

**REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS**

**(SCAPA)**

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**Faculty of Engineering: Option D: Software Engineering - Embedded Systems Option**

**Brescia University College: Minor in Religious Studies**

**Schulich School of Medicine & Dentistry: Renaming of Pharmacology and Toxicology Modules as Pharmacology Modules**

**Faculty of Education, Faculty of Social Science and Continuing Studies: Withdrawal of the Diploma and Certificate Programs in Career Development**

**Faculty of Science: Withdrawal of the Joint Three-Year BSc Physics (UWO) and Diploma in Electronics Engineering Technology or Control Engineering Technology (Fanshawe College)**

**King's University College: Withdrawal of Major in Canadian Studies**

**Policy on Informing Students of Final Grades**

**Policy on Student Access to Examinations and Other Work**

**New Scholarships and Awards**

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FOR APPROVAL

1. **Faculty of Engineering: Option D: Software Engineering - Embedded Systems Option**

**Recommended:** That effective September 1, 2009, Software Engineering - Embedded Systems Option, be introduced by the Faculty of Engineering.

NEW CALENDAR COPY  
(2008 Academic Calendar, pg. 86)

**D. SOFTWARE ENGINEERING – EMBEDDED SYSTEMS OPTION**

Students entering Software Engineering – Embedded Systems Option follow the same curriculum for the first three years as other students in the Software Engineering program. A student who wishes to enroll in the Embedded Systems Option must have completed the third year of the Software Engineering program.

**Fourth-Year Program**

ECE 4460A/B, ECE 4470A/B, ECE 4489A/B, ES 4498F/G, SE 4450, SE 4452A/B, SE 4453A/B, SE 4472A/B, Business Administration 2299, 0.5 non-technical elective from the approved list.\*

\*Selection of the non-technical elective must be approved by the Department Counsellor to satisfy the CEAB requirements of subject matter that deals with central issues, methodologies, and thought processes of the humanities and social sciences. An approved list can be found on the Engineering Web site.

**Background:**

Embedded systems span all aspects of modern life and there are many examples of their use: telecommunications systems employ numerous embedded systems from telephone switches for the network to mobile phones at the end-user, portable devices such as digital watches and MP3 players, to large stationary installations like traffic lights, factory controllers, or the systems controlling nuclear power plants.

Generally, an embedded system is a special-purpose computer/software system designed to perform one or a few dedicated functions, often with real-time computing constraints. Since the embedded system is dedicated to specific tasks, software engineers can develop specific software, reducing the size and cost of the product, or increasing its reliability and performance. Therefore, there is a growing demand for software engineers with knowledge of the best practices in the software engineering field and in-depth training in computer devices and computer systems.

The Department of Electrical and Computer Engineering offers a comprehensive degree in Software Engineering. This option will expand the choices for students interested in embedded systems by allowing them to take, in their fourth year, three courses from the Computer Engineering program, which will give them the needed expertise in real-time and embedded systems, microcomputers, and computer architectures. Students in Software Engineering (Embedded Systems) graduating in this option will increase their employability with many opportunities in the electronics and telecommunications industries.

2. **Brescia University College: Minor in Religious Studies**

**Recommended:** That effective September 1, 2008, a Minor in Religious Studies be introduced at Brescia University College.

NEW CALENDAR COPY

**MINOR IN RELIGIOUS STUDIES**

**Admission Requirements**

Completion of first-year requirements and at least a 0.5 course in Religious Studies with a mark of at least 60%.

**Module**

4.0 courses:

4.0 courses from: Religious Studies 2135E, 2137 or 2249E, 2150 or 2265E, 2216F/G, 2217F/G, 2222F/G, 2226F/G\*, 2227F/G\*, 2232F/G, 2236F/G, 2251F/G, 2252F/G, 2257F/G, 2290F/G, 2291F/G, or other courses with the permission of the department.

\* If Religious Studies 1026F/G has not been completed in first year, Religious Studies 2226F/G is required. If Religious Studies 1028F/G has not been completed in first year, Religious Studies 2227F/G is required.

