives)

1. Call to Order and Land Acknowledgment

S. Levy

*We acknowledge that the territories on which UCW and its campuses are situated are the traditional, ancestral and unceded territories of the **xʷməθkʷəy̓əm** (Musqueam), **Skwxwú7mesh** (Squamish) and **Seil̓wítulh** (Tseil-Waututh) Nations. We thank them for having cared for this land since time immemorial, honour their graciousness to the students who seek knowledge here, and iterate our dedication to valuing the ongoing contributions of Indigenous peoples and communities.*

The meeting was called to order at 3:00 pm PST.

2. Approval of the Agenda

S. Levy

Motion: To approve the agenda as presented.

Moved: J. Walker **Seconded:** N. Le

Motion carried unanimously

3. Approval of Minutes

S. Levy

a) Minutes from the Senate meeting on April 6th, 2023

Motion: To approve Minutes from the Senate meeting on April 06, 2023, as presented with minor typos.

Moved: J. Cummings **Seconded:** A. Sakharov

Motion carried unanimously

4. Business arising from the minutes

[none]

5. President's report

S. Levy

Sheldon welcomed the new members of the Senate, Dr. Mohsen Saeedi and Jack Smith as Faculty representatives and Maryam Rostamy as Staff representative, who were elected in the Spring 2023 Senate Elections. He expressed appreciation to M. Mancuso and her team for organizing the external reviews of all programs. He also highlighted the space constraints with the growing number of students in the university. He mentioned that both government and UCW were extremely pleased with the success of our students in MBA games; the program is undergoing recruitment of a new team.

6. Vice President Academic's report

M. Mancuso

M. Mancuso mentioned that an external review of the Associate of Arts Program was conducted on May 1st and 2nd. She extended her gratitude to everyone who was involved in the preparation of documentation and briefs for the reviews. She explained that the next step is the renewal of consent of all programs which will be shared with the panel of external reviewers and finally to the government. Secondly, she shared that six new continuing faculty members will join UCW next week. UCW has received 749 applications in the third wave of full-time positions out of which 457 applications were

shortlisted and were reviewed by VPA, chairs, and respective committee members. Thirdly, she further mentioned the training session on student information system and a bright space for the faculty. Lastly, she explained that we are in the final steps of finalizing the membership with the Indigenous Advisory Council.

7. Registrar's report

H. Gea

H. Gea gave an overview of the enrollment numbers, and he was pleased to share that student enrollment for the Spring intake is very strong. He further highlighted that current retention is the best retention rate ever based on UCW's historical data. The same trends are followed in terms of diversity except for a slight increase in the number of applications from India. He also shared the number of graduates of the Winter semester. He further mentioned the integration of the scheduling system with the new learning management system and trying to address all the conflicts and issues faced in this process. In the end, he gave updates on Senate Spring 2023 elections, and he extended his gratitude to all those members whole involved in this successful process. He also congratulated newly elected members for being part of the Senate. In addition to this, A. Mitescu briefed that voting on the membership of the new members for the committees will be done in the June meeting of the Senate. In replying to M. Akhgari regarding the registration of students and their attendance in the classes, H. Gea mentioned that changes have been made in the system for the next intake to address this issue. The finance team will share the list of those students at the beginning of the semester and then action will be taken accordingly.

8. Question period

S. Levy mentioned that the continuing discussions with the government members are going up on the bridge constructions and their interruptions in the university's activities.

9. Committee Reports

a) Academic Planning & Priorities

M. Mancuso

There has been no meeting.

b) Governance and Policies Committee

M. He

M. He mentioned that though the meeting has been conducted and updates in the 5005 and 5006 policy and procedure were presented.

i. 5005 - Final Grade Review & Appeal

C. Savoie

C. Savoie presented the rationale, consultations, proposed changes, and implementation plan of the existing 5005 – Final Grade Review & Appeal Policy and procedure. Revisions in the policy help to address some discrepancies. She mentioned the proposed changes in the existing policy and procedure documents that were incorporated after consultations with concerned

stakeholders. She further mentioned that membership of the Academic Integrity Committee has been revised to avoid any potential conflicts of interest. She shared that committee members suggested changing the calendar days to business days to make it consistent with some other policies. She shared that the updated policy and procedure will be communicated to all forums and platforms after being approved by the Senate. Regarding the communication plan, she mentioned that announcements will be made in June and July and accordingly training plan will be started in August and be ongoing for the rest of the year. For the actual implementation date of this policy, the current policy will need to be in use at the end of the spring term leading into the first couple of weeks of the summer semester. Whereas, the actual launch of this new version of the policy would be in week five of the summer semester when most academic grade appeals have been wrapped up.

Motion: To amend the reference of ‘calendar days’ to ‘business days’ in the 5005 Policy and Procedure.

Moved: *H. Gea* **Seconded:** *A. Sakharov*

Motion carried unanimously.

Motion: To approve the changes in the 5005 Policy and Procedure, as amended.

Moved: *G. Farhadian* **Seconded:** *N. Mehdian*

Motion carried unanimously.

ii. 5006 - Academic Integrity

C. Savoie

C. Savoie presented the rationale, consultations, proposed changes, and implementation plan of the existing 5006 – Academic Integrity Policy and procedure. Revision of policy will help to address the growing numbers of academic misconduct cases and help to establish education, training, and awareness among the UCW community. She also mentioned the amendments in the roles, responsibilities and clarified the steps for the procedure with the updates in the policy. She mentioned that she worked in consultation with different departments and respective people to refine this policy and procedure. She mentioned the proposed changes in the existing policy documents. The policy documents will be updated on all forums after being approved by the Senate. The new policy will be launched in Summer 2023 semester.

Motion: To amend the reference of ‘calendar days’ to ‘business days’ in the 5006 Policy and Procedure.

Moved: *G. Farhadian* **Seconded:** *A. Sakharov*

Motion carried unanimously

Motion: To approve the changes in the 5006 Policy and Procedure, as amended.

Moved: *H. Taherdoost* **Seconded:** *A. Sakharov*

Motion carried unanimously.

- c) **Quality Assurance** A. Mitescu
A. Mitescu briefed that the last meeting was an update meeting about the cyclical program review. He mentioned that all the programs will submit their reports to VPA after completing their responses to each of the recommendations given by the external review panel and then VPA provides a Summary Report to this committee in May and subsequently to the Senate in June (for BCom and BABC), with later reports for the AA and MBA.
- d) **University Curriculum Committee** A. Sakharov
There has been no meeting.
- e) **Research and Scholarly Activities** H. Taherdoost
H. Taherdoost provided an update on the progress of the new initiatives to support scholarly activities. He further briefed the members about the call for papers for two upcoming international conferences.
- f) **Honorary Degrees and Awards Committee** M. Mancuso
M. Mancuso mentioned that the committee received a nomination for an honorary doctorate and committee members considered the nomination against the criteria and asked for additional information from the nominator to address the requirements in connection with UCW. She further mentioned that the committee received 10 nominations for the Teaching and Learning Awards Spring 2023 in three different categories. Out of these, 6 nominations are eligible that will be evaluated against established criteria and will be made recommendations in the next meeting. On behalf of committee members, she mentioned that all faculty and staff members must carefully check the application eligibility criteria and requirements before submitting the nominations.

10. Adjournment

S. Levy

Motion: To adjourn the meeting

Moved: G. Farhadian **Seconded:** A. Sakharov

Motion carried unanimously

The meeting adjourned at 4:10 pm.