

Members are reminded of the requirement that they give notice of conflict of interest prior to consideration of any matter on the Board open and closed session agendas

BOARD OF GOVERNORS MEETING

**1:00 p.m., Thursday, January 26, 2017
Room 4155 Stevenson Hall**

1. Adoption of Agenda - Open Session
2. **Report of the President** (Amit Chakma)
3. Unanimous Consent Agenda - **Appendix I**
 - Includes **Open Session Minutes of the Meeting of November 24, 2016**
4. Business Arising from the Minutes
5. Reports of Committees:
 - Property & Finance Committee - **Appendix II** (Rick Konrad)
 - Governance & By-Laws Committee - **Appendix III** (Matthew Wilson)
 - Senior Policy & Operations Committee - **Appendix IV** (Hanny Hassan)
 - Audit Committee - **Appendix V** (Jim Knowles)
 - Fund Raising and Donor Relations Committee - **Appendix VI** (Laura Gainey)
6. Items Referred by Senate - **Appendix VII** (Amit Chakma)
7. Questions from Members
8. Other Business
9. Adjournment to Confidential Session

Meetings of the Board beginning at 1:00 p.m. will normally end by 4:30 p.m. unless extended by a majority vote of those present.

SUMMARY OF AGENDA ITEMS – January 26, 2017 - OPEN SESSION

Adoption of Agenda	ACTION
Report of the President	INFO
Unanimous Consent Agenda – Appendix I	ACTION
Minutes of the Meeting of November 24, 2016 – Open Session only for web	ACTION

Report of the Property & Finance Committee- Appendix II

Rapid Transit Routing Proposal	ACTION
Revised and Renaming – MAPP 1.13 - Computing, Technology & Information Resources	ACTION
Annual Report on Trademark Licensees Doing Business with the Western Bookstore	INFO
Ancillary Financial Report	INFO
Quarterly Ratio Report on Non-Endowed Funds	INFO
Investment Committee Report	INFO
New Scholarships and Awards	INFO

Report of the Governance & By-Laws Committee- Appendix III

Regulations Governing Senate and Board Student Elections	INFO
Governance Updates	INFO

Senior Policy & Operations Committee – Appendix IV

MAPP 1.52 – Policy on Sexual Violence	INFO
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Report of the Audit Committee- Appendix V

Office of the University Ombudsperson Annual Report 2015-16	INFO
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Fundraising & Donor Relations Committee – Appendix VI

Fund Raising Activity Quarterly Report to October 31, 2016	INFO
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Items Referred by Senate - Appendix VII

Articulation Agreement between Western University, Brescia University College, King's University College and Lambton College regarding the Transfer of Credit for Students in the Liberal Studies Program	ACTION
School of Graduate and Postdoctoral Studies: Introduction of the new Master of Data Analytics (MDA) Program	ACTION
Report on Recruitment and Retention	INFO
Announcements	INFO
Report of the Academic Colleague	INFO
Questions from Members	

REPORT OF THE PRESIDENT

To: Board of Governors
From: Amit Chakma
Date: January 19, 2017
Re: President's Report to the Board

For the January 26, 2017 Board of Governors meeting, I'm pleased to provide the following update on important developments and achievements since the last meeting of the Board on November 24, 2016.

Tuition framework extended: On December 15, the Ministry of Advanced Education & Skills Development (AESD) announced its decision to extend the current Tuition Fee Framework, scheduled to expire in August 2017, for two additional years with a new expiration date set for 2019. In his memo to Ontario's university and college executives, Deputy Minister Sheldon Levy communicated that the extended framework "will help ensure that postsecondary education remains affordable for students while providing stability and predictability to institutions during a period of postsecondary education transformation." Consistent with the current framework, most postsecondary programs may increase their fees by up to three percent annually, while tuition for high-demand, professional undergraduate and graduate programs may be increased by up to 5 percent annually. However, overall average institutional increases may not exceed 3 percent per year.

Funding formula review and SMA renewal update: Dialogue continues between AESD and the Council of Ontario Universities on processes related to completing Ontario's postsecondary funding formula review as well as the renewal of our institutional Strategic Mandate Agreements (SMA). The new funding formula is expected to take into consideration a range of factors including enrollment, student experience, teaching excellence, access and equity, research excellence, innovation, economic development, and community engagement. Western's current SMA (<http://www.uwo.ca/pvp/downloads/WesternAgreement.pdf>) was approved in April 2014 and expires April 2017. Allowing time for on-campus consultations to take place as part of the SMA renewal process, the Ministry's target date for completion is June 2017.

Sexual Violence Policy revised: In response to Ontario's Bill 132, which received Royal Assent last March as the *Sexual Violence and Harassment Action Plan Act*, Western has undertaken a review of our stand-alone Sexual Violence Policy to ensure compliance with the new legislation. Following a campus-wide consultation process that invited stakeholder groups and individual students, faculty and staff to share their input, Western's revised policy took effect on January 1, 2017.

(http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp152.pdf) and now provides more detail on items including reporting processes, investigative decision-making, and the resources available to support sexual violence survivors. Western was among the first postsecondary institutions in the country to have a stand-alone sexual violence policy when ours was first adopted in September 2014.

Employee engagement survey: Faculty and staff will be invited to participate in the “We SPEAK” survey being conducted January 23 through February 13 as a means to sharing their views on how to make Western an even better place to work. A similar survey was conducted in 2012 which generated useful information on a range of campus-wide issues, including leadership development, faculty/staff recognition, and work/life balance. The confidential survey, initiated by Human Resources and conducted on Western’s behalf by Metrics@Work, is intended to open the door to further dialogue at the Faculty and Division level that will lead to constructive change. Results of the survey will be shared with the campus community in April 2017. Western has been named among Canada’s Top 100 Employers for the past three years.