Note: Students may complete either the Minor in Religious Studies or the Minor in Religious Studies and Philosophy, but not both, offered by Brescia University College.

**Background:**

Presently, Brescia offers a Minor in Religious Studies and Philosophy. The Minor in Religious Studies is introduced at the request of students and uses present course offerings. Students would appreciate being able to complete it this year -- thus the backdating.

3. **Schulich School of Medicine & Dentistry: Renaming of Pharmacology and Toxicology Modules as Pharmacology Modules**

**Recommended:** That Senate approve:

- 1) That effective September 1, 2009, the Honors Specialization, Major, Specialization and Minor modules in Pharmacology and Toxicology offered by the Department of Physiology and Pharmacology in the Schulich School of Medicine & Dentistry be renamed as the Honors Specialization, Major, Specialization and Minor modules in Pharmacology, and,
- 2) That students admitted to one of these modules for September 2009 be admitted to the module with the revised name, and,
- 3) That students enrolled in these modules prior to May 1, 2009, be given the option of either transferring to the module with the new name, or completing the module with the name that includes "and Toxicology" in the title, and,
- 4) That students who opt to complete the requirements for modules with the name that includes "and Toxicology" be permitted to do so with the understanding that they must complete their requirements by September 1, 2012, prior to the October 2012 Convocation, at which time the option of graduating in modules in "Pharmacology and Toxicology" will be discontinued.

**Background:**

Over the years, the Department of Physiology and Pharmacology has seen a decline in the number of toxicologists. This has been due mainly to retirements and the replacement of toxicologists by pharmacologists. As a result, the number of toxicology courses has declined while the number of pharmacology courses has increased. Therefore, the Department is of the opinion that it is no longer offering a true "Pharmacology and Toxicology" program but rather one dealing with mostly pharmacology-related topics. The Department is proposing, therefore, to remove the name "Toxicology" from the modules.

Concurrent with the proposed name change of these modules, DAP has approved proposed changes to the calendar copy: [http://www.uwo.ca/univsec/DAPapprovals/2009\\_01JAN.pdf](http://www.uwo.ca/univsec/DAPapprovals/2009_01JAN.pdf). The DAP approval renames the Pharmacology and Toxicology modules and courses as "Pharmacology"; removes the reference to "and Toxicology" in the course titles of Pharmacology 3580Y and 4980E; and replaces all references to courses named "Pharmacology and Toxicology" with "Pharmacology" (with the exception of courses referred to as "the former Pharmacology and Toxicology").

4. **Faculty of Education, Faculty of Social Science and Continuing Studies: Withdrawal of the Diploma and Certificate Programs in Career Development**

**Recommended:** That effective January 1, 2009, the Diploma and Certificate in Career Development be withdrawn.

**Background:**

Combined, the Diploma in Career Development and the Certificate in Career Development received fewer than two applicants in each of the three years the Diploma and Certificate were promoted through the use of mailings, career and graduate fairs, brochures, and the Continuing Studies Web site. While initially designed to provide students with the practical and applied knowledge necessary to manage the career development function in the marketplace, the market research of Continuing Studies suggests that this should be incorporated as part of a broader focus on Human Resource Management.

There are no students currently enrolled in these programs and no courses have been offered since the programs were approved.

5. **Faculty of Science: Withdrawal of the Joint Three-Year BSc Physics (UWO) and Diploma in Electronics Engineering Technology or Control Engineering Technology (Fanshawe College)**

**Recommended:** That effective January 1, 2009, the joint three-year BSc Physics (UWO) and Diploma in Electronics Engineering Technology or Control Engineering Technology (Fanshawe College) be withdrawn.

**Background:**

This program does not have a structure that is compatible with the modular system. For instance, the degree offered does not refer to any current module at Western. Moreover, recent consultation with Fanshawe College has revealed that it does not fit into their structure either. Fanshawe does not offer summer courses compatible with this program and the timing of their semesters has changed since the program was drafted. Indeed, one of the diplomas—Control Engineering Technology—is no longer offered. There is no reference to this program in any website or current publication from Fanshawe College. At the same time, this program has generated very little student interest. For these reasons, the Faculty of Science is of the opinion that the program should be withdrawn.

