



Academic Council Meeting Agenda & Minutes

Attendees: Gabrielle, Sarah, Trevor, Alie, Natasha, Kiera, Cassandra, Navid, Sebastian

Regrets: Joanna

Agenda:

Item	Details	Action, Who and When
1 Call to Order (10 min)		
1.1 Approval of Agenda (<1 min)	Call for last-minute agenda items	Move: Natasha Second: Seb
1.2 Approval of Minutes (<1 min)	?were there minutes for last meeting	Joanna took minutes—will check with her
1.3 Introductions (10 min)	<u>Roundtable</u> Chair: purpose of Academic Council, “terms of reference” (rules, procedure) Introductions	Emerging themes: - Survival, make it through - Hope to make change for the better Navid & Trevor: fill in Alie re: Curriculum last year
1.4 Orientation LSS Event	Orientation Wrap-Up—Volunteers needed	Let Kiera or Liz know if you are able to volunteer
2 Open Business (20-30 min)		
2.1 Committee Updates (5 min) (~60 mins, lots to discuss)	<u>Academic Procedures</u> Gabrielle: December Exams & Exemplify 1. Secure vs Unsecure a. Proposing Secure mode, but	<u>VOTES</u> Secure vs Unsecure: We favour unsecure

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	<p>access to materials on harddrive (not internet)</p> <ul style="list-style-type: none"> b. Aim to tamp down on cheating, more about messaging re: internet = cheating c. Concerns: online-only textbooks; can still use second device d. Invigilating: little support for this <p><u>Discussion</u></p> <ul style="list-style-type: none"> e. Natasha: internet likely not helpful for actual cheating, questions often designed to use knowledge that can't be googled; perhaps stronger pledge (against cheating) f. Sarah: Profs have the tools for finding cheating already g. Gab: TurnItIn will likely be used h. Trevor: April issue with incomplete exam sent out—students answered different exams... how to reach students i. Cass: considerations like second monitors, printed or not printed CANs, j. All: specific equity concerns <ul style="list-style-type: none"> 1) secure mode disadvantages persons without connections to persons who can help 2) profs should not be emailing corrections to exams—the exams they send out should be the basis for marking <p>2. Disabling Copy & Paste</p> <ul style="list-style-type: none"> a. Suggest disabling copy-paste; Profs found April exams were much much longer, leading to worse marks <p><u>Discussion</u></p> <ul style="list-style-type: none"> b. Natasha: telling students CAN copy-paste is not allowed or cheating; simple enough c. Sarah: communicate to students: quality of copy paste exams quite poor, will affect grades d. Kiera: a part of exam strategy—copy paste will not be helpful e. All: threat itself can be deterrent <p>3. Overtime penalties (upload & typing)</p> <ul style="list-style-type: none"> a. Suggestion to eliminate Prof discretion for overtime (typing), 	<p>mode over secure mode; online materials, students with more devices at unfair advantage, technological mishaps harder to communicate; in place of secure mode, a stronger declaration against cheating with specific parameters for students to sign Profs should not be emailing student during exams.</p> <p>Copy & Paste: We feel it would be in all parties best interests if students were unable to paste from external documents; if we cannot copy/paste within Exemplify, we strongly feel copy-paste should remain. In place of removing it, clear rules against copy-paste from external documents is not permitted and this can be tracked should be imposed. Simultaneous writing in Word and pasting should be clearly indicated as allowed or not..</p> <p>Overtime: We are in favour of removing professorial discretion for overtime typing, as long as it is clear who is managing</p>
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	<p>but allow 5 min buffer time for technology (upload only)</p> <p><u>Discussion</u></p> <ul style="list-style-type: none"> b. Sebastian: can students keep writing in those 5 minutes? We are effectively giving students 5 more minutes [unclear in April, but per Seb & others, this time for upload] c. Gab: in April, we think it was that after 5 minutes up to prof's discretion to waive penalty; Profs determine if time penalty applies d. Navid: students were investigated in April for overtime, many had valid reasons and it was waived e. Natasha: the place for prof discretion and compassion is necessary (i.e. kids meltdown, family emergency), so hesitate removing a factor <p>4. Grades over 90% and change to averages</p> <ul style="list-style-type: none"> a. Uteck/Grant decide whether > 90%; denied all requests so far b. They are considering whether they should 1) continue ad hoc decisions, 2) create a criteria, 3) eliminate option altogether c. Considerations: is it a good use of time for professor and Chairs; deserving students may not do it as Profs have to step out on your behalf; the grade distribution will be affected <p>5. Cr/D/F</p> <ul style="list-style-type: none"> a. NOT an option in Fall term—some confusion among students <p><u>Admissions</u> Summer happenings: meeting this week; likely to review data re: admissions, "holistic" changes</p> <p><u>Other Committees</u> Curriculum: nothing referred to committee Trevor: special topics courses, terrible transcript notation (identical codes)</p>	<p>this review of overtime typing, and clear and uniform criteria are applied and communicated to students.</p> <p>Grades over 90%: We feel that parameters should be provided to all Professors and Adjuncts, created with student and wider Faculty involvement. The same may be said of class averages.</p>
<p>2.2 Faculty Council (5 min)</p>	<p>Anything to add to agenda Date & Time of next meeting Matters for discussion prior to vote</p>	<p>Voting members: ensure you know when next FC is:</p>

26 Aug 2020

10:00

Via Zoom

		Sept 17 @ 12:30
2.3 COVID-19 Student Impact Survey (1 min)	Sarah & Navid: will work on making a list of what we can take away from the data so we can better hone in on what we want. Will need to solicit feedback on what our goals should be and for what forum.	
3 New Business (15 min)		
3.1 Committee Appointments (5 min)	<p>Faculty Council Committees</p> <ul style="list-style-type: none"> ● Academic Procedures <ul style="list-style-type: none"> ○ Natasha ○ Gabrielle ● Admissions <ul style="list-style-type: none"> ○ Sarah ● Curriculum <ul style="list-style-type: none"> ○ Alie ● Equity <ul style="list-style-type: none"> ○ Trevor <p>Other Committees</p> <ul style="list-style-type: none"> ● Awards <ul style="list-style-type: none"> ○ Gabrielle <p>Sub-Committees</p> <ul style="list-style-type: none"> ● Curriculum Consultation WG <ul style="list-style-type: none"> ○ Alie ○ Trevor ○ Open to others 	Navid to put appointees in contact with chairs today.
3.2 New <i>ad hoc</i> Committee: Curriculum Consultation Working Group (5 min)	Discuss Purpose & Goals Solicit for membership	Cut for time
3.3 COVID-19 Impact: concerns raised (5 min)	Roundtable Possible <i>ad hoc</i> committee (Exec or Academic)	Cut for time
4 Adjournment (2 min)		
4.1 Next Meeting	Set biweekly meeting date (Wednesdays)	Tentative: Sept 16 at 12:30–1:30 - day before FC
4.2 Meeting adjourned	Adjourned by: Navid	At: 12:30pm
4.3 Minutes	Submitted by: Navid, 26 August 2020	Review for next mtg

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Next meeting:

Wednesday, [Sept 16 12:30–1:30pm via Zoom, hopefully with the new 1L reps](#)

Attachments:

1. [ALSS Constitution 2019](#) (for your reference)
2. [Faculty Rules of Governance](#) (for your reference)
3. Academic Council & Committees (2020–2021) Document (attached via email)