Western hosts Prime Minister’s town hall: On Friday, January 13, Western was called upon to provide a venue for PM Justin Trudeau during a stop in London while on his cross-country listening tour. A last-minute change in availability at a previously scheduled London community hall resulted in PMO staff approaching Western to ask if the University could host the event. Thanks to a responsive effort by a contingent of staff from the President’s Office, Facilities Management, Parking, Campus Police, Athletics, Alumni Relations & Development, Communications & Public Affairs, and USC executives, the Prime Minister was able to speak at Alumni Hall to a capacity audience of 1,800 people. Prior to the event, the Prime Minister, along with MPs Peter Fragiskatos and Kate Young, took a few moments to convey his personal thanks to me and our team for accommodating the event, especially under such short notice.

Leadership update: I wish to congratulate **Dr. Michael Milde** on his renewal to a second five-year term as Dean of the Faculty of Arts and Humanities, as well as to **Dr. Julie McMullin** on her renewal to a second five-year term as the Vice-Provost & Associate Vice-President of Western International. Congratulations are also in order to Faculty of Science Dean, **Dr. Charmaine Dean**, on her appointment to the role of Vice-President of Research at the University of Waterloo. Charmaine will continue in her current role as Dean at Western until her departure July 1, 2017, prior to which an Acting Dean of Science will be named. Finally, I wish congratulate **Irene Birrell** on being chosen for the position of College Secretary at King’s College London (UK) effective May 1, 2017. As I expressed in a memo to University leadership earlier this week, Irene has provided exemplary service to Senate and Board of Governors and their associated committees, as well as to administrative leaders, volunteers, faculty, staff and students across campus who have sought her assistance since she joined Western in 2005. Meanwhile, the work of the leadership review/selection committees for the Dean of Law, Vice-President (Research), and the Vice-President (Finance & Operations) continues.

ACTIVITIES OF THE PRESIDENT

(November 16, 2016 – January 18, 2017)

November	16	London	Internal meetings
	16		Dinner meeting with external stakeholders
	17		CST teleconference
	17	Toronto	Global Ivey Day
	18	London	Internal meetings
	18		Senate
	19	Kingston	Royal Society of Canada Research Awards Gala
	21	Toronto	Meetings with external stakeholders
	22	Ottawa	Meetings with external stakeholders
	23	Toronto	Law Alumni of Distinction Reception
	24	London	President's Breakfast for International Students
	24		Campus Council meeting
	24		Coffee Day for United Way
	24		Meeting of Senate and Board Leadership
	24		Board of Governors meeting
	24		State of USC Address
	24		Annual Board of Governors Dinner
	25		Teleconference with external stakeholders
	25		Internal meetings
	25		National Scholars lunch
	25		Review Committee meetings
	25		Meeting with student leaders
	26		Brescia University College Principal Installation
	28 - 4	London, UK	ACU Council meeting; meetings with external stakeholders
December	5	London	Hong Kong Foundation AGM
	5		Review Committee meetings
	5		Convocation volunteer thank you lunch
	5		Internal meetings
	5		Meeting with external stakeholder
	5		RSC/CRC/External Research Awards Reception
	6		Internal meetings
	6		Senior Policy and Operations meeting
	6		Holiday reception/dinner
	7		Lunch meeting with faculty member
	7		Internal meetings
	7		Teleconference with external stakeholders
	8	Toronto	COU Executive Heads Round Table
	8		Meetings with external stakeholders
	9	London	Meetings with Senior Leadership
	9		Budget Planning meeting
	9		Lunch meeting with external stakeholder
	9		Senate

	9		President's Holiday Reception
	10		President's Open House
	12		Budget Planning meetings (3)
	12		Lunch meeting with student leader
	12		Internal meetings
	13	Toronto	Toronto President's Holiday Reception
	14	London	Budget Planning meetings (2)
	14		Lunch meeting with senior leader
	14		Review Committee meeting
	14		Telephone calls with external stakeholders
	15		Telephone calls with external stakeholders
	16		Budget Planning meeting
	16		Lunch with internal stakeholder
	16		Plaque unveiling
	17		Dinner with external stakeholders
	19-20	Toronto	CST Board of Directors meetings
	21		Holiday reception
January 2017	4	London	Internal meetings
	4		Budget Planning meeting
	5		UWOFA meeting
	5		Meeting with senior leaders
	6		Budget Allocation meeting
	9		Meeting with external stakeholders
	9		Internal meetings
	9		SCUP meeting
	10	Toronto	FRDRC meeting and meeting with external stakeholder
	11	London	Budget Planning meeting
	11		Lunch meeting with external stakeholder
	12		Internal meetings
	12		COU telephone call
	13		Telephone call with Deputy Minister
	13		Internal meetings
	13		Prime Minister Trudeau visit to campus/Town Hall
	15		Community Book Drive
	16		Opening of Social Science Reading Room
	17		Audit Committee meeting
	17		Property & Finance Committee meeting
	17		Senior Policy and Operations meeting
	17		Internal meetings
	18		Governance & By-Laws Committee meeting
	18		Budget Planning meeting
	18		Internal meetings
	18		Video shoot

UNANIMOUS CONSENT AGENDA

FOR APPROVAL

Any member who wishes to ask a question, discuss, or oppose an item that is listed below may have it removed from the consent agenda by contacting the Secretary of the Board of Governors prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the following motion.