At this point there is one student, currently in second year, who has signed up for the module, and one in first year who has expressed interest. Both have been contacted to let them know that the program de facto no longer exists, and to discuss their options for a similar education. Fanshawe College has indicated that a student with the background in Physics and Mathematics provided by a three-year BSc in Physics would receive credit for several courses required for their diplomas. Thus, one option for the two students involved would be to complete a three-year degree here, and add a diploma from Fanshawe College after graduation. While the Faculty of Science will do everything possible to offer a similar education to the one student currently enrolled in the program, it must be emphasized that at this time Fanshawe College is unwilling to offer their part of the program, or to grant a diploma under the terms of this program.

The current calendar copy on page 166 of the 2008 academic calendar will be deleted for 2009-10.

6. **King's University College: Withdrawal of Major in Canadian Studies**

**Recommended:** That admission to the Major in Canadian Studies be discontinued and, effective September 1, 2009, the module be withdrawn by King's University College.

**Background:**

This proposal responds to the lack of interest in the Major module. Students are more interested in combining existing Major modules such as Political Science and History, or Political Science and Social Justice and Peace Studies, etc. Students indicate there is more utility in taking the Minor module in Canadian Studies as they already have many of the requirements from their traditional program.

Withdrawing the Major allows the Department of Political Science at King's to better utilize its resources in meeting the demands of its Political Science Major and Honors students. As there are currently no students registered in this module, no "sunset clause" is required for this proposal.

7. **Policy on Informing Students of Final Grades**

**Recommended:** That the Policy on Informing Students of Final Grades be revised:

1. to remove the references to: a) deferred examinations, b) posting of grades for first term 0.5 courses, and c) the timing of the release of grade report information; and
2. to require that final grades be communicated in a confidential manner and to specify minimum requirements for the communication of final grades.

### **INFORMING STUDENTS OF FINAL GRADES**

The Registrar records students who are granted Special Examinations, ~~Deferred Examinations~~, Incompletes and Aegrotat Standing by the Dean's office. That information is to be provided to Departmental offices by the Registrar on a regular basis.

Instructors are to submit their final grades electronically or on grade submission forms to the Department Chair for final approval. ***(In the case of an Affiliated University College or a Faculty without departmental structure, the grades will be forwarded electronically to the Dean.)*** Subsequent to this review the Department Chair ***(or Dean)*** will forward the grades electronically or on grade submission forms to the Registrar.

~~Departments shall post final grades for first-term half courses subsequent to final approval of grades by the Department Chair.~~

Departments may inform students of final grades from the ~~April~~ ***an*** examination period subsequent to final approval of the grades by the Department Chair ***or Dean, but are responsible for ensuring that grades are communicated in a confidential manner.***

***Lists of student grades with personal identifiers (e.g., student identification numbers) must not be posted electronically. Faculty and staff wishing to communicate marks electronically to students must do so on an individual basis only. For optimal security, WebCTVista is the recommended mechanism for doing so.***

***For large classes, a paper list of student grades linked to student identification numbers may be posted in a Department location for a limited time provided that the grades cannot reasonably be linked to individual students. Such postings should contain truncated student identification numbers (last five digits) listed in random order. For classes with fewer than 15 students, public posting must always be avoided. Faculties have the discretion to establish higher thresholds based on local needs and concerns.***

~~Within ten days of the last class in April or within one week of the last day of class for each of the summer sessions the Registrar will permit electronic access of grade report information by all students.~~

~~Access through this method for first term half courses shall begin no later than the first day of classes in January.~~

### **Background:**

The reference to the posting of final grades for first-term half courses has been deleted because it is superfluous in light of the next sentence in the revised Policy. The reference to "Deferred Examinations" in the first paragraph as well as the last two sentences in the policy have been deleted because they are no longer applicable.

In addition, the policy has been revised to set minimum requirements relating to how final grades are released to students so as to preserve confidentiality of student personal information.

### **8. Policy on Student Access to Examinations and Other Work**

**Recommended:** That the Retention of Examination Papers and Records section of the Student Access to Examination Papers and Other Work policy be revised to include reference to online (WebCT) courses and references to the retention periods set out in Western's Records Retention and Disposal Schedules.

### **STUDENT ACCESS TO EXAMINATION PAPERS AND OTHER WORK**

In the event that a student requests it, an instructor shall produce and review\* with the student all papers (final examination or other) not returned to the student and for which a mark has been assigned. A student who has appealed in writing to a departmental chair (or dean in faculties without

departmental structure) shall be granted access, upon his or her request, to such papers under supervisory arrangements established by the appropriate dean.

\*In the course of this review, the student shall be entitled to see the paper.

[Note: Students are reminded that there are deadlines for submitting requests for relief. See Academic Rights and Responsibilities section of the Calendar.]

### **Submitting or Returning Student Assignments, Tests and Exams**

All student assignments, tests and exams will be handled in a secure and confidential manner. Particularly in this respect, leaving student work unattended in public areas for pickup is not permitted.

### **Retention of Examination Papers and Records**

Departments (or Faculties without departmental structure) shall require all instructors to maintain complete records of all marks/grades (and their relative weights) for individual assignments, tests, etc., which are used in calculating the final overall mark/grade in a course ~~for a period of twelve months from the date of the last use\*~~ **in accordance with Western's Records Retention and Disposal Schedules.**

Departments (or Faculties without departmental structure) shall retain all papers (final examination or otherwise), which have not been returned to the student and for which a mark has been assigned; ~~for a period of twelve months from the date of the last use\*~~ **in accordance with Western's Records Retention and Disposal Schedules. This retention period applies also to reports, tests and examinations for on-line courses for which a mark has been assigned.**

Department Chairs will make arrangements for storing such papers either with instructors or in a departmental depository. Instructors are expected to provide complete records to the Department or Faculty upon request. It is the duty of every faculty member who will be leaving the University temporarily or permanently at the end of the teaching term to formally transfer his/her records and exam papers to the Chair of a Department (or his or her designate) or the Dean of the Faculty (for Faculties without departmental structure).

***Records for online (WebCT) courses which have been graded will be retained by the Department of Information Technology Systems in accordance with Western's Records Retention and Disposal Schedules, at which time they will be erased. Only the final submission on WebCT will be retained. "Wiki" records, which allow students to interact on group assignments, will not be retained once the course is finished.***

***The Teaching and Learning records retention and disposal schedule is at the following Web site: <https://www.lib.uwo.ca/archives/westernsretentionanddisposalschedulesteaching.html>***

~~\*Last use will be interpreted as the date of the last class if there is no final examination, the date that the marks were submitted after the final examination, or, if an appeal has been made, the date the student is informed of the decision on the appeal, whichever is later.~~

### **Background:**

The policy has been revised to make specific reference to WebCT courses and clarify that "Wiki" records are not retained. In September 2008, ITS will have implemented the "wiki" capability in WebCT. This functionality allows students to work together on group assignments, or have online discussions or share opinions amongst themselves. Any course may use this capability, but it is up to the instructor to make this available to the class.

In addition, with the introduction of a records retention and disposal schedule for records relating to student work (examinations, tests, papers), the references to a 12-month retention period have been changed to refer to the archival policy.

## FOR INFORMATION

### 9. New Scholarships and Awards

SCAPA has approved on behalf of the Senate the following Terms of Reference for new scholarships and awards, for recommendation to the Board of Governors through the President & Vice-Chancellor:

#### South Asian Bar Association Student Award (Faculty of Law)

Awarded annually to a full-time undergraduate student in the Faculty of Law based on academic achievement and demonstrated financial need. Preference will be given to a student who shows leadership through his or her participation in the South Asian Law Student Association. Applications are available online through the Office of the Registrar's Web site and must be submitted by October 31. The recipient will be selected by the Scholarship and Awards Committee in the Faculty of Law after the Registrar's Office assesses financial need. This award was established by the South Asian Bar Association of Toronto.

Value: \$1,500

Effective: 2008-2009 to 2010-2011 academic years inclusive

#### Dr. and Mrs. Charles Lin Clinical Award (Schulich School of Medicine & Dentistry, Dentistry)

Awarded annually to a full-time student in third or fourth year in the Doctor of Dental Surgery Program based on financial need with a preference for a student who has demonstrated improvement, proficiency or excellence in congenial patient care and clinical general dentistry. Applications can be accessed through the Registrarial Services Web site and must be submitted by October 31. Following assessment of financial need by Registrarial Services, the recipient will be selected by the Scholarship Committee of Schulich Dentistry. This award is made possible by a generous gift from Dr. Charles (DDS '79, MBA '96) and Carla (BA '82) Lin through Foundation Western.

Value: \$500

Effective: May 2008

*This award is eligible to be matched through the Ontario Trust for Student Support program, and recipients must meet Ontario residency requirements.*

#### Dr. and Mrs. Charles Lin Humanitarian Award (Schulich School of Medicine & Dentistry, Dentistry)

Awarded annually to a full-time student in third or fourth year in the Doctor of Dental Surgery Program based on financial need with a preference for a student who has demonstrated compassion, leadership skills, integrity, volunteerism and a spirit of caring. Applications can be accessed online through the Registrarial Services Web site and must be submitted along with a short statement, completed by the student or a nominee, describing the candidate's community involvement, by October 31. Following assessment of financial need by Registrarial Services, the recipient will be selected by the Scholarship Committee of Schulich Dentistry. This award is made possible by a generous gift from Dr. Charles (DDS '79, MBA '96) and Carla (BA '82) Lin through Foundation Western.

Value: \$500

Effective: May 2008

*This award is eligible to be matched through the Ontario Trust for Student Support program, and recipients must meet Ontario residency requirements.*

10. **Revised Faculty of Law Sessional Dates 2009-2010**

The following Faculty of Law Sessional Dates have been revised as shown below:

**Dates shown in Exhibit III, Appendix 1 of the November 14, 2008 Senate Agenda.**

**FACULTY OF LAW**

**2009**

September 7 Labour Day Holiday  
September 8 Fall Term Begins  
~~September 8-11 Fall Term Add/Drop Period~~  
October 12 Thanksgiving Day Holiday  
October Fall Convocation  
December 4 Fall Term Classes End  
December 7-18 Fall Examination Period  
December 18 Fall Term Ends

**2010**

~~January 4 January Term Begins~~  
~~January 4-8 January Term Add/Drop Period~~  
January 29 January Term Ends  
February 1-5 Law Study Week  
February 8 Spring Term Begins  
February 8-12 Spring Term Add/Drop Period  
February 15 Family Day Holiday  
April 2 Good Friday Holiday  
March 30-April 6 Passover  
April 16 Spring Term First Year Classes End  
April 16 Spring Term Upper Year Classes End  
April 19 - 30 Spring Term First Year Examination Period  
April 19 - 30 Spring Term Upper Year Examination Period  
April 30 Spring Term Ends  
June Spring Convocation

**Revised Sessional Dates for 2009-2010**

**FACULTY OF LAW**

**2009**

September 7 Labour Day Holiday  
September 8 Fall Term Begins  
**September 8-14 Fall Term Add/Drop Period**  
October 12 Thanksgiving Day Holiday  
October Fall Convocation  
December 4 Fall Term Classes End  
December 7-18 Fall Examination Period  
December 18 Fall Term Ends

**2010**

**January 5 January Term Begins**  
**January 5-6 January Term Add/Drop Period**  
January 29 January Term Ends  
February 1-5 Law Study Week  
February 8 Spring Term Begins  
February 8-12 Spring Term Add/Drop Period  
February 15 Family Day Holiday  
April 2 Good Friday Holiday  
March 30-April 6 Passover  
April 16 Spring Term First Year Classes End  
April 16 Spring Term Upper Year Classes End  
April 19 - 30 Spring Term First Year Examination Period  
April 19 - 30 Spring Term Upper Year Examination Period  
April 30 Spring Term Ends  
June Spring Convocation