

# **SENATE MEETING AGENDA**

**Tuesday, October 2, 2018**



## SENATE MEETING AGENDA

Tuesday, October 2, 2018

THE COMMONS - POD 250

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**4:30 p.m.** Light dinner is available

**5:00 p.m. Committee of the Whole Discussion:** The Learning & Teaching Office has partnered with Facilities Management & Development in a project to develop a new set of standards for renovating and building new classrooms on campus. These standards are part of a 10-year plan to improve learning environments at the university. The first step in this process is a set of community consultations. There will be a total of five town halls for students, staff, faculty, and instructors. An online survey was sent out to the entire Ryerson community along with notification of the town halls. The town halls and survey will gather feedback from the Ryerson community on the existing classrooms on campus, any gaps that exist, and thoughts on how they can be improved.

**5:50p.m.** Senate Meeting starts

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1. Call to Order/Establishment of Quorum
2. Approval of the Agenda  
**Motion:** *That Senate approve the agenda for the October 2, 2018 meeting*
3. Announcements
- Pages 1-10 4. Minutes of the Previous Meeting  
**Motion:** *That Senate approve the minutes of the May 29, 2018 meeting*
5. Matters Arising from the Minutes
6. Correspondence
7. Reports
- Pages 11-17 7.1 Report of the President  
7.1.1 President's Update
- Pages 18-19 7.2 Communications Report

- 7.3 Report of the Secretary
  - 7.3.1 Vice Chair election results
  - 7.3.2 Update on committee memberships
  
- Pages 20-35
  - 7.4 Committee Reports
    - 7.4.1 Report #F2018-1 of the Academic Governance and Policy Committee (AGPC): M. Benarroch
      - 7.4.1.1 Academic Policy Review Committee (APRC) – M. Moshé

**Motion:** *That Senate approve Policy #135, Final Examinations, as described in the agenda package.*
      - 7.4.1.2 Update on Ryerson’s Freedom of Speech Policy
      - 7.4.1.3 Update on the review of the Senate Bylaws
  
- 8. Old Business
  
- 9. New Business as Circulated
  
- 10. Members’ Business
  
- 11. Consent Agenda
  - 11.1 Senate Learning and Teaching Committee Report 2017-2018
  
- Pages 36-40
  - 12. Adjournment

## SENATE MINUTES OF MEETING

**Tuesday, May 29, 2018**

| <b>MEMBERS PRESENT:</b>   |                 |                |                   |
|---------------------------|-----------------|----------------|-------------------|
| <b>EX-OFFICIO:</b>        | <b>FACULTY:</b> |                | <b>STUDENTS:</b>  |
| J. Austin                 | I. Baitz        | J. Friedman    | B. Arkinson       |
| L. Barnoff                | R. Babin        | E. Harley      | L. Emberson       |
| M. Benarroch              | S. Benda        | R. Hudyma      | T. Nowshin        |
| I. Coe                    | T. Burke        | K. Kumar       | R. Rezaee         |
| T. Duever                 | B. Ceh          | V. Magness     |                   |
| C. Falzon                 | K. Church       | D. Mason       |                   |
| C. Hack                   | Y. Derbal       | A. McWilliams  |                   |
| M. Lachemi                | M. Dionne       | S. Rakhmayil   |                   |
| A. Levin                  | H. Doshi        | N. Thomlinson  |                   |
| J. Mactavish              | C. Dowling      |                | <b>EX-OFFICIO</b> |
| I. Mishkel                | N. Eichenlaub   |                |                   |
| M. Moshé                  | A. Ferworn      |                |                   |
| D. O'Neil Green           |                 |                |                   |
|                           |                 |                |                   |
| <b>SENATE ASSOCIATES:</b> |                 |                | <b>ALUMNI:</b>    |
|                           |                 |                |                   |
|                           |                 |                |                   |
|                           |                 |                |                   |
| <b>REGRETS:</b>           |                 | <b>ABSENT:</b> |                   |
| B. Baum                   | P. Sugiman      | C. Antonescu   | L. Pine           |
| M. Bountrogianni          | C. Tam          | S. Asalya      | R. Ravindran      |
| A. M. Brinsmead           | J. Tiessen      | R. Botelho     | N. Ul Saqib       |
| D. Brown                  | K. Underwood    | R. Chumak-     | K. Venkatakrisna  |
| G. Craney                 | S. Zolfaghari   | C. Davenport   | J. Zboralski      |
| S. Dolgoy                 |                 | S. Faruqi      | M. Zouri          |
| S. Liss                   |                 | E. Hysi        |                   |
| J. Makuch                 |                 | D. Lis         |                   |
| C. Shepstone              |                 | F. Muto        |                   |

1. Call to Order/Establishment of Quorum
2. Approval of the Agenda

**Motion:** *That Senate approve the agenda for the May 29, 2018 meeting*

D. Mason moved; A. McWilliams seconded

**Motion Approved.**

3. Announcements – None
4. Minutes of the Previous Meeting

**Motion:** *That Senate approved the minutes of the May 1, 2018 meeting Correction: SRCAC Motion approved after each item 7.4.3.1 and 7.4.3.3 were missed. All 3 were approved just not recorded.*

**Motion to amend minutes**

T. Nowshin moved; E Harley seconded

**Motion to amend minutes Approved.**

R. Rezaee commented that there were some key points excluded from the minutes, which she made during the Committee of the Whole discussions. She stated that there was nothing included regarding the Human Rights issue she raised; comparisons of students' disabilities – should be fair for every student; and that some issues were changed and minutes are not correct. There was also nothing included regarding the outcome of Policy 159. Every policy should refer to Policy 159.

J. Turtle responded that as per Senate Bylaws, we do not provide a verbatim record, and he does not agree that there are major shortcomings in the minutes. He explained further that this was the first step of the review of Policy 159 so there will be more time to revisit the policy.

L. Emberson called the question and made a motion to move the meeting minutes and that R. Rezaee could contact J. Turtle about the other issues she wanted to raise. D. Mason seconded this motion.

In response to J. Turtle's comments, D. Mason stated that the minutes are the official record of the meeting, and context of issues raised during Committee of the Whole discussions should be included. The intent and context is critically important. It is advisable for Secretary of Senate and interested Senators to discuss how to capture that in the minutes.

R. Rezaee confirmed that she would like to talk to J. Turtle about these issues. M. Lachemi pointed out to R. Rezaee that we are asking that she speak to the Secretary of Senate outside of this meeting. It was agreed to table the minutes.

**Original Motion Approved.**

M. Lachemi noted that we will make sure we go back and correct any mistakes within the minutes.

## 5. Matters Arising from the Minutes

Under Item 7.4.3.3 from the minutes of the May 1, 2018 Senate meeting: “K. Underwood asked two questions about the distribution of indirect costs, specifically the 15% that is allocated to faculty members: What happens to those funds if they are not accessed by faculty members? And, in general, can there be more clarity regarding the procedures around how faculty access those funds? S. Liss promised to follow up and report back to Senate at the May 29 meeting.”

A response from S. Liss, Vice-President Research and Innovation, was read out by the Secretary of Senate at the May 29, 2018 Senate Meeting: “The faculty member’s share of the overhead is distributed into the central overhead account and is segregated into a sub account for the faculty member at the end of the project when all the funds have been received. Once the funding is distributed to the account it sits there until it is used. The only time it is defaulted back to the University is if the faculty member leaves the University. Currently a faculty member can access their overhead on a cost reimbursement basis by charging the expense against the account or transferring the expense to the overhead account. We are in the process of working with finance to change the system so the Faculty share of overhead will be transferred to an account administered at the Faculty level and accessed much like the faculty SRC funds.”

No additional questions.

## 6. Correspondence - None

## 7. Reports

### 7.1 Report of the President

#### 7.1.1 President’s Update

#### **Highlights:**

President Lachemi commented that this is the last Senate meeting; and thanked Senators for their support and encouragement, dedication and hard work throughout the academic year. He also recognized those Senators who will be leaving Senate due to the end of their term. He thanked Interim Vice Provost, Students, John Austin for serving in this capacity for the past year in his huge portfolio. President Lachemi also recognized Imogen Coe, as the founding Dean of Science, who has made her mark in her role as founding Dean and has made history. This will be her last Senate meeting. He also recognized and thanked John Turtle, Secretary of Senate, for his dedicated five-year service in that role. This will also be John Turtle’s last Senate meeting as Secretary of Senate.

The Search Committee for Chancellor will be finalized soon at the Board’s meeting at the end of June. President Lachemi felt confident we will have a recommendation from the Board on the next Chancellor.

President Lachemi encouraged members to attend the Spring Convocation which will be held June 6 to 13 at the new venue - MAC for the first time.

President Lachemi announced that Ryerson will be celebrating its Double Anniversary (70 years old and 25 years young) starting June 1 with a celebration on Gould Street.

President Greer was given special recognition at the Awards & Ceremonials Gala, as the first President when Ryerson received designation as a University.

The Learning and Teaching Office hosted the successful May Faculty Conference. He thanked Eric Kam and the LTO team for doing a wonderful job. There were 740 attendees.

The Ryerson Library will be hosting an exhibition from June 1-21, depicting Ryerson's rich history. President Lachemi encouraged members to visit this exhibit. President Lachemi thanked Chief Librarian Carol Shepstone for her role in coordinating this valuable history of Ryerson. A video depicting Ryerson's history was shown. He thanked the committee that worked so hard to produce this video in time for the celebration.

7.2 Communications Report - as presented in the agenda

7.3 Report of the Secretary

The Secretary of Senate gave a brief update of the membership of Senate 2018-2019, stating that the Senate membership is complete with the exception of the two Chang student representatives which we typically try to fill in Fall.

The Standing Committee membership of AGPC and SPC are also almost complete. He mentioned that he would have liked to have had a full complement of the Senate Priorities Committee, including the Vice Chair of Senate. A. Ferworn served in this role for the past two years and is finishing this term. The Chair of Senate has kindly agreed that we will extend this period before looking for a new Vice Chair of Senate rather than rush. The appointment of Vice Chair will be extended until later when SPC will meet to confirm this role in the Fall.

7.4 Committee Reports

7.4.1 Report #W2018-5 of the Academic Governance and Policy Committee (AGPC): M. Benarroch

7.4.1.1 New draft policy for Grade Reassessment and Grade Recalculation, and deletion of corresponding sections from Policy 134 (Undergraduate Academic consideration and Appeals) and Policy 152 (Graduate Academic consideration and Appeals)

**Motion:** *That Senate approve the draft Grade Reassessment and Grade Recalculation Policy, as well as the deletion of the reassessment and recalculation sections currently in Policy 134 (Undergraduate Academic Consideration and Appeals) and Policy 152 (Graduate Academic Consideration and Appeals)*

M. Moshé presented the policy on behalf of the Academic Policy and Review Committee (APRC) and also took the opportunity to thank the APRC members for their hard work in the past year. In particular, she thanked J. Freidman, Chair of Mechanical and Industrial Engineering and Co-Chair of this committee for over two years, as he will be taking a sabbatical. Currently the policy on grade recalculation and reassessment reside in Policies 134 and 152. She noted that there are a number of advantages to having a policy separate from academic consideration and academic appeals. As well, there are advantages to combining Graduate and Undergraduate policies in this area. These advantages are outlined in detail in the APRC report to Senate and they are also based on extensive consultations that were conducted with faculty, staff, and students. Because we still

have the sections of Policy 134 and 152 that deal with academic consideration and academic appeals are still in the process of being reviewed, the committee proposed that the sections on grade reassessment and grade recalculation in Policies 134 and 152 be deleted. There will be a note in the policies that indicates that people would be referred to the new policy.

M. Moshé moved; A. McWilliams seconded

R. Rezaee indicated that mixing Graduate and Undergraduate policies is not a good idea due to differences between courses: passing grade for graduate and undergraduate is different, re-assessment is different, course is different. Undergraduate courses are much easier to access/locate concerns than Graduate programs which are largely rooted in research. Because of this, you cannot find the information based on the things here such as recalculation, textbook, course outline, course notes, assessment, and grade rubric. General Recalculation is a disadvantage for Graduate students. As well, Undergraduate students are not very involved with their Program Director, whereas Graduate students are directly involved with their Graduate Program Director. Another issue is that ten days is not enough time for the problem to be brought to the attention of the instructor. There is nothing in the policy that states the student can ask for an extension based on the case they present.

M. Moshé responded that the current policy is very similar to the existing policy. There have been extensive consultations with Undergraduate and YSGS faculty and students. There were two members from YSGS who were on the APRC that consulted as well and they supported the policy. Policy improves on timelines rather than decrease, making timelines clearer. In terms of flexibility of timelines for students, it is reflected both in the policy and in the principal section that indicates the policy supports or is consistent with the Senate policy framework which highlights the overarching principle of flexibility by design.

M. Lachemi asked that the Dean of YSGS (J. Mactavish) comment on the consultation. J. Mactavish said she is in support of the content of the policy. Believes it is clear and that there has been appropriate consultation with both the YSGS and with Undergraduates. There were two YSGS students on the committee and it was reviewed by YSGS Advisory Council and other *Ad Hoc* groups.

Lauren Emberson moved a Motion to call the question

**Motion Approved. S. Rakhmayil abstained.**

7.4.1.2 New Graduate Admissions Policy; New Graduate Status, Enrolment, and Evaluation Policy (plus a Procedures section); retirement of current Policy 142 (*Graduate Admissions and Studies*)

**Motion:** *That Senate approve a new Graduate Admissions Policy; a new Graduate Status, Enrolment, and Evaluation Policy and related Procedures; as well as the retirement of the current Policy 142 (Graduate Admissions and Studies)*

J. Mactavish moved; T. Duever seconded

J. Mactavish stated that this motion is from the YSGS Council. This policy has been in need of a revision and she wanted to thank the numerous people who helped in the process. Dealing with



the major academic policy pertaining to Graduate education at Ryerson. Much of the work that was done involved detangling the policy elements from the procedural elements. The result of this work is two new policies; the Graduate Admissions Policy and the Graduate Status, Enrollment, and Evaluation Policy with its related procedures.

R. Rezaee stated that she was concerned there are no students on this committee, as students' views are necessary since the policy pertains to them. She also stated that there is no mention of processes regarding students with disability, or of international students. She asked how many Town Halls were kept and whether they were announced to the community.

J. Mactavish responded that there are Graduate students in the Advisory group, Program and Planning Committee, and the YSGS Council. There are many mechanisms for soliciting broad-based input across the university that doesn't always arrive from a Town Hall or survey. As for the student status, definition of students in this policy is specific to their status as students, not as a particular descriptor of a student who happens to be a Graduate student with a disability. The items that pertain to Academic Support and Accommodations with respect to students with accommodation and support needs are covered under Policy 159.

L. Emberson mentioned that she believes the committee members are acting in the best interest of the students and that she does not believe the revisions in policy are being made too hastily. She thanked those who put time in to work on the policies.

**Motion Approved (majority). R. Rezaee voted against motion.**

7.4.1.3 Update on the review of Ryerson's Freedom of Expression statement. A. McWilliams reported that the committee met twice since the last Senate meeting. A draft statement is being finalized. They will be reconvening in August. He encouraged members to send feedback to the committee at [freedomofexpression@ryerson.ca](mailto:freedomofexpression@ryerson.ca) address.

7.4.2 Report #W2018-2 from the Yeates School of Graduate Studies (YSGS): J. Mactavish

7.4.2.1 Periodic Program Review (PPR) Final Assessment Report (FAR) – Communication and Culture (MA and PhD)

**Motion:** *That Senate approve the joint Periodic Program Review between Ryerson University and York University for the Communication and Culture MA and PhD programs*

J. Mactavish moved; D. O'Neil Green seconded

J. Mactavish outlined that this PPR was a complicated and lengthy process because it is a joint program between Ryerson and York University and that it is Ryerson's oldest program. It was complicated because it was required to satisfy two institutional quality assurance processes. The program resulted in twelve recommendations, many of which revolved around the complexities of mounting a program around two institutions.

**Motion Approved.**

#### 7.4.2.2 Periodic Program Review (PPR) Final Assessment Report (FAR) – Film & Photography Preservation and Collection Management (MA) in FCAD

**Motion:** *That Senate approve the Periodic Program Review for the Film and Photography Preservation and Collection Management MA program*

J. Mactavish moved; C. Falzon seconded

**Motion Approved.**

J. Mactavish stated that FPPCM is one of Ryerson's flagship programs. Their peer review happened in December, 2017. There were six recommendations, four of which were academic and the other two were administrative in nature.

#### 7.4.2.3 Curriculum Modifications – Master of Journalism Program

J. Mactavish explained that this modification has resulted in a reduction of the program length, bridging silos between the various forms of media, enhancement of digital skills and innovation, and streamlining the process. She noted that the remaining particulars are outlined in the agenda and stated that this is the end of the PPRs and Assessment Reports. She thanked everyone for their contributions.

**Motion:** *That Senate approve the curriculum modifications for the Master of Journalism program as described in the agenda*

J. Mactavish moved; A. McWilliams seconded

**Motioned Approved.**

#### 7.4.3 Report #W2018-3 from the Academic Standards Committee

M. Moshé thanked the committee members for their dedication. She then acknowledged that this year the committee reviewed 27 proposals, including PPRs, Curriculum Reviews, and proposals for minors. She recognized the invaluable support of Katherine Penny on this committee.

##### 7.4.3.1 Periodic Program Review – Sociology, Faculty of Arts

**Motion:** *That Senate approve the Periodic Program Review for Sociology*

M. Moshé moved; V. Magness seconded

M. Moshé stated that this is the first program review for the Bachelor of Arts in Sociology which was launched in 2005. Program has distinguishing features such as its consistent emphasis on social equity, community engagement, and inclusion throughout. It offers core skills in qualitative and quantitative research methods. It specifically focuses on Toronto's urban environment. The two external peer reviewers praised the experiential learning aspect of core courses and the inclusion of courses that address indigenous issues. They also thought that the program is exemplary at reflecting Ryerson's academic plan as it enables exceptional experiences, and expands community engagement and city building. However, the reviewers did identify weaknesses surrounding resource issues. The Dean of Arts has committed to consider these issues.

**Motion Approved.**

7.4.3.2 Chang School Certificate in Enterprise Architecture and Infrastructure Management – Review

**Motion:** *That Senate approve the review of the Chang School Certificate in Enterprise Architecture and Infrastructure Management*

M. Moshé moved; A. Levin seconded

M. Moshé stated that this is a six-course certificate that is offered through Ted Rogers School of Information Management. The review included feedback from students and an environmental scan. A number of curriculum issues were identified. Students found this certificate and the Chang School in Information Management to be very similar. Students also mistakenly thought this certificate was entry level as it included a number of lower level courses. The certificate also included courses that aren't directly related to enterprise architecture and information management. The recommendation is to discontinue this certificate and to launch a new certificate that addresses these issues.

**Motion Approved**

7.4.3.3 Chang School Certificate in Enterprise Architecture and Infrastructure Management – Discontinuation (effective Fall 2018)

**Motion:** *That Senate approve the discontinuation of the Chang School Certificate in Enterprise Architecture and Infrastructure Management*

M. Moshé stated that if senate approves the motion, the eighteen students who were enrolled will be notified and they will be worked with individually to come up with a plan to complete their studies.

M. Moshé moved; Y Derbal seconded

**Motion Approved.**

7.4.3.4 Chang School Certificate in Advanced Enterprise Architecture & Infrastructure Management – Proposal (new)

**Motion:** *That Senate approve the proposal for a new Chang School Certificate in Advanced Enterprise Architecture and Infrastructure Management*

M. Moshé moved; A. Levin seconded

M. Moshé stated that this new certificate addresses all of the issues mentioned in the review of the now discontinued certificate in Enterprise Architecture and Infrastructure Management. The proposed certificate is shorter and includes courses that are specific to the area. Students are required to complete four courses in total. Three of these are required and one is an elective. To be admitted, applicants must have successfully completed three CITM courses that are prerequisites for the required and elective courses. Certificate would plan to launch in Fall 2018.

D. Mason asked if there was any chance that students from the previous program can be migrated to this one. An ITM representative responded that they are in the process of transitioning and it will be based on what is in the best interest of the students. Only two students were identified so far.

**Motion Approved.**

7.4.3.5 Chang School Certificate in Information Systems Management – Course Additions, Deletions, Repositioning

**Motion:** *That Senate approve the course additions, deletions, and repositioning for the Chang School Certificate in Information Systems Management*

M. Moshé moved; Y. Derbal seconded

M. Moshé stated that these changes intend to keep the certificate current and to provide the prerequisites for the advanced certificate.

**Motion Approved.**

7.4.3.6 Chang School Certificate in Occupational Health and Safety Leadership – Proposal (new)

**Motion:** *That Senate approve the proposal for a new Chang School Certificate in Occupational Health and Safety Leadership*

M. Moshé moved; Y. Derbal seconded

M. Moshé stated that the proposal has been developed to address the new educational requirements of the Board of Canadian Registered Safety Professionals. As of July 2018, this board will be changing their minimum requirement to take their professional designation exam from a certificate to a two-year diploma in Occupational Health and Safety or the equivalent of a two-year diploma. The series of certificates would be considered equivalent to a two-year diploma. The completion of this proposed certificate in addition to the current Chang School certificate in Occupational Health and Safety and the certificate in Advanced Safety Management would satisfy the board's academic requirements. It is a core course certificate preparing students for leadership roles and responsibilities in the area of Occupational Health and Safety.

K. Church commented on the courses content regarding students with disability. She stated that Disability Studies can be helpful to this program, but realizes that it is difficult to get cross-feed among programs.

**Motion Approved.**

7.4.3.7 For Information: Chang School Certificates – March and April, 2018.

NOTE: J. Turtle explained that this item was also included in the May 3, 2018 Standards Report to Senate, but was mistakenly omitted from the Senate agenda. It is therefore included again for the May 29, 2018 Senate meeting.

8. Old Business
9. New Business as Circulated
10. Members' Business

R. Babin provided the following Notice of Motion: "At the next senate meeting, on behalf of faculty members, I will bring forward a motion regarding Policy 134 (Undergraduate Academic Appeals) and regarding the current online trial currently underway in the Faculty of Science. Our concern regarding this trial is that the electronic form encourages frivolous and unfounded accusations by students against faculty members regarding prejudice. The form lacks sufficient caution."

11. Consent Agenda

- 11.1 [Academic Plan Update](#)

Includes the Annual Report to Senate from the Vice-President, Research and Innovation

12. Adjournment

The meeting adjourned at 6:00 p.m.

**Ryerson University**  
**President's Update to Senate**  
**October 2, 2018**

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**SENATE GREETINGS** – I am pleased to welcome new and returning members of the University Senate to the 2018-19 academic session, and to bring best wishes for a great year ahead.

**APPOINTMENTS**

**Naomi Adelson** has been appointed Ryerson's first associate vice-president, research and innovation for a five-year term effective September 1, 2018. Naomi joins Ryerson from York University, where she recently served as associate dean, research, of the Faculty of Liberal Arts & Professional Studies. Previously, she chaired York's Department of Anthropology. Naomi earned her B.A. in the humanities from McGill University, her M.A. in anthropology from McMaster, and her PhD in anthropology from McGill.

**Ian Crookshank** has been appointed interim vice-provost, students for a term of six months effective June 29, 2018. Ian has worked at Ryerson since 2012, first as director, Student Community Life and most recently as director, Housing and Residence Life. During this time, he has overseen the rapid expansion of Ryerson's residence operations, fostered new partnerships and holistic programs, and implemented Ryerson's forward-thinking, inclusive all-gender housing policy.

**Jeff Giles** has been appointed interim director of athletics for a one-year term effective July 3, 2018. Prior to joining Ryerson, Jeff held a variety of high-profile leadership roles, including as president and COO of the Canadian Football League from 1994–2000 and director of athletics at McMaster University from 2009–2014. The author of *Bigger Balls: The CFL and Overcoming the Canadian Inferiority Complex*, Jeff has been working with Ryerson Athletics since 2016 on revenue development, restructuring the recreation program, redesigning engagement activities, and significantly expanding the university's athletic partnerships.

**Krishan Mehta** has been appointed Ryerson's first assistant vice-president, engagement with University Advancement effective September 10, 2018. In this role, he will lead the Alumni Relations team, while embracing a broader mandate of engagement and shared interest at the university. Krishan joined Ryerson as executive director, campaigns, in 2013, and since then, has overseen the \$200-million Make Your Mark campaign, while bringing in new volunteers and supporters. He earned his PhD in 2016 from the Department of Social Justice Education at the University of Toronto.

**Tina West** has been appointed director, Curriculum Quality Assurance, Office of the Vice-Provost Academic, effective September 1, 2018, for a three-year term. Tina has been with Ryerson since 2005, when she joined the faculty at the Department of Marketing, which she would go on to chair, before serving as TRSM associate dean, Faculty and Academic. She has served on numerous academic committees and shown dedication and passion for curriculum renewal and integrated experiential learning opportunities throughout her Ryerson career.

**DISTINGUISHED VISITORS**

**Angela DeMontigny**, renowned Cree/ Métis fashion designer, has been appointed distinguished designer-in-residence at the School of Fashion in the Faculty of Communication & Design for the 2018-19 academic year. Angela owns and operates the DeMontigny fashion line and its eponymous boutique and gallery in Hamilton; she calls her heritage the foundation for her collections, and she is an internationally recognized leader of the Indigenous luxury movement. She has showcased her collections in South Africa, England, and the United States, and, just last year, at Ryerson. Angela also delivers speeches and facilitates workshops on Indigenous art, culture, and history, and she sits on a number of boards including the Ontario Fashion Exchange and Aboriginal Conservation and Ecology Inc. She will work with FCAD on advising and mentoring students on their projects, conducting guest lectures and workshops for students and community, and providing links between industry and the School of Fashion.

**Tara Farahani**, poet, spoken-word artist, and writer, will be artist in residence at the Faculty of Community Services during the 2018-19 academic year. Tara, who graduated from Ryerson with a BSW in 2016, brings with her a remarkably varied background: She has been, among other things, a social researcher, a facilitator of workshops on art and gender-based violence, and a jewelry designer. At Ryerson, she will be working on her creative-writing project “From Under the Rug” as well as giving lectures, hosting discussion sessions, participating in the Jack Layton School for Social Justice in February 2019, and consulting with students and faculty about writing and community engagement.

**NEW CHANCELLOR AND BOARD CHAIR** – Based on the recommendation of the Chancellor Search Committee, Janice Fukakusa was appointed chancellor of Ryerson for a three-year term effective October 10, 2018. Formerly RBC’s chief administrative officer and chief financial officer, Janice has chaired Ryerson’s board of governors since 2013. Having been inducted into Canada’s Most Powerful Women Hall of Fame in 2007, Janice will be a pioneer at Ryerson in her role as our first female chancellor. Vice-chair of the board Mitch Frazer has been ratified to succeed Janice as chair of the board.

**NEW SECRETARY OF SENATE** – Donna Bell has been appointed secretary of the Ryerson University Senate for a three-year term effective July 2, 2018. Donna has been with Ryerson since 2003, first as instructor in the retail management program, and then as the first officer of the Academic Integrity Office. Most recently, she was manager, student records, in the Office of the Registrar, where she offered guidance on matters related to students’ records and was responsible for the integrity of official transcripts and the academic continuance process.

**FALL CONVOCATION** – Sincere thanks to everyone involved in honorary doctorate nominations, and the Awards and Ceremonials Committee for its work – this fall we will be honouring:

**Maria Campbell** – Writer, playwright, filmmaker, educator, Métis Elder, and one of Canada's most influential Aboriginal artists; seminal role in documenting the daily experience and oral history of contemporary Aboriginal peoples, notably the Métis; dynamic lecturer and workshop facilitator; Doctor of Laws.

**Hassan Yussuff** – President of Canadian Labour Congress, representing 3.3 million Canadian workers; strong voice for improving the lives of Indigenous children, pay equity for women in the federal sector, a national child-care plan and national pharmacare; prominent international activist and President of the Trade Union Confederation of the Americas, which represents more than 60 million workers in 23 countries; Doctor of Laws.

**RYERSON UNIVERSITY'S COMMITMENT TO TRUTH AND RECONCILIATION** – On June 25, the Ryerson University community came together to formally install a plaque beside the statue of Egerton Ryerson; it provides historical context about his role in the creation of the residential school system. The plaque was conceived of during a community-wide consultation led by Elder Joanne Dallaire and vice-president, equity and community inclusion Denise O'Neil Green, and with the participation of the Aboriginal Education Council and Ryerson Aboriginal Student Services. It affirms the university's commitment to truth and to reconciliation between Indigenous and non-Indigenous peoples.

**PRESIDENT'S ENTRANCE SCHOLARSHIPS** – Ryerson applicants with demonstrated exceptional academic accomplishments, leadership qualities, creativity, and independent thought are eligible for renewable scholarships valued at \$10,000 per year. Both national and international (\*) scholarships are awarded. We are proud to welcome the 2018-19 recipients:

*Faculty of Arts* – Isabella Evanoff, Sociology; Keiralea Dominelli, Politics and Governance

*Faculty of Communications & Design* -- Taite Krueger, Creative Industries; Andrea Levick, Performance: Dance\*

*Faculty of Community Services* – Melody Puri, Nursing

*FEAS* – Dharma Capitaio, Architectural Science; Baris Topcuoglu, Industrial Engineering\*

*Faculty of Science* – Sarick Chapagain, Biology\*

*TRSM* – Khanh Hoang Mai Le, Business Management\*; Krista Chavez, Accounting and Finance

**ORIENTATION** — Congratulations and thanks to everyone involved in organizing a wonderful experience for new and returning students. All told, 1414 students moved into residence in August, many with the help of Ryerson Rams (from all eight varsity teams) and student leaders. Of these, 570 have become the first group to live in Ryerson's newest and biggest residence, the state-of-the-art HOEM. On August 30, SLC Live!, a cross-faculty event with art installations, live music, vendors, games, and more, taking up all eight floors of the Student Learning Centre, drew 3730 students. There were 67 events in total, including the Kick-Off at Lake Devo on August 27, where 1439 Ryerson students, faculty, and staff unofficially broke the Guinness World Record for the largest clapping ensemble.

**ATHLETICS** — The eyes of the basketball world were on the Ryerson Rams on August 15 as they took on Duke at Mississauga's Paramount Centre, where Blue Devils forward R.J. Barrett—the presumptive #1 pick in next year's NBA draft—played in his home town, in his first-ever game for Duke. In front of a sold-out crowd of 5000, and broadcast audiences via TSN and ESPN, the Rams acquitted themselves admirably, despite losing 86-67. The game brought extensive national media coverage to the university and the basketball program, with Ryerson website traffic up by a factor of 15 on the day of the game and the following day.



**WC2** – The 4th Annual Symposium of the World Cities World Class University (WC2) network, hosted by Ryerson from August 12-18<sup>th</sup>, was one of the best-attended such symposia to date, with over 300 participants representing member universities from major cities on six continents. Prominent speakers included John Ralston Saul and Senator Ratna Omidvar. Teams of faculty and students discussed six themes—business, eco-campus, food policy, global health, knowledge culture, and urban affairs—and some of the teams intend to publish journal articles detailing their findings. WC2 was founded by City University of London, and Ryerson’s hosting of the symposium has furthered the flourishing collaboration between the two institutions, which was formalized in May 2018.

**SSHRC PARTNERSHIP GRANT**— An initiative led by Faculty of Community Service professor Kathryn Underwood has secured \$2.48 million in funding. The Inclusive Early Childhood Service System Project, which previously received a Partnership Development Grant, studies societal responses to early childhood disability. It will now expand to 30 researchers and 16 partnership organizations, and from Ontario to Manitoba, British Columbia, and the Northwest Territories.

**EMPLOYEE SURVEY** – From March 29 to April 9, Ryerson faculty and staff were invited to complete the Ryerson Employee Survey. I am pleased to report that we achieved an impressive response rate of 66%, and that the average level of organizational engagement was 72%, while the average level of job engagement was 77%. Results of this university-wide survey were shared with all employees in July. In the coming months, HR will work with all faculty, department, and unit leaders to communicate local results. We will find ways to celebrate our successes and to foster employee participation in shaping our workplace together, through information sessions and departmental meetings.

## CONGRATULATIONS

*Sara Asalya*, student engagement and leadership assistant, and *Ratna Omidvar*, distinguished visiting professor, received RBC Top 25 Canadian Immigrant Awards. These awards recognize immigrants’ contributions to their communities and their achievements in Canada.

*Firecrackers*, the debut feature film by School of Image Arts graduate Jasmin Mozaffari, was screened at the Toronto International Film Festival in September. Based on Mozaffari’s short film of the same name, which was her Ryerson thesis project, *Firecrackers* was funded by TeleFilm Canada’s Micro-Budget Production Program. Its cast and crew are teaming with Ryerson graduates, including producers Kristy Neville and Caitlin Grabham, production designer Thea Hollatz, and actor Michaela Kurimsky, who was named a 2018 TIFF Rising Star.

*The RTA School of Media* was recognized by *The Hollywood Reporter* in August as one of the Top 15 International Film Schools. The publication cited alumni actors Ellen Wong (*GLOW*) and Hannah Simone (*New Girl*) as well as the School’s range of programs and its annual “RTA in LA” Los Angeles bootcamp on the U.S. television business.

*The Ryerson Reputation Campaign* won a Prix d’Excellence Award for Best Advertisement or Poster from the Canadian Council for the Advancement of Education, and a Bronze Circle of Excellence Award for Best Advertising Campaign from the Council for Advancement and Support of Education.

*Sobie Systems*, whose founder and product development manager is Sobhan Etemadi (PhD, CSWE), was named National Winner in the Emerging Innovators Pitch Competition at the CNE Innovation Garage on August 19<sup>th</sup>. The company, which was part of the Centre for Engineering Innovation and Entrepreneurship (CEIE), received \$25,000 in non-dilutive funding as well as in-kind services to develop Everest, its WiFi-connected carbon monoxide detector. Everest is installed in the output plenum of a furnace and can shut the furnace down when it detects CO at source.

### ***from the President's Calendar***

*June 1, 2018:* On Ryerson's birthday, campus-wide festivities marked an important double anniversary: Ryerson's 70<sup>th</sup> as an institution and its 25<sup>th</sup> as a university. As Ryerson celebrated its rich past and looked forward to its exciting, innovative future, I was delighted and proud to attend the following four events:

- 1) The tenth-anniversary celebration of The Chang School's 50+ program of continuing education for older adults, at which I delivered welcoming remarks.
- 2) The Silver Jubilee celebration for the Centre for Near-net-shape Processing of Materials. One of the first labs at Ryerson, its research has had a great impact on the automotive and aerospace sectors. I congratulated and thanked its founder and director, Professor Ravi Ravindran, for his remarkable contributions to Ryerson and his internationally recognized advancements in optimizing manufacturing and devising innovative technology.
- 3) The 70/25 Anniversary Street Party on Gould Street, where over 2000 members of the Ryerson community shared infectious energy, delicious food, and many smiles.
- 4) University Advancement's special Alumni Anniversary reception, which recognized alumni celebrating the 25<sup>th</sup>, 40<sup>th</sup>, 50<sup>th</sup>, 55<sup>th</sup>, 60<sup>th</sup>, and even 65<sup>th</sup> anniversaries of their graduation. I was privileged to give welcoming remarks to these "old school" Ryersonians, and to hear their stories from the institution's earliest days.

*June 4, 2018:* I introduced the Rohingya Refugee Crisis panel discussion between Mohamad Fakhri (Doctor of Laws honoris causa '18) and The Honourable Bob Rae, organized by the Ryerson Leadership Lab. Haroon Siddiqui moderated the discussion.

*June 5, 2018:* I brought remarks to the farewell reception for John Turtle, at which Ryerson thanked him for his five-year contribution as secretary of senate.

*June 19, 2018:* I participated in a planning session for the Centre for Cybersecurity at the DMZ, with representatives from national and provincial, and municipal government; the financial, information technology, and education sectors; the Canadian Armed Forces; and Ontario Provincial and Peel Regional Police.

*June 20, 2018:* Vice-president, administration and operations Deborah Brown and I met with Gregg Lintern, the City of Toronto's new Chief Planner. We embarked on a campus tour together to offer Mr. Lintern some perspective on Ryerson's contribution to city-building.

*June 21, 2018:* Along with Deborah Brown, vice-president, administration and operations and Jennifer Grass, assistant vice-president, university relations, I met with Toronto Police Services superintendent Mario Di Tommasso to discuss the support the police provide for safety on campus.

*June 21, 2018:* I was pleased to attend the Convocation Thank-You for some 250 staff who volunteered their time to contribute to the 2018 convocation.

*June 21, 2018:* The G. Raymond Chang Outstanding Volunteer Awards at MAC offered a special opportunity to thank more than 60 alumni and friends of Ryerson for their generous contributions.

- June 22, 2018:* I brought welcoming remarks to the annual conference on professional development and networking for staff at Ryerson, which this year focused on inclusion in workplace interactions.
- June 22, 2018:* I met with the mayor of Markham, Frank Scarpitti, to explore possibilities for collaboration on city planning and for engaging Ryerson's students and alumni from our Urban and Regional Planning program.
- June 25, 2018:* The Ryerson community came together to install a plaque beside the statue of Egerton Ryerson. It provides historical context about his role in the creation of the residential school system. I spoke about how this installation represented a step towards the long process of reconciliation.
- June 26, 2018:* I was proud to attend an open house at HOEM, Ryerson's first new residence in 25 years. The result of a public-private partnership with Canadian Student Communities Inc., HOEM is Ryerson's largest residence, increasing the university's residence space by 30%.
- June 28, 2018:* I met with Faisal Kazi, CEO of Siemens Canada, to discuss potential collaboration with Ryerson in the area of cybersecurity.
- June 29, 2018:* Along with a delegation from Ryerson, I visited the cybersecurity company eSentire to explore potential collaboration.
- July 23, 2018:* I attended a quarterly meeting with the presidents of York, OCAD, and the University of Toronto to discuss issues relevant to the GTA.
- July 25, 2018:* Together with a delegation from Ryerson, I met with Sidewalk Labs' Joshua Sirefman and William Fields (respectively Chief Development Officer and Associate, Development), to explore how Ryerson researchers can contribute to Google's urban innovation project on Toronto's waterfront.
- July 25, 2018:* Vice-president, administration and operations Deborah Brown and I spoke with Robert Hiscox, CEO of real estate construction company Constantine Enterprises, about collaboration at the Brampton campus.
- July 26, 2018:* I met with Eduardo Soriano, the General Coordinator on Energy from Brazil's Ministry of Science, Technology, Innovation and Communication and Marcelo König Sarkis, President, Prima IP and Chair of the Brazilian-Canadian Chamber of Commerce Innovation, Science, and Technology Committee, to discuss energy-storage opportunities between Brazil and Canada. Also present were the presidents of NSERC and SSHRC.
- Jul 26, 2018:* I met with David Agnew, president of Seneca College, to discuss the United Way campaign, whose education division I am proud to chair.
- July 27, 2018:* I met with Meric Gertler, president of the University of Toronto, about the United Way campaign.
- July 30, 2018:* Along with Chris MacDonald, chair of the Department of Law and Business at TRSM, I sat down with Rogers Communication general counsel David Miller to discuss his mentorship of Ryerson students.
- July 30, 2018:* I was pleased to meet for the first time with St. Michael's Hospital's new CEO, Tim Rutledge, and their VP of Research, Art Slutsky, to further the longstanding relationship between our institutions.
- Jul 30, 2018:* I met with the insightful Michael Cooke, former editor of the Toronto Star and Board Chair of Journalists for Human Rights, for a valuable conversation about the importance of city building and working with media outlets to tell the Ryerson story.
- August 7, 2018:* I met with Ryerson's International Hyperloop (high-speed ground transportation) team for an update on their progress. Having won the Subsystem Innovation Award at the SpaceX

Hyperloop Pod competition in 2016 with their remarkable deployable wheel system, they have ambitious plans to participate in the 2019 competition with an experimental pod.

*August 7, 2018:* I met with Jean Paul Gladu, President and CEO of the Canadian Council of Aboriginal Business, to discuss collaboration between Ryerson and Indigenous business leaders.

*August 8, 2018:* Assistant vice-president, international Anver Saloojee and I met with the leadership team and the board of the forthcoming Toronto-based French-language university, l'Université de l'Ontario français, to which Ryerson is a mentor institution.

*August 9, 2018:* Vice-president, research and innovation Steven Liss and I met with CEO Grant B. Walsh and chief medical officer Sanjeev Kaila of Atlas Global Healthcare, as well as Ronald Heslegrave, chief of research, William Osler Health System, to discuss collaboration at the Brampton Campus.

*August 9-10, 2018:* Ryerson hosted the International Federation on Ageing's 14<sup>th</sup> global conference, "Towards a Decade of Healthy Ageing - From Evidence to Action." On August 9, I greeted Canada's Minister of Health, Ginette Petitpas Taylor, and former Mississauga mayor Hazel McCallion. On August 10, I brought greetings to the conference participants.

*August 20, 2018:* I delivered welcoming remarks to the new cohort of Bachelor of Social Work students in the First Nation Technical Institute-Ryerson collaborative program.

*August 27, 2018:* Along with Stephen Pumple, Director of Industrial Partnerships at CEIE, I met with Keith Gillam, Chair of the construction management company Gillam Group. We discussed the possibility of creating a master's program in Construction Management.

*August 27, 2018:* I was pleased to deliver welcoming remarks at the FEAS orientation for engineering students at MAC.

*August 27, 2018:* Along with Jennifer Grass, assistant vice-president, University Relations, I had an introductory meeting with Caroline Mulroney, Attorney General of Ontario and Minister Responsible for Francophone Affairs.

*August 27, 2018:* I was excited to deliver greetings to Ryerson's new cohort of students at the mass gathering at Lake Devo.

*August 28, 2018:* I was proud to attend and speak at Ryerson's second annual GRADShowcase, which celebrates our graduate students' research and achievements.

*August 29, 2018:* I was pleased to help extend a warm Ryerson greeting to our newest students from around the world at the International Students Welcome Party.

*August 30, 2018:* I attended the Council of Ontario University Special Meeting of Executive Heads, where we discussed how the post-secondary sector can best navigate the expectations of, and forge a positive working relationship with, the provincial government.

# University Relations

## Monthly Metrics & Reach



Prepared by University Relations

July / August 2018

### UR Highlights: July and August

- Move in Day, August 26th
- Orientation Week, August 26<sup>th</sup> – Sept 1
- A cross-functional team has been leading the development of the messaging and visual identity for the new Law School.
- Developed messaging and marketing materials for the new Alumni Speaker Series – Intersections.
- Led the launch of a website and communications for the Future of Sport Lab with OVPRI.
- A cross-functional team has been leading the development of messaging and visual identity for Ryerson programming in Brampton.

### Media Relations

- Public Affairs designed a month long Back to School communications plan that included:
  - Faculty expert pitches, on Back to School related topics
  - Media advisories for Move-In Day, Guinness World Record Challenge, Body Positivity Fashion Show
  - Dedicated Back to School Media room
- More than 40 local & national media stories ran featuring Ryerson Back to School content
- Move in Day at Pitman Hall was attended by all five local networks – CBC, CTV, CITY, Global & CP24
- Toronto Star Front page feature on donor Jason Rinaldi's gift to RamsCare Camp
- The Office of Social Innovation's ShapeLab event, July 10, was covered by NOW Toronto, BlogTO, CBC News, CTV News, Radio Canada (French) and Construct Canada
- Public Affairs managed a month long, four part series on Ryerson's Law School, for the Law Times
- In collaboration with the President's Office, coordinated a four day film shoot for an Al Jazeera documentary, featuring President Lachemi.

### Publications

- Ryerson Today coverage of the installation of [Egerton Ryerson plaque](#) and King Street/Shape Lab [pilot project](#) were most read stories in July
- [Orientation story](#) highlighting major events (including SLC Live) was most read story in August
- Ryerson Today covered WC2 conference with two podcasts and two stories
- Current Ryerson Today mailing list is 61,000





## Website

- A 12-month comparison of August 2016-2017 to August 2017-2018 saw an 11.2% increase in pages viewed on ryerson.ca, while the bounce rate improved by 2.0%.

This means more people came to the website and it was higher quality traffic.

- **August 2017-2018:** 44.8 million pages viewed
- **August 2016-2017:** 40.2 million pages viewed

## Marketing

- Developed more than 22 print and collateral projects in July and 59 in the month of August
- Delivered one branding workshop in July with more than 20 staff in attendance.
- 1087 downloads from the Digital Asset Management System (University Photo Bank) in July and August. 173 new images were uploaded in July and August.
- More than 1372 page views from [ryerson.ca/brand](http://ryerson.ca/brand) and over 1125 file downloads of brand resources for July/August.
- Led a new photo shoot to capture innovation in the classroom.
- Led video shoot to highlight FCS' Together Design Lab being showcased at WE Day in September.

## Social Media

- **Instagram:** Nine of the 10 most popular posts in the history of Ryerson's Instagram feed have been posted since August 15, 2018; engagement was 22K, which represents a 68% increase over July; Instagram follower account increased by 904 in August
- **Facebook:** Post engagement was 1.4K, which represents a 30% increase over July
- **Twitter:** Followers up by 354 since August 1
- **LinkedIn:** Followers up by 1.5K; 1.1K social engagements (likes, comments, shares); our content had 308K impressions
- UR launched a new brand channel on **Giphy** this spring ([giphy.com/ryersonu/](http://giphy.com/ryersonu/)) and we have seen accounts across the university leveraging these assets in their social content; over July and August, our gifs were viewed 428K times

## Digital Marketing

- Summer is a less active time for digital campaigns, as it is not a key decision-making period for prospective undergraduate and graduate students, apart from MBA students which continued with Google search and display ads - in a very competitive advertising environment.

## Awards

- N/A for July/August.

**Report #F2018-1 of the Academic Governance and Policy Committee (AGPC):  
M. Benarroch**

**October 2, 2018**

1. Academic Policy Review Committee (APRC) update: M. Moshé  
- Request for approval of Policy #135 – Final Examinations
2. Update on Ryerson's Freedom of Speech Policy
3. Update on review of the Senate Bylaws

Respectfully submitted,

M. Benarroch, Chair,  
Provost & Vice President Academic

On behalf of the Committee:

M. Moshé, Interim Vice Provost Academic  
I. Crookshank, Interim Vice Provost Students  
C. Hack, Registrar  
D. Bell, Secretary of Senate  
T. Duever, Dean, Faculty of Engineering & Architectural Science  
D. Checkland, Faculty of Arts  
S. Dolgoy, Faculty, Faculty of Communication and Design  
R. Meldrum, Faculty of Community Services  
S. Sabatinos, Faculty, Science  
K. Kumar, Faculty, Faculty of Engineering & Architectural Science  
R. Hudyma, Faculty, Ted Rogers School of Management  
A.M. Brinsmead, Chang School Program Director  
F. Khan, Undergraduate Student Senator  
J. Circo, Undergraduate Student Senator,  
R. Kucheran, Yeates School of Graduate Studies Student Senator

**REPORT OF THE ACADEMIC POLICY REVIEW COMMITTEE**  
**Revision of Policy 135**  
**July 2018**

**Background**

The Academic Policy Review Committee (APRC), an ad hoc committee of AGPC, has a mandate to review five academic policies and make recommendations to AGPC, which may then make recommendations for policy revisions to Senate. The academic policies under review by the APRC are *Policy 134: Undergraduate Academic Consideration and Appeals*, *Policy 135: Examinations*, *Policy 145: Undergraduate Course Management*, *Policy 151: Course Management – Yeates School of Graduate Studies*, and *Policy 152: Graduate Student Academic Consideration and Appeals*.

In July 2017, the APRC established an examinations sub-committee, chaired by the manager of examinations in the Office of the Registrar, with a mandate to review Policy 135, conduct community consultations, and propose policy revisions.<sup>1</sup> This report presents the sub-committee's draft revision to Policy 135 for AGPC's review and potential recommendation to Senate. The draft revision was unanimously approved by the APRC on July 5, 2018 and is appended to this report.

**Consultations**

Before drafting the revised policy, the sub-committee consulted with a wide range of faculty, students and staff, including Security and University Scheduling. A record of issues and inquiries kept by the manager of examinations over the past few years was also used. The results of these initial consultations, along with an environmental scan of examination policies and procedures at other Canadian universities, are outlined in the APRC's December 5, 2017 report to Senate ([Fall 2017 Interim Report: Exam Conflicts](#)). General feedback on the policy was to (a) simplify the language and reduce repetition, (b) improve the organization of information, (c) update references related to policies and procedures, and (d) clarify responsibility and authority. Student feedback focused on exam conflicts and reducing the number of exams they may be required to write in a 24-hour period.<sup>2</sup>

Based on these consultations, the sub-committee and APRC drafted a revised examinations policy. Feedback on the draft revision was then sought from chairs, deans, directors, faculty, and department administrators. Student union representatives were asked to solicit student

<sup>1</sup> The sub-committee comprised sixteen key stakeholders, listed at the end of this report.

<sup>2</sup> In response to scheduling issues that were raised, the APRC recommended that the Registrar report to Senate on the challenges and possible solutions for scheduling the growing number of exams. The Registrar presented a report, [Considerations for Scheduling Examinations](#), at the December 5, 2017 meeting of Senate, and it was a topic for a Committee of the Whole discussion.



feedback, while feedback was sought from approximately 30 registrar-hired CUPE 3 invigilators.

### **Revised Policy 135: Features**

1. *Format*: The revision clearly separates policy from procedures and references other operational documents. In addition, the format aligns with the new Senate Policy Framework.
2. *Scope*: The policy's scope has been narrowed to apply to final examinations only. The policy name was therefore changed to reflect its specificity to final exams. The reason for the change in scope is that several of the elements of the policy and procedures (e.g., requiring departments to hire additional invigilators; requiring alternate arrangements for exam overload) are not feasible for mid-terms. At the same time, Policy 135 and its related procedures are recommended as best practices where appropriate and feasible for other forms of assessment (e.g., midterms).
3. *Principles*: Consistent with the principles for academic policies outlined in the Senate Policy Framework, the policy and procedures have been revised to be less prescriptive and allow for flexibility, where appropriate.
4. *Exam Conflict versus Exam Overload*: An exam conflict has been defined to make it distinct from an exam overload. An exam conflict is two or more final exams scheduled at the same time, whereas an exam overload is either three final exams on the same day or three consecutive final exam sessions (e.g., afternoon, evening, and next morning), including Chang School exams. The decision to include Chang School exams and an overnight consecutive time slot was in response to student concerns, and in consultation with Scheduling and The Chang School.
5. *Authority and Responsibility*: The procedures section outlines who should make alternate arrangements in the case of an exam conflict or exam overload, and it provides general guidelines on which exam should be moved.
6. *Make-Up Exams*: To reduce duplication, policy details on make-up exams that appear in *Policy 145: Course Management*, *Policy 134: Undergraduate Academic Consideration and Appeals*, *Policy 151: Course Management – Yeates School of Graduate Studies*, and *Policy 152: Graduate Student Academic Consideration and Appeals*, have been removed from Policy 135. A make-up exam subcommittee of the APRC is exploring whether further information on make-up exams is required, and if so, in which policy it should reside.
7. *Fit to Complete Exam*: Numerous faculty reported students are increasingly attending an exam and then claiming to be sick and leaving. In the revised Policy 135, Section 5.5 states that students who choose to commence an exam will be presumed able to complete it but may be granted academic consideration in exceptional circumstances.

8. *Identification*: The policy is intentionally general to reflect the differing requirements for various students. The procedures section outlines identification requirements in more detail.
9. *No Watches Allowed*: Given that analogue watches are indistinguishable from smart watches, a new item has been added. Time-keeping display or announcements have been added to invigilator responsibilities.
10. *Online Exams*: The procedures for online final exams have been shortened and generalized to accommodate evolving technology.
11. *Duplication Removed*: The prohibition of all tests and examinations in the last week of class, currently in Policy 135, is also an item in Policy 145. To reduce duplication, the prohibition has been removed from Policy 135.

### **Recommendations**

The APRC recommends that AGPC recommend to Senate the approval of the renamed *Policy 135: Final Examinations*, with an implementation date of Fall 2018.

Respectfully submitted,

Marcia Moshé, APRC Co-Chair and Interim Vice-Provost, Academic  
Jacob Friedman, APRC Co-Chair (to August 31, 2018)

### APRC Members:

Kathleen Kellett, Associate Dean, Arts  
Marcus dos Santos, Associate Dean, Faculty of Science  
Medhat Shehata, Interim Associate Dean, Faculty of Engineering & Architectural Science  
Jennifer Martin, Associate Dean, Faculty of Community Services  
Ivor Shapiro, Associate Dean, Faculty of Communication & Design  
Tina West, Associate Dean, Ted Rogers School of Management  
Allen Goss, Associate Dean, TRSM  
Samantha Wehbi, Associate Dean, Yeates School of Graduate Studies  
Muthana Zouri, Program Director, Communication & Design, Chang School  
Ron Babin, President, Ryerson Faculty Association  
Daniel Lis, Vice-President Education, RSU  
Michelle Smith, Student Issues & Advocacy Coordinator, RSU  
Lyndall Musselman, Student Rights Coordinator, CESAR  
Arezoo Najibzadeh, Vice President Education, CESAR  
Donna Bell, Secretary of Senate (non-voting)  
Jona Zyfi, Senate Policy & Appeals Administrator (non-voting)

### Examinations Sub-Committee Members

Michelle Green, Sub-Committee Chair and Manager of Examinations, Office of the Registrar  
Giselle Basanta, Office of the General Counsel

Nenita Elphick, Chang School  
Marc Emond, Academic Accommodation Support  
Arezoo Najibzadeh, CESAR VP Internal  
John Paul Foxe, Academic Integrity Office  
Jake Friedman, Co-Chair APRC  
Jonah Horowitz, Math instructor and coordinator  
Eric Kam, Learning and Teaching Office  
Daniel Lis, VP Education, RSU  
Lyndall Musselman, Student Rights Coordinator, CESAR  
Andrea Ridgley, Academic Integrity Office  
Razi Syed, Student Senator at Large  
John Turtle, Secretary of Senate  
Brian Williams, Test Centre  
Samantha Wehbi, Yeates School of Graduate Studies  
Leizl Yance, Interim President, CESAR  
Jona Zyfi, Senate Office

**RYERSON UNIVERSITY  
POLICY OF SENATE****D R A F T** (Approved by APRC, July 2018)**FINAL EXAMINATIONS**

|                          |           |
|--------------------------|-----------|
| Policy Number:           | 135       |
| Policy Approval Date:    |           |
| Next Policy Review Date: |           |
| Responsible Office:      | Registrar |
| Approval:                | Senate    |
| Contact Office:          | Registrar |

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**1. PURPOSE OF POLICY**

The purpose of this policy is to identify the values and principles upon which final examinations (“exams”) are conducted at Ryerson University (the “University”), stipulate general regulations, and highlight related policies.

The goal is to ensure that all final exams are administered in a manner that maximizes integrity and provides the opportunity for students to demonstrate the intended learning outcomes of a course.

**2. APPLICATION AND SCOPE**

This policy applies to final exams conducted at the University, including those administered by The G. Raymond Chang School of Continuing Education (“The Chang School”).

This policy and the related procedures are recommended as best practices (where appropriate and feasible) to develop procedures for other forms of assessment (e.g. midterms) in order to promote administrative consistency of assessment processes across the University and academic integrity, as outlined in Policy 60: Academic Integrity.

**3. DEFINITIONS****3.1 Exam Period**

The official period identified for holding final exams as indicated on the Registrar’s website or as identified on course outlines for The Chang School.

**3.2 Exam Conflict**

Two or more final exams scheduled at the same time.

**3.3 Exam Overload**

Three final exams on the same day, or three consecutive final exam sessions (e.g. afternoon, evening, and next morning), including The Chang School exams.

**3.4 Examination (Exam)**

A form of testing for the purpose of assessing a student's level of proficiency in some combination of the following domains: knowledge, comprehension, application, analysis, synthesis, and/or evaluation.

**3.5 Final Exam**

A form of assessment that occurs during the designated exam period, normally cumulative and of significant weight.

**3.6 Invigilator**

A course instructor or employee hired to assist in the administration of exams and monitoring of academic integrity during exams.

**3.7 Teaching Department**

The academic unit (department/school) responsible for the development, delivery and administration of a course.

**3.8 Program Department**

The academic unit (department/school) responsible for the development, delivery, and administration of one or more programs.

**4. PRINCIPLES**

4.1 The values stipulated in the Senate Policy Framework are applicable and fundamental to this policy.

4.2 All members of the University (faculty, staff, and students) participating in the exam process have a responsibility to adhere to and uphold all academic integrity standards in terms of Policy 60: Academic Integrity and Policy 61: Student Code of Non-Academic Misconduct.

4.3 Exams should be conducted in an environment with minimal disruption and distraction so students are able to concentrate, reflect, and demonstrate their knowledge.

4.4 The administration of exams should create a safe, secure, and healthy environment that promotes clear communications and reduces unnecessary stress. To facilitate this, students are required to follow the exam procedures and instructions from faculty and staff.

- 4.5 Students who require and have been approved for alternative exam arrangements will be afforded appropriate and reasonable accommodation and consideration in accordance with the University's policies and procedures (see Procedures 5.5).

## **5. GENERAL REGULATIONS**

- 5.1 Faculty, staff, and students are required to follow all policies and procedures pertaining to exams, including but not limited to the exam procedures as set out by the Registrar's Office, and, if an exam is being written at the Test Centre, its procedures.
- 5.2 Students are also required to follow any additional exam procedures specific to subject areas (e.g. labs, performances, oral exams) established by instructors and/or teaching departments/schools. Individual instructors and/or teaching departments are responsible for communicating these additional procedures to faculty and students.
- 5.3 The University will provide timely notice of the exam schedule, including the time, place, and duration of final exams. Scheduling of exams will be consistent with Policy 145: Undergraduate Course Management and Policy 151: Course Management Policy - Yeates School of Graduate Studies.
- 5.4 Students with an exam conflict or exam overload must contact their program department and follow the procedures outlined in Procedures 4: Scheduling and Conflicts.
- 5.5 Students who choose to commence an exam will be presumed to be able to complete the exam. In exceptional circumstances, students may be granted academic consideration in accordance with University policies and procedures.
- 5.6 Students may not start or continue the exam outside of the allotted time. Students who arrive late will not receive extra time.
- 5.7 Unless the instructor or invigilator indicates otherwise, students are not permitted to commence an exam after the first 30 minutes or leave the exam within the first 30 minutes or last 15 minutes.

## **6. MISSED EXAMS**

Students who are more than 30 minutes late for the start of an exam or miss an exam, in part or in its entirety, should refer to Policy 134: Undergraduate Academic Consideration and Appeals or Policy 152: Graduate Student Academic Consideration and Appeals for the process to be followed.

## 7. INVIGILATION

- 7.1 Instructors are expected to be present or otherwise available during their exams, e.g. by phone or email. If this is not possible, the teaching department must provide an appropriate designate.
- 7.2 Teaching departments must provide adequate invigilation (see Procedures 7) to maintain the academic integrity of exams.

## 8. IDENTIFICATION

Students and invigilators must have Ryerson issued or approved identification at exams. Students who are required to have Ryerson OneCards must display a valid Ryerson OneCard. Other students must display approved government issued identification as outlined on the [Ryerson OneCard website](#). Students who do not have the required identification may not be permitted to write the exam.

## 9. STUDENT BELONGINGS

- 9.1 Personal belongings and unauthorized aids must be placed in an inaccessible manner and must not be accessed during the exam.
- 9.2 Students are strongly advised not to bring valuable items to exams. In the event of personal belongings being lost or stolen, the University is not liable.

## 10. CANCELLATIONS OR DISRUPTIONS

In the case of the disruption of an exam due to unforeseen circumstances, it may be necessary to move the exam to a new location, or to re-schedule the exam to another day in accordance with Procedures.

### RELATED PROCEDURES:

Final Examinations

[Registrar's Office](#)

[Test Centre](#)

### RELATED POLICIES:

Policy 60: Academic Integrity

Policy 61: Student Code of Non-Academic Conduct

Policy 134: Undergraduate Academic Consideration and Appeals

Policy 145: Undergraduate Course Management

Policy 150: Accommodation of Student Religious, Aboriginal and Spiritual Observance

Policy 151: Course Management Policy - Yeates School of Graduate Studies

Policy 152: Graduate Student Academic Consideration and Appeals

Policy 159: Academic Accommodation of Students with Disabilities

**RELATED DOCUMENT:**

Senate Policy Framework

**RELATED WEBSITE:**

[Ryerson OneCard](#)



## **PROCEDURES: FINAL EXAMINATIONS**

### **DRAFT**

|                            |           |
|----------------------------|-----------|
| <b>Responsible Office:</b> | Registrar |
| <b>Approval:</b>           | Senate    |
| <b>Approval Date:</b>      | TBD       |

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### **1. PURPOSE OF PROCEDURES**

The Final Examinations Procedures (“Procedures”) outline the procedures to be followed for final exams conducted at Ryerson University (the “University”) and identify the roles and responsibilities of those involved in the final exam process.

### **2. EXAM ROOM PROTOCOL**

- 2.1 Students must refrain from any form of communication with other students upon commencement of the exam, unless the instructor or invigilator indicates otherwise, i.e. an oral exam.
- 2.2 Students must turn off or silence, and not have ready access to, cell phones and other wireless communication devices.
- 2.3 Students may not wear or have ready access to watches in the exam room.
- 2.4 Students must store belongings as directed and not access personal belongings during an exam.
- 2.5 Students must visibly display their University issued or approved identification (see Policy 135: Final Examinations, Section 8 and Procedures 3) on their desk.
- 2.6 Students may have on their desks: exam materials, writing utensils, a clear plastic water bottle, and aids expressly authorised by their instructor.
- 2.7 No food is permitted during the exam, unless as an accommodation. Students must provide notice regarding this accommodation to the instructor at least two weeks before the exam.
- 2.8 Students may not leave the exam room unless accompanied by an invigilator or exam staff if they plan to return to the exam.
- 2.9 Students are not permitted to remove exam materials, including rough notes, from the exam room.
- 2.10 Students are not permitted to capture the image of exam materials, including rough notes, in the exam room or in an online environment.

### **3. IDENTIFICATION**

- 3.1 All undergraduate and graduate students must display a valid Ryerson OneCard during an exam. Students from The Chang School are not required to have

OneCards and may use government issued identification as outlined on the [Ryerson OneCard website](#).

- 3.2 If there are concerns regarding the validity of the student identification or impersonation, additional government issued photo identification as outlined on the Ryerson OneCard website may be required.
- 3.3. Students wearing a facial covering have two (2) options to confirm their identity:
  - 3.3.1 in a private place, they can allow a female invigilator to see their face to confirm their identity, or
  - 3.3.2 they can complete an [Identification Confirmation Form](#).
- 3.4 Invigilators may be requested by instructors or exams administrative staff to show a valid Ryerson OneCard or approved government issued identification as outlined on the Ryerson OneCard website.

#### **4 SCHEDULING AND CONFLICTS**

- 4.1 Exams in shared venues should be scheduled to minimize disruptions.
- 4.2 Exams that are longer than a 3-hour duration (e.g. full day performances or critiques) will be scheduled, communicated, and administered by the relevant teaching department.
- 4.3 In the case of an exam conflict or exam overload, students must notify their program department or school within two weeks of the final exam schedule being published. The program department or school (Chair/Director, Graduate Program Director or Associate Chair of Graduate Programs) is responsible for making alternate arrangements, in consultation with instructors and students.
  - 4.3.1 If a student has an exam overload, normally the middle exam is deferred.
  - 4.3.2 Assessments that are difficult to recreate, e.g. performances and labs, will normally not be moved.

#### **5. ACCOMMODATION**

##### **5.1 Academic Accommodation**

The University will provide academic accommodations in accordance with Policy 159: Academic Accommodation of Students with Disabilities. Students must be registered with Academic Accommodation Support (AAS) in order to use exam accommodations. For specifics on the administration of exam accommodations for students with disabilities, refer to Senate Policy 159: Academic Accommodation for Students with Disabilities and see [AAS Student Handbook](#).

##### **5.2 Accommodation of Student Religious, Aboriginal and Spiritual Observance**

The University will provide accommodations based on creed in accordance with the principles of the Ontario Human Rights Code. Policy 150: Accommodation of Student Religious, Aboriginal and Spiritual Observance outlines how accommodations for the religious, Aboriginal or spiritual observances of students will be determined. Students requesting accommodation due to a religious, Aboriginal and/or spiritual observance, must submit a Request for Accommodation of Student Religious, Aboriginal and Spiritual Observance AND an Academic Consideration form within two weeks of the posting of the exam schedule.

## 6. TEST CENTRE

The Test Centre may have procedures, for accommodation purposes, that differ from those provided in these Procedures. [See Test Centre website](#).

## 7. INVIGILATION

- 7.1 Teaching departments must provide a minimum of 1 invigilator for 50 students. Instructors who are present at the exam may be counted as invigilators to determine the required number of invigilators.
- 7.2 To ensure adequate monitoring it is a best practice to have a minimum of two (2) invigilators per room or, if this is not feasible, arrangements for periodic checks on a single invigilator should be arranged.
- 7.3 Invigilators are required to monitor student conduct during exams, act upon suspicions of academic misconduct in terms of Policy 60: Academic Integrity, or contraventions of Policy 61: Student Code of Non-Academic Conduct, and, if necessary, take immediate steps to prevent further concerns.
- 7.4 Where academic misconduct is suspected, invigilators may confiscate notes, if appropriate, but not electronic devices or personal property.

## 8. ONLINE EXAMS

- 8.1 Instructors must ensure that course outlines contain necessary information concerning the computer or other resources that students must have in order to take an online exam.
- 8.2 Instructors or designates must be available during the exam and must be aware of technical supports available.
- 8.3 Students may be required to provide a suitable off-campus invigilation as specified in [The Chang School Distance Education Procedures](#) and the course outline.

## 9. EMERGENCY PROCEDURES

- 9.1 When a fire alarm sounds or another emergency occurs during an exam, students must follow the instructions of the alarm public address system and any responding emergency personnel.
- 9.2 Students must leave all exam materials on their desk and follow the instructions of the invigilator.
- 9.3 Students may take personal belongings only if safe to do so.
- 9.4 Students must proceed to designated area if so instructed.

## 10. CANCELLATION

- 10.1 In the case of an exam cancellation for any reason, the University will make every effort to advise students and instructors as soon as possible.

- 10.2 In the case of a disruption to an exam, the course instructor, or if unavailable, the invigilator in consultation with the teaching department, if available, is responsible for determining whether the exam can be continued or must be rescheduled.
- 10.3 If the exam is discontinued, the course instructor or invigilator should communicate this information by phone to the Test Centre as soon as possible and to the Registrar's Office within three hours.
- 10.4 If the exam is rescheduled, the Registrar will post the revised time and date on the Registrar's website, as well as to the University's main phone line.
- 10.5 Where possible, a cancelled exam will be rescheduled on the following day or evening, or if necessary, the following semester.

## **11. ROLES AND RESPONSIBILITIES**

### **11.1 Registrar's Office**

- 11.1.1 Develop and communicate policies, procedures, and best practices in consultation with community members
- 11.1.2 Establish and communicate procedures for exams that are cancelled or disrupted
- 11.1.3 Make best efforts to provide an exam schedule that minimizes exam conflicts and exam overloads
- 11.1.4 Communicate the exam schedule
- 11.1.5 Make best efforts to provide space that promotes academic integrity and a suitable environment for students to focus
- 11.1.6 Provide training for invigilators
- 11.1.7 Provide staff to coordinate large shared venues and monitor washrooms

### **11.2 Teaching Departments or Schools**

- 11.2.1 Communicate any subject-specific exam procedures
- 11.2.2 Schedule, communicate, and administer exams that are longer than a 3-hour duration
- 11.2.3 Ensure all invigilators and instructors are familiar with exam-related policies and procedures including any departmental/school/graduate program procedures
- 11.2.4 Hire invigilators at the ratio indicated in Procedures 7.1

### **11.3 Program Department**

Responsible for making alternate arrangements in the case of exam conflicts or exam overloads, in consultation with teaching departments, instructors, and students. The responsible person in the Program Department is the Chair/Director, Undergraduate or Graduate Program Director, or Associate Chair of Graduate Programs.

### **11.4 Instructors**

- 11.4.1 Communicate any subject-specific exam procedures
- 11.4.2 Be responsible for all matters pertaining to exam materials, including their availability, accuracy, security, and conformity with Policy 145: Course

- Management and Policy 151: Course Management Policy - Yeates School of Graduate Studies
- 11.4.3 Communicate exam format, length, and permitted aids to students in advance of the exam, in accordance with Policy 145: Course Management and Policy 151: Course Management Policy - Yeates School of Graduate Studies
  - 11.4.4 Communicate to students the assigned seating for large shared venues as provided by the Registrar
  - 11.4.5 Deal with suspicions of academic misconduct in accordance with Policy 60: Academic Integrity
  - 11.4.6 Seek advice from teaching departments or Academic Integrity Office where necessary
  - 11.4.7 Arrange for photocopying and transportation of exam materials unless otherwise instructed by the Registrar's Office
  - 11.4.8 Make decisions in regards to exam disruptions or other exceptional circumstances

### 11.5 Invigilators

- 11.5.1 Ensure that exams are conducted in accordance with policy and procedures
- 11.5.2 Report suspected academic misconduct to the instructor in accordance with Policy 60: Academic Integrity
- 11.5.3 Complete responsibilities as outlined in the [Exam Guide for Professors and Invigilators](#)
- 11.5.4 Consult with the instructor if possible, and provide direction regarding disruptions or emergency procedures when safe to do so; follow the direction of the alarm public address system and any responding emergency personnel
- 11.5.5 Clarify for students procedural aspects of the exam which are unclear, but do not provide content information that may infringe on Policy 60: Academic Integrity
- 11.5.6 Perform timekeeping; the official start and end time of an exam should be announced by the staff or faculty administering the exam and where no clock is available in the exam room, invigilators must indicate (in a non-disruptive manner) the time every 15 minutes e.g. by using presentation technology or by writing on the board

### 11.6 Students

- 11.6.1 Know the time, place, and duration of their exams
- 11.6.2 Follow all policies and procedures pertaining to exams, including Policy 60: Academic Integrity and Policy 61: Code of Non-Academic Conduct
- 11.6.3 Follow the Procedures in the case of an exam conflict or exam overload
- 11.6.4 Follow all instructions given in the exam room
- 11.6.5 Source invigilation as required for distance/online exams (see Policy 135: Final Examinations, Section 8.3)
- 11.6.6 Visit the [Registrar's Exam website](#) for updates on exam information

### **11.7 Large Venue Coordinators**

- 11.7.1 Provide leadership and oversight of large shared venues to ensure exams are administered in accordance with the University's policies and procedures, with a minimum of disruption to other exams in the room
- 11.7.2 Provide direction to department-hired invigilators and assist instructors as necessary
- 11.7.3 Ensure exams start and end at the scheduled time, and ensure announcements are made regarding start and end times, procedures, and permitted aids
- 11.7.4 Communicate instructions in emergency situations or disruptions in consultation with security personnel and instructors

### **RELATED POLICIES:**

Policy 60: Academic Integrity  
Policy 61: Student Code of Non-Academic Conduct  
Policy 134: Undergraduate Academic Consideration and Appeals  
Policy 135: Final Examinations  
Policy 145: Course Management  
Policy 150: Accommodation of Student Religious, Aboriginal and Spiritual Observance  
Policy 151: Course Management Policy - Yeates School of Graduate Studies  
Policy 152: Graduate Student Academic Consideration and Appeals  
Policy 159: Academic Accommodation of Students with Disabilities

### **RELATED DOCUMENTS:**

AAS Student Handbook  
Accommodation of Student Religious, Aboriginal and Spiritual Observance Form  
Academic Consideration Form  
Exam Guide for Professors and Invigilators  
Exam Incident Report  
Identification Confirmation Form  
Test Centre Invigilator Manual

### **RELATED WEBSITES:**

[Ryerson OneCard](#)  
[Registrar's Office](#)  
[Test Centre](#)

## Report of the Senate Learning and Teaching Committee

Ryerson University

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2017-2018

### Introduction

The Senate Learning and Teaching Committee (SLTC) advises Senate on select university-wide issues related to the promotion of an effective and comprehensive educational environment.

### SLTC Report for 2017-2018

The SLTC met on five occasions during the 2017-2018 academic year. The committee had a single area of concentration during the year, which was to improve the teaching and learning conditions for Ryerson University's present and future cohorts of international students. In consultation with the Provost, the committee decided to focus the year's work on consultation and fact finding. Moving forward, the committee will use the information gathered to create working groups and begin to implement its findings.

#### 1. Supporting International Students in the Classroom

As Ryerson's international student population continues to grow, faculty and contract lecturers require new and more developed resources to support international students within the classroom. Using The Higher Education Academy's (THEA) framework as a guide, the Learning and Teaching Office (LTO) initiated a consultation process with the SLTC to improve the learning conditions of Ryerson's international students. This process was also informed by the *Priorities for Internationalization at Ryerson (2017)* discussion paper released by Ryerson International.

International students present particular needs in relation to teaching and learning. SLTC members identified a number of possible priority areas related to supporting international students within the classroom. These include providing enhanced supports around assisting faculty and contract lecturers with:

- designing teamwork or group assessments;
- connecting to existing English language and writing supports;
- creating choice and flexibility in assessment;
- implementing scaffolding approaches to course and assessment design;
- building flexibility into course delivery, including blended learning;
- enhancing the capacity of faculty and contract lecturers to implement the principles of Universal Design for Learning (UDL); and
- connecting student experiences inside and outside the classroom.

The main theme emerging through consultation with SLTC members was the critical importance of transparency and flexibility in course and assessment design. As one member shared: "We do not need to change what we teach. We need to change how we teach."

SLTC members highlighted the need to acknowledge that changes in pedagogy and assessment require a significant commitment of time and resources, which faculty and contract lecturers often lack. There is also a need to consult with international students themselves to better identify what they find rewarding and challenging about their Ryerson experiences inside the classroom. Finally, many committee members emphasized the importance of more collaborative work across teaching and student support units – particularly Student Life and Student Learning Services – to share resources and data to help identify common themes or recurring trends within Ryerson's response to teaching and supporting international students.

## **2. SLTC Consultation on Themes for Future Study**

Consultation with SLTC members also produced a range of themes for future study.

### **a) Teaching Approaches in the Classroom**

- Develop tools encouraging faculty to familiarize themselves with different learning styles.
- Educate faculty on intercultural fluency.
- Connect with Global Links, an International Student Support (ISS) program supporting students' intercultural fluencies.
- Discuss why students might not be engaged (i.e., language barriers, cultural differences).
- Understand how non-verbal communication and cues can be confusing and misunderstood.
- Use simple terminology in course design.
- Identify ways to check for understanding in the classroom from students, not necessarily linked to assessments, including technology such as devices and mobile apps.
- Support faculty to become comfortable connecting international students with on-campus resources (e.g., Student Learning Support, English Language Support, Writing Support, Math Support).
- Discuss academic integrity, how to avoid plagiarism, and the supports available if academic integrity is violated.
- Implement accessibility frameworks through Inclusive Design for Learning (IDL).

### **b) Assessment and Evaluation Methods**

- Create (ungraded) assignments and online tasks allowing students to check their understanding of class content and their learning.



- Raise awareness of IDL.
- Make co-op/exchange opportunities more accessible.
- Implement classroom comprehension checks.
- Develop options for submitting assignments to allow students choice in how to demonstrate their knowledge (written work, oral presentations, video submissions, blogs, group work).
- Recognize international students might not be able to communicate their knowledge the same way as other students.

#### **c) Transition to Ryerson**

- Develop a "Day in the Life" module covering what a typical day in the life of a student looks like; what lectures seminars are like and what to expect in them; what a typical classroom/lecture hall looks like; what the purpose of participation is and how it is assessed; and what office hours are, including their purpose.
- Describe the purpose of group work and different evaluation methods and provide course outlines with professor contact information.
- Develop and share "welcome documents" with new international students that include an introduction to their online my.ryerson.ca identity, D2L access, and connections to resources on campus.
- Connect with resources available to support the immigration process through International Student Support Services (ISS) and understand that immigration requirements affect academic status.
- Ensure international students have access to general information about Ryerson they should know before arriving, including what supports and programs are available for international students on campus.

#### **d) Consult with International Students**

- Consult with international students and recognize this as an ongoing process to better understand the experience of international students at Ryerson.
- Identify resources international students could use to make their transition smoother.
- Identify what international students have enjoyed and what they wish was different to make their experience more accessible and have a smoother transition to the university.
- Consider the development of international student committees to speak out for those who do not feel comfortable enough sharing comments individually.
- Develop international student surveys.

### **3. Moving Forward in 2018-2019**

In 2018-2019 the committee will use the information gathered in 2017-2018 to begin to implement our findings. This will be done with the aid of four working groups:

- Teaching Approaches in the Classroom
- Assessment and Evaluation Methods
- Transition: Before Arrival to Ryerson
- Consult with International Students

The implementation process began at a committee meeting on June 14, 2018.

Respectfully Submitted,



Marcia Moshé, PhD  
Interim Vice-Provost, Academic  
SLTC Chair

### **SLTC Members, 2017-2018**

#### ***Teaching Chairs***

Ann Rauhala – Communication & Design  
Marni Binder – Community Services  
Medhat Shehata – Engineering & Architectural Science  
Don Kinder – Library  
Linda Koechli – Chang School  
Francis Gunn – Ted Rogers School of Management

#### ***Appointees of the Vice Provost, Academic***

John Paul Foxe – Director, Academic Integrity  
Paola Borin – Curriculum Development Consultant  
Wendy Freeman – Director, e-Learning  
Marco Fiola – Chair, Languages, Literatures and Cultures  
Marju Toomsalu – Teaching Lead, Real Institute

#### ***Appointees of the Vice Provost, Students***

Christina Halliday – Director, Student Learning Support  
Marc Emond – Manager, Academic Accommodation Support  
John Hannah – Assistant Director, Student Learning Support  
Jen Gonzales – Director, Student Life  
Brian Williams – Director, Test Centre

#### ***Students***

Alyssa Indar – Community Services  
Alexander Wong – Ted Rogers School of Management  
Nicole Sugden – Graduate Studies  
Continuing Education (Vacant)

Noura Sinno – Faculty of Engineering and Architectural Science  
Zahra Vahedi – Faculty of Arts  
Lesley Zannella – Faculty of Arts  
Adela Zyfi – Faculty of Science

***Learning & Teaching Office***

Lauren Wilson – Manager, Teaching & Learning  
Michelle Schwartz - Instructional Design and Research Strategist  
Curtis Maloley – Educational Developer  
Neva von Wasilewski – Academic Assistant (as of April 2018)  
Amira Rezkalla – Academic Assistant (resigned March 2018)  
Mary Chaktsiris – Instructional Development Specialist (as of January 2018)  
Gosha Zywno – Faculty Associate, UTDP  
Restiani Andriati – Manager, Digital Media Projects Office

***Marcia Moshé, Interim Vice Provost, Academic (Chair)***

John Austin – Interim Vice Provost, Students  
Eric Kam – Director, Learning & Teaching Office (non-voting)  
John Turtle – Secretary of Senate (non-voting)  
Denise O'Neil Green – Assistant Vice President/Vice Provost, Equity and  
Community Inclusion