Recommended: That the following items be approved or received for information by the Board of Governors by unanimous consent:

Minutes

1. Open Session Minutes of the Meeting of November 24, 2016	ACTION
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Report of the Property & Finance Committee – Appendix II

2. Annual Report on Trademark Licensees Doing Business with the Western Book Store	INFORMATION
3. Ancillary Financial Report	INFORMATION
4. Quarterly Ratio Report on Non-Endowed Funds	INFORMATION
5. Investment Committee Report	INFORMATION
6. New Scholarships and Awards	INFORMATION

Report of the Governance & By-Laws Committee – Appendix III

7. Regulations Governing Senate and Board Student Elections	INFORMATION
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Report of the Audit Committee – Appendix V

8. Office of the University Ombudsperson Annual Report 2015-16	INFORMATION
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Report of the Fund Raising and Donor Relations Committee – Appendix VI

9. Fund Raising Activity Quarterly Report to October 31, 2016	INFORMATION
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Items Referred by Senate – Appendix VII

10. Articulation Agreement between Western University, Brescia University College, King's University College and Lambton College regarding the Transfer of Credit for Students in the Liberal Studies Program	ACTION
11. School of Graduate and Postdoctoral Studies: Introduction of the new Master of Data Analytics (MDA) Program	ACTION
12. Announcements	INFORMATION
13. Report of the Academic Colleague	INFORMATION

The Unanimous Consent Agenda

The Board's parliamentary authority -- *Sturgis Standard Code of Parliamentary Procedure* -- explains the consent agenda:

Organizations having a large number of routine matters to approve often save time by use of a *consent agenda*, also called a *consent calendar* or *unanimous consent agenda*. This is a portion of the printed agenda listing matters that are expected to be non-controversial and on which there are likely to be no questions.

Before taking the vote, the chair allows time for the members to read the list to determine if it includes any matters on which they may have a question, or which they would like to discuss or oppose. Any member has a right to remove any item from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then unanimously approved *en bloc* without discussion, saving the time that would be required for individual votes.

A number of Canadian university Boards have employed the consent agenda format to include not only routine approval items, but also information items. One reason for using this format is to allow the Board to focus on major items of business. While approval of an omnibus motion saves time at Board meetings, Board members will want to review the agenda materials carefully in order that they properly discharge their responsibilities.

How it works:

The Secretary identifies action and information items that are routine and/or likely non-controversial. In so doing, she may consult with the Chair of the Board, the relevant committee chair, and principal resource persons. In each Committee's report, these items are noted in the list of items at the beginning of the report. Action and information items on the agenda and in committee reports that are not noted on the consent agenda will be presented singly for discussion and voting (when appropriate).

When members receive their Board agendas, they should review all reports in the usual manner. **If any member wants to ask a question, discuss, or oppose an item that is marked for the consent agenda, he or she can have it be removed from the consent agenda** by contacting the Secretary of the Board of Governors prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive, by unanimous consent, the items listed.

At the Board meeting, before the unanimous consent motion is presented for approval, the Chair of the Board (1) will advise the Board of items that are to be removed from the list, based on prior requests from Board members; and (2) will ask if there are any other items that should be removed from the list. The remaining items are then unanimously approved *en bloc* without discussion, saving the time that would be required for individual presentation and voting. Those matters that have been struck from the consent agenda will be handled in the usual way as each Committee's report is presented.

The minutes of the Board meeting will report matters approved as part of the consent agenda as "carried by unanimous consent". Information items received as part of the consent agenda will be reported as received.



MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS

November 24, 2016

The meeting was held at 1:00 p.m. in Room 4155 Stevenson Hall.

PRESENT: Mr. H. Hassan, Chair
Ms. I. Birrell, Secretary

Mr. J. Adams	Mr. M. Helfand
Dr. P. Bishop	Mr. P. Jenkins
Ms. W. Boye	Mr. J. Knowles
Dr. J. Capone	Mr. M. Lerner
Dr. A. Chakma	Dr. K. Mequanint
Ms. S. Chrominska	Ms. N. Noonan
Ms. K. Cole	Mr. B. Ross
Dr. J. Deakin	Ms. C. Stephenson
Mr. K. Gibbons	Dr. J. Toswell
Dr. R. Giffin	Mr. M. Wilson

By Invitation: C. Beynon, C. Brunette, C. Dean, R. Ezekiel, M. Kicknosway, L. Logan, J. Luker, J. O'Brien, C. Richmond, B. Stonefish, J. White

BG.16-114 Land Acknowledgement

The Chair acknowledged that Western's campus is situated on the traditional territories of the Anishinaabeg, Haudenosaunee, Lenape and Attawandaron peoples, all of whom have longstanding relationships to the land of southwestern Ontario and the City of London. The first Nations communities of our local area include Chippewas of the Thames First Nation, Oneida Nation of the Thames, and Munsee Delaware Nation. And in our region, there are 11 First Nations communities as well as a growing indigenous urban population. Western values the significant historical and contemporary contributions of local and regional First Nations and all of the Original peoples of Turtle Island (also known as North America).

BG.16-115 REPORT OF THE PRESIDENT

The President's report, distributed with the agenda, consisted of the following topics: Post-Secondary Institutions Strategic Investment Fund, changes to student funding programs, immigration process changes that will benefit students, other government relations activities, Fall Preview Day, Homecoming 2017 update, leadership update, and activities of the President since the September Board meeting. He also reported on the provincial budget update, the \$180 million allocation to support local access to university education in new "university-led" sites in Milton and Brampton, anniversary celebrations for the Department of Economics and Robarts Research Institute, Global Ivey Day, a recent celebration in Kingston for the election of colleagues to the Royal Society of Canada, Law's annual alumni event in Toronto, and the fourth annual breakfast for international students.

BG.16-116 **Unanimous Consent Agenda** [Appendix I]

It was moved by C. Stephenson, seconded by S. Chrominska,

That with the exception of item 5, Budget Indicators for Previous Fiscal Year, and item 6, Key Financial Indicators Report, the items listed in Appendix I, Unanimous Consent Agenda, be approved or received for information by the Board of Governors by unanimous consent.

CARRIED

BG.16-117 **Minutes of the Previous Meeting**

The open session minutes of the meeting of September 27, 2016 were approved as circulated.

REPORT OF THE PROPERTY & FINANCE COMMITTEE [Appendix II]

BG.16-118 **Revisions to MAPP Policy 2.15 – Authority for Project Budget Increases**

It was moved by C. Stephenson, seconded by S. Chrominska,

That Section 6.0 of the Policy Section of MAPP 2.15 – Approval of Capital Projects (attached as Appendix II, Annex 1) be revised as follows:

Costs in excess of approved total project budget require Property & Finance Committee approval as follows:

- \$ 1,000,000 for projects up to \$25 million
- \$ 1,500,000 for projects over \$25 million

CARRIED (By Unanimous Consent)

BG.16-119 **Revisions to MAPP 1.48 – Environment and Sustainability**

It was moved by C. Stephenson, seconded by S. Chrominska,

That the revised MAPP 1.48 – Environment and Sustainability, attached as Appendix II, Annex 2, be approved.

CARRIED (By Unanimous Consent)

BG.16-120 **Budget Indicators for Previous Fiscal Year**

The Board received, for information, the 2015-16 Budget Indicators detailed in Appendix II, Annex 5.

A member asked if there is a specific time by which a carry-forward fund must be spent.

L. Logan said that there is no deadline with respect to spending unspent faculty or support unit carry-forward balances. Spending the funds is based on decisions made during the annual budget process.

BG.16-121 **Key Financial Indicators Report**

The Board received for information Key Financial Indicators, detailed in Appendix II, Annex 6.

A member asked what is captured by “employee future benefits.” L. Logan said that employee future benefits are outlined in each collective agreement, but typically include costs associated with providing medical, dental coverage and out of country emergency medical and travel assistance, etc. to eligible employees after they retire from Western.

BG.16-122 **Information Items Reported by the Property & Finance Committee**

The Report of the Property & Finance Committee, detailed in Appendix II, contained the following items that were received for information by unanimous consent:

- Report on Underwater Endowments
- New Scholarships and Awards

REPORT OF THE GOVERNANCE & BY-LAWS COMMITTEE [Appendix III]

BG.16-123 **Audit Committee Terms of Reference - Revisions**

It was moved by C. Stephenson, seconded by S. Chrominska,

That the proposed revisions to the Audit Committee terms of reference, detailed in Appendix III, Annex 1, be approved.

CARRIED (By Unanimous Consent)

BG.16-124 **Investment Committee Terms of Reference - Revisions**

It was moved by C. Stephenson, seconded by S. Chrominska,

That paragraph 4 of the Investment Committee's terms of reference be amended as follows:

From: The Committee may add other members for particular purposes, e.g. for the assessment of University land holdings.

To: The Committee may add other members, with the approval of the Property & Finance Committee, when particular expertise or background is needed.

CARRIED (By Unanimous Consent)

BG.16-125 **McIntosh Gallery Committee Terms of Reference - Revisions**

It was moved by C. Stephenson, seconded by S. Chrominska,

That the revised terms of reference of the McIntosh Gallery Committee, attached hereto as Appendix III, Annex 3, be approved.

CARRIED (By Unanimous Consent)

BG.16-126 **Special Resolution No. 9 – Election Procedures - Revisions**

It was moved by M. Wilson, seconded by P. Jenkins,

That the revisions to Special Resolution No. 9 – Election Procedures, detailed in Appendix III, Annex 4, be approved, and

That the Board of Governors delegate authority to the Governance & By-Laws Committee to establish campaign procedures and appeal processes for elections of student members of the Board.

CARRIED

REPORT FROM THE MCINTOSH GALLERY COMMITTEE [Appendix IV]

BG.16-127 **Annual Report from the McIntosh Gallery 2015-16**

The Board received for information the McIntosh Gallery Annual Report 2015/16, detailed in Appendix IV.

ITEMS REFERRED BY SENATE [Appendix V]

BG.16-128 **Indigenous Strategic Plan – Final Report**

The Chair announced that the presentation of the Indigenous Strategic Plan (ISP) is an important moment in Western's history. To mark the seminal nature of this occasion, he invited Visiting Elder Myrna Kicknowsay to give a traditional greeting noting that having an Elder provide a traditional opening at important and historic events is an integral part of Indigenous cultures.

Following the greeting, the Chair welcomed members of the Indigenous Strategic Initiatives Committee: Jana Luker, Brent Stonefish, Jerry White, Carol Beynon, Charmaine Dean, Candace Brunette, Chantelle Richmond and Rick Ezekiel.

R. Ezekiel and C. Richmond provided an overview of the Indigenous Strategic Plan detailed in Appendix V, Annex 1, including the process for the development of the ISP, eight strategic directions, the indigenous approach to knowledge and learning, promising practices from other institutions, early implementation initiatives at Western, and future directions and implementation. Overhead slides used to highlight the presentation are attached as Appendix 1 to these minutes.

C. Richmond noted that while indigenization is not new to Western, institutional ownership of the plan will allow systemic shifts to take place. This is a decidedly local plan developed in close consultation with local communities. Indigenization is taking place across the post-secondary environment in Canada and she stressed that there was no one right way to do this. She took pride in the work that had been done so far and was particularly excited by two proposals. The establishment of a Winter School in Indigenous Cultural Competency which would provide cultural competency training within the university, beginning with faculty, and the Holistic Wellness for Indigenous Learners program.

C. Richmond said that following approval of the ISP, the next steps involve a public and an internal launch, both to be organized in January 2017.

In the discussion that followed, J. Deakin announced that A. Weedon has agreed to chair the Provost's Task Force on the Implementation of the Indigenous Strategic Plan and Truth & Reconciliation Commission Recommendations. She noted that how to build indigenous content into the curriculum was a question to be explored within the university and with local indigenous communities. Whatever options were taken up, a key point would be to ensure that those providing curricular and cultural content were fully competent to do so and to keep in mind the importance of not over-burdening the current Indigenous faculty and staff. It was suggested that a Board member might be appointed to the Provost's Task Force.

Asked about the Indigenous student enrolment at Western, J. Deakin said that 450 students self-identified, which is between 1.7-1.9%; Indigenous students are about 4% of the population. Western has an admissions recruiter focused on Indigenous students and offers summer programs to address barriers. However, there is a need to consult with the communities about building pathways pre-grade 12, not just to Western but to other types of post-secondary education in Ontario. She noted that Indigenous students are retained and graduate at the same rate as non-indigenous students.

Responding to a question about the impact of the ISP on the Affiliated University Colleges, R. Ezekiel said that consultations are ongoing with the Affiliates to discuss how they can align with the ISP.

It was moved by A. Chakma, seconded by M. Wilson,

That the Indigenous Strategic Plan – Final Report, detailed in Appendix V, Annex 1, be approved.

The question was called and CARRIED (Unanimous).

Board members applauded the work of the Indigenous Strategic Initiatives Committee in drafting this historic plan.

On behalf of the Indigenous Strategic Initiatives Committee, J. White thanked the Board, the Western community and Indigenous communities for their support in developing the plan.

BG.16-129

Articulation Agreement between Brescia University College, Huron University College, King's University College and Western and Fanshawe College regarding Transfer Credit for Students in the Child and Youth Care, Developmental Service Worker, and Social Service Worker Programs

It was moved by A. Chakma, seconded by J. Knowles,

That effective September 1, 2016, the renewal of the Articulation Agreement between Brescia University College, Huron University College, King's University College and Western and Fanshawe College regarding the transfer of credit for students in the Child and Youth Care and Social Service Worker Programs as shown in Appendix V, Annex 2, be approved, and

That effective September 1, 2016, the introduction of the Articulation Agreement between Brescia University College, Huron University College, King's University College and Western and Fanshawe College regarding the transfer of credit for students in the Developmental Service Worker Program as shown in Appendix V, Annex 2, be approved.

CARRIED (By Unanimous Consent)

BG.16-130

Reports of the Academic Colleague

The October and November Reports of the Academic Colleague, detailed in Appendix V, Annexes 3a and 3b, were received for information.

The meeting adjourned to the confidential session.

H. Hassan
Chair

I. Birrell
Secretary

REPORT OF THE PROPERTY AND FINANCE COMMITTEE

Contents	Consent Agenda
Revised and Renaming MAPP 1.13 - Computing, Technology & Information Resources	No
Bus Rapid Transit Routing Proposal	No
Annual Report on Trademark Licensees Doing Business with the Western Book Store	Yes
Ancillary Financial Report	Yes
Quarterly Ratio Report on Non-Endowed Funds	Yes
Investment Committee Report	Yes
New Scholarships and Awards	Yes

FOR APPROVAL

1. **Revised and Renaming MAPP 1.13 Computing, Technology & Information Resources**

Recommended: That the Board of Governors approve the renaming and revisions to MAPP 1.13 – Policy on Computing, Technology & Information Resources, attached as [Annex 1](#).

Background:

The new Policy 1.13 replaces the current [MAPP 1.13](#)- Code of Behaviour for Use of Computing Resources and Corporate Data, [MAPP 1.20](#) – Computing Resources Security, [MAPP 1.21](#) - Wireless Networking Procedures and Regulations, and [MAPP 1.45](#) – Email Procedures and Regulations. These assorted computing-related policies overlap and are out of date. The revised policy is presented in the new MAPP format approved by the Board of Governors in 2012. That format separates matters of policy and administrative procedures, with the former remaining under the authority of the Board (and where appropriate, Senate) and the latter being within the authority of the President to amend.

Given that MAPP 1.13 is now an amalgamation of four different policies, a red-line version of all of the changes is virtually impossible to follow and thus has not been provided. Copies of all the current policies are appended in Annex 2(a) - Annex 2(d). Notwithstanding the structural complexity of the changes, the amendments to wording are largely editorial, reflect changes to technology since the policies were last amended, and clarify authorities and responsibilities for implementation.

The Policy document is provided for approval. The procedural documents are provided for information.

2. **Bus Rapid Transit Routing Proposal**

Recommended: That the Lambton Drive routing of Bus Rapid Transit through Western's campus, subject to the list of conditions provided in Annex 4, be approved.

Background:

See [Annex 3](#), [Annex 4](#), [Annex 5](#) and [Annex 6](#).

FOR INFORMATION

3. **Annual Report on Trademark Licensees Doing Business with the Western Book Store**

See [Annex 7](#).

4. **Ancillary Financial Report**

See [Annex 8](#).

5. **Quarterly Ratio Report on Non-Endowed Funds**

See [Annex 9](#).

6. **Investment Committee Report**

See [Annex 10](#).

7. **New Scholarships and Awards**

See [Annex 11](#).



Manual of Administrative Policies and Procedures

POLICY 1.13 Computing, Technology & Information Resources

Policy Category: General

Subject: Computing, Technology & Information Resources

Approving Authority: Board of Governors

Responsible Officer: President

Responsible Office(s): Associate Vice-President (Planning, Budgeting & Information Technology),
Information Technology Services

Related Procedures: Computing Resources Security [currently MAPP 1.20]
Code of Behaviour for Use of Computing Resources & Corporate Data [currently MAPP 1.13]
Wireless Networking Procedures & Regulations [currently MAPP 1.21]
E-Mail Procedures & Regulations [currently MAPP 1.45]
[Data Classification Standards](#)

Related University Policies: TBD

Effective Date: TBD

Revised: NEW

I. PURPOSE

The university's computing, technology, and information resources (hereinafter "computing resources") are allocated to individuals and groups for specific academic and administrative purposes which advance the university's mission. This policy applies to all computing, technology and information resources systems owned by and/or operated by or on behalf of the university, whether accessed through university-owned equipment or through personal devices. This policy and its accompanying procedures apply to all users of the university computing, technology and information resources, whether on campus or from remote locations, whether affiliated with the university or not, including, but not limited to:

- students
- faculty
- staff
- alumni
- contractors
- consultants
- temporary employees
- guests
- volunteers

Approved by SUIT December 12, 2016

MAPP 1.13 – Computing, Technology and Information Resources**Page 2****II. DEFINITIONS**

Western computing resources include all information systems, computers and computing equipment, owned by and/or operated by or on behalf of the university, as well as data owned by and/or operated by or on behalf of the university whether that data is accessed or used on university-owned equipment or on personal devices.

III. POLICY

1. Primary responsibility for security oversight and for developing rules of operation and use for all university computing systems and resources lies with the Associate Vice-President (Planning, Budgeting & Information Technology) and Information Technology Services.
2. The rights of academic freedom and freedom of expression apply to the use of university computing resources as do the responsibilities and limitations associated with those rights. The use of university computing resources is subject to the normal requirements of legal and ethical behaviour within the university community.
3. All users are required to abide by the Code of Behaviour for use of Computing, Technology, and Information Resources which is appended to and forms part of this policy, as amended from time to time, and by such other regulations and procedures as may be put in place to protect the security of the university's computing resources. Failure to do so may result in full or partial loss of access to some or all of the university's computing resources and/or disciplinary proceedings. Further, violations of other policies, laws or terms of employment which may occur through the use of university-provided computing resources are subject to all sanctions applicable under such policies, laws or terms of employment.
4. All individuals must only use those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. The ability to access computing resources does not, by itself, imply authorization to do so.
5. The responsibility to protect University data, or information collected or used in relation to one's work, study, or voluntary activities associated with the university, extends to storage, use, or transmission of that data on personal devices.
6. All individuals must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
7. Personal use of university computing resources requires that all individuals limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. The university may require users of those computing resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances. The university is not responsible or liable for content created, sent, forwarded, contained, or stored for personal purposes.
8. Computing equipment and electronic devices provided by the university, and e-mail accounts and addresses provided by the university are the property of the university. The university reserves the right to access all university computing and information systems and records, including email records, where there are reasonable grounds to believe that those systems and/or records contain information necessary to the proper functioning of the university's business and/or where

MAPP 1.13 – Computing, Technology and Information Resources**Page 3**

the University is legally required to do so. Wherever practicable, affected persons will be notified promptly when their systems and/or records have been accessed.

9. The centrally administered e-mail account provided to faculty, staff, and students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the university at his/her official university address is attended to in a timely manner.
10. Collection, use, protection and disposal of personal or sensitive information, must be done in accordance with federal and provincial legislation and regulations, industry standards and requirements, and Western's Data Classification Procedures. Individuals should be aware that failure to comply with federal and provincial legislation may result in personal liability as well as significant consequences for Western as an institution.
11. In the event of a conflict between the provisions of this Policy or any associated Procedures and the provisions of any Collective Agreement, the provisions of the Collective Agreement shall take precedence.
12. Any breach of this Policy or any associated Procedures may be dealt with under the Code of Student Conduct in the case of a student, or the applicable Collective Agreement or other terms of employment in the case of faculty or staff. Breaches that occur as a result of individuals who are external to the University (other students or employees) will be referred to Western Legal Counsel. In the event of a breach which poses an immediate threat to the security of the university's computing resources, the Executive Director of ITS may, after consultation with the appropriate University officials, take such interim measures as he/she deems reasonably necessary to protect the security of such resources.

MAPP 1.13 – Computing, Technology and Information Resources**Page 4****APPENDIX A****Code of Behaviour for Use of Computing, Information and Technology Resources**

1. The university's computing resources are allocated to individuals and groups, for specific academic and administrative purposes which advance the university's mission. This Code of Behaviour applies to all users of the university's computing resources.
2. All users must ensure that the university's computing resources are used in an ethical and lawful manner. The university expects all users to conduct themselves according to the high standards of professional ethics and behaviour appropriate in an institution of higher learning.
3. As a condition of access to computing resources, a user agrees to use the computing resources solely for authorized academic, administrative purposes, and/or incidental, non-commercial personal use, and agrees to assume responsibility for any unauthorized use, misuse or illegal use of these computing resources.
4. The Unit responsible for allocating computing resources or access to corporate data to individuals and groups¹ has a responsibility to inform users about this Code. Individual users have a responsibility to read and ensure they understand this Code. The Unit shall ensure that all users receive instruction on what constitutes appropriate and inappropriate use of the facilities, and on what to do if confronted by or notified of inappropriate usage.
5. The intentional use of the computing resources for any purpose other than academic, administrative, and/or incidental, non-commercial personal use, will be considered to be unauthorized.
6. Without limiting the generality of the above, some examples of unauthorized use or misuse of computing resources are:
 - (a) Using computing resources for purposes other than those for which they were allocated;
 - (b) Using a computer account without authorization or providing computing resources to individuals or groups without the specific authorization of the relevant Unit Head or designate;
 - (c) Inspecting, altering, deleting, obtaining copies of, publishing, or otherwise tampering with files, programs or passwords that the individual is not authorized to access;
 - (d) Using computing resources for electronic communication of fraudulent, harassing or obscene messages;
 - (e) Developing or using programs that harass other users or that damage the software or hardware components of the computing resources and/or placing any destructive or nuisance programs, such as viruses, in the computing resources;

¹ The unit immediately responsible for allocating such resources or access to data, e.g., an administrative work unit, Information Technology Services, Office of the Dean.

MAPP 1.13 – Computing, Technology and Information Resources**Page 5**

- (f) Attempting to circumvent security systems on any computing resource;
 - (g) Compromising or attempting to compromise the integrity of the computing resources by accessing or attempting access or alteration of system control programs or files;
 - (h) Using unlicensed or unauthorized copies of computer software;
 - (i) Breaching the terms and conditions of a software licensing agreement to which the university is a party;
 - (j) Theft or misappropriation of computing resources, such as equipment, data, programs or time;
 - (k) Engaging in any action which unfairly denies or restricts the use of computer facilities to authorized users.
7. The university may monitor the activity and accounts of individual users of university computing resources, including individual login sessions and communications, including email, without notice, under any one or more of the following circumstances:
- (a) the user has voluntarily made them accessible to the public, as by posting to news groups or the web;
 - (b) it reasonably appears necessary to do so to protect the integrity, security, or functionality of university or other computing resources or to protect the university from liability;
 - (c) there is reasonable cause to believe that the user has violated, or is violating, this policy;
 - (d) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns
 - (e) it is otherwise required or permitted by law or university policy.
8. The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel or law enforcement agencies and may use those results in appropriate university disciplinary proceedings.
9. The Unit Head² shall ensure that a user who has been found to have been in breach of this Policy is made aware of appeal or grievance procedures available to that user.
10. Users found to have breached this Policy are subject to the full range of university disciplinary procedures, including temporary or permanent loss of access privileges, and/or legal sanctions.

²

The Dean of a Faculty (or designate) or the Budget Head of an administrative unit (or delegate).

MAPP 1.13 – Computing, Information, and Technology Resources

Procedures Relating to Security and Privacy of Computing, Information and Technology Resources

1. The university employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that the university does not guarantee such security. Users should always engage in "safe computing" practices such as establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.
2. The university shall disclose any breach of the security of an information system, following discovery or notification of the breach in the security of the system, to any individual whose unencrypted personal information was, or is reasonably believed to have been, acquired by an unauthorized person. The disclosure shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the information system.
3. Users should be aware that their uses of university computing resources are not completely private. While the university does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the university's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the provision of service.
4. For software licenses held by the university, ITS will provide information and clarification around issues of compliance. For all end user or departmentally deployed software, the end user or department is responsible for ensuring compliance.
5. Any computer or network security incident that potentially involves criminal activity shall be reported to Campus Community Police.
6. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

RESPONSIBILITIES

7. Everyone who connects a computer to university computing resources has the potential to affect the security of those resources. Everyone must therefore share the responsibility for security. Every employee, contractor, or other worker must understand the university's policies and procedures about Information Security, and must perform his or her work according to such policies and procedures. Any person, group, or custodian accessing university information must recognize the responsibility to preserve the security and confidentiality of this information. Such information shall be used only for conducting university business or as appropriately authorized. Security controls may not be bypassed. Specific responsibilities are as follows:

MAPP 1.13 – Procedures Related to Security and Privacy of Computing, Information and Technology Resources**Page 2****7.01 Information Technology Services (ITS)**

ITS shall be responsible for establishing, maintaining, implementing, administering, and interpreting organization-wide information systems' security standards, guidelines, and procedures. While responsibility for information systems security on a day-to-day basis is every employee's duty, specific guidance, direction, and authority for information systems security is centralized for all of the university in ITS. Accordingly, ITS will advise on policy and practices, perform information systems risk assessments, prepare information systems security action plans, evaluate information security products, and perform other activities necessary to assure a secure information systems environment.

7.02 Unit Heads

Unit Heads, including Directors, are responsible for ensuring that security policy is implemented within the unit. These duties may be delegated; however, it is the responsibility of the head to:

- Ensure that unit employees understand security policies, procedures, and responsibilities;
- Provide and maintain safeguards for computing resources within his/her authority, consistent with policies and standards as defined by ITS;
- Approve appropriate data access, allowing staff to complete business-related assignments;
- Review, evaluate, and respond to all security violations, and take appropriate action which includes reporting incidents to ITS where circumstances require;
- Communicate to appropriate campus and university departments when employee departures, arrivals, and changes affect computer access;
- Designate an individual with the responsibility to create and maintain a current contact list of individuals who are responsible for the computer(s) for each location in the department/unit;
- Provide ITS with the names, e-mail addresses and telephone numbers for at least two different contacts: a primary technical contact (usually a System Administrator); and a supervisor contact.

7.03 System Administrators

"System Administrator" refers to the individual who is responsible for system and network support for computing devices in a local computing group. In some instances, this may be a single person while in others the responsibility may be shared by several individuals. If an administrator is not designated, the owner of a computer must assume the responsibilities of a System Administrator, or ensure, in collaboration with ITS and the Unit Head, that a System Administrator is designated.

System Administrators will:

- Endeavour to protect the communication networks and computer systems for which they are responsible consistent with policies and standards as defined by ITS;
- Ensure that systems they administer are operated in accordance with all applicable Information Security Standards and Policies;
- Co-operate with ITS in addressing security problems identified by network monitoring;
- Address security vulnerabilities identified by ITS scans deemed to be a significant risk to others;
- Report significant computer security compromises to ITS.

Unit-level responsibility for security of computing and communication systems rests with the System Administrators who manage those systems, or those who assume the responsibilities of a System

MAPP 1.13 – Procedures Related to Security and Privacy of Computing, Information and Technology Resources**Page 3**

Administrator. ITS will help systems administrators carry out these responsibilities to the extent possible with available resources.

7.04 Other Technical Administrators

Others with access to computing resources which involve maintaining electronic administrative systems, applications, or data are responsible for implementing and maintaining a level of security consistent with that defined by ITS. Whenever information is maintained only on a personal computer, the user of that computer is necessarily also responsible for that information. The ultimate responsibility for this system lies with the Unit Head.

7.05 Individual Users

Individual users of computing resources must:

- (a) Be familiar with, understand, and comply with relevant laws, policies, and procedures governing their use of the university's computing resources;
- (b) When engaging in electronic communications with persons in other jurisdictions or on other systems or networks, be aware that they may also be subject to the laws of those other jurisdictions and the rules and policies of those other systems and networks;
- (c) When accessing systems, electronic records, or information, ascertain what authorizations are necessary and obtain them before proceeding;
- (d) Place appropriate limits on their personal use of resources, in accordance with university policy and any departmental procedures
- (e) Avoid taking any action which will compromise the security of other users or place the university or the system at undue risk

REVIEWS AND UPDATES

- 8. The Executive Director of Information Technology Services shall, in consultation with ITS, Internal Audit, and the Senate Subcommittee on Information Technology (SUIT), review this Information Systems Security Policy no less frequently than every three years.
- 9. ITS shall review Information Systems Security Standards annually to ensure they result in effective and efficient protection against current risks. Revisions shall be submitted to the Senate Subcommittee on Information Technology (SUIT) for approval.
- 10. A contingent review shall be conducted if a significant loss occurs due to a risk that has not been adequately addressed in either Policy or Standards.

MAPP 1.13 COMPUTING, INFORMATION & TECHNOLOGY RESOURCES**Procedures Related to Wireless Networking**

1. These procedures are intended to increase the reliability and security of the wireless network access at the university and apply to all wireless networks and users of wireless networks at the university that connect to or affect the Western campus backbone network. Wireless networks are considered an augmentation of the university wired network which the university owns and manages through Information Technology Services (ITS).

RESPONSIBILITIES

2. ITS is responsible for the management of Western's wireless radio spectrum on campus. This includes responsibility for:
 - managing wireless networking services on campus.
 - management of wireless spectrum usage at Western. ITS may restrict use of any devices that can cause interference in the unlicensed radio spectrum used for wireless networking at Western.
 - scanning for rogue access points and blocking access to the Western backbone network to those that are detected.
 - maintaining a secure network and deploying appropriate security procedures.
3. Other departments may deploy wireless network access points or other wireless service on campus in coordination with ITS.
4. Private wireless access points in residences or offices are required to comply with the Western standards.
5. Encryption of wireless communications is required for all staff and faculty at the university and is highly recommended for students.
6. Any issues arising from research involving wireless networking will be resolved in co-operation with ITS, the researcher in question and/or the Vice-President (Research).

Required Security

7. Wireless network implementation at the university must be done in accordance with a security plan which must address the following issues:
 - (a) Restricting network access so only authorized users can connect.
 - (b) Preventing unauthorized users from viewing confidential data appearing on the wireless infrastructure, particularly passwords.
8. To the extent possible, all wireless users must use auto-update antivirus software and ensure that their machines are fully patched.

MAPP 1.13 –COMPUTING, INFORMATION & TECHNOLOGY RESOURCES

Procedures Related to University E-Mail

1. The university e-mail system is a vital part of the university's information technology services infrastructure. It is a service provided to support necessary communication in conducting and administering the business of the university, including teaching, research and scholarly activities. These procedures are intended to define the acceptable use of electronic mail (hereinafter “e-mail”) as a method of communication at Western, to outline responsibilities involving e-mail, and to provide guidelines for effective practices and processes to all faculty, staff, students, alumni, retirees, visiting faculty, and any others who have access to a university-assigned e-mail account. Such accounts may be centrally-assigned or assigned by a faculty or administrative unit.
2. Faculties or administrative units that establish their own e-mail accounts for the use of faculty, staff or students, shall work with Information Technology Services (hereinafter “ITS”) to ensure that mail directed to a user’s centrally administered e-mail account is properly managed.

RESPONSIBILITIES

Users

3. Since university email addresses are the property of the university and the e-mail bears identification marks of the university, users are expected to ensure that all communication is carried on in a professional, respectful, and courteous manner. Users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the university unless appropriately authorized to do so.
4. In addition to complying with local legislation, and university policies and procedures, users who engage in communications with persons in other jurisdictions should be aware that they may also be subject to the laws of those other jurisdictions.
5. It is the account holder’s responsibility to retain any e-mail message or attachment that is required for ongoing purposes and to dispose of any e-mail message that is no longer required. Users should refer to the *Freedom of Information and Protection of Privacy Act* or the university’s Freedom of Information and Privacy Office for information regarding e-mail and access to information issues.
6. The unauthorized use of invalid or forged “From” addresses in an attempt to misrepresent the identity of the sender is prohibited.
7. Inappropriate or offensive e-mail, or e-mail that is fraudulent, harassing or obscene, must not be sent or forwarded, except as requested in making a complaint of inappropriate or offensive e-mail.
8. If a user receives harassing or threatening e-mail, he or she should refer to [Policy 1.35, Non-Discrimination/Harassment](#)

MAPP 1.13 – Procedures Related to University E-Mail**Page 2**

9. Users should be aware that the confidentiality of e-mail may be compromised by the applicability of law or policy, by unintended redistribution, or because of the inadequacy of current technologies to protect against unauthorized access. Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters.
10. Operators of e-mail services have no control over the security of e-mail that has been downloaded to a user's computer. E-mail users should employ whatever protections (e.g., passwords) that are available to them as a deterrent to potential intruders and the misuse of e-mail.
11. E-mail account holders may use their e-mail account for incidental personal purposes provided that such use does not: (1) directly or indirectly interfere with the operation of computing facilities or e-mail services, (2) burden the university with noticeable incremental cost, (3) interfere with the e-mail account holder's employment or other obligation to the university, or (4) contravene this or any other university policy or procedure. E-mail records arising from such personal use may be subject to access as described in the Access and Privacy section of these procedures.

Service Providers & ITS

12. Those responsible for maintaining university email servers are responsible for ensuring that institutional standards for security, user authentication and access control are appropriately applied. However, the security and confidentiality of e-mail cannot be guaranteed.
13. Searchable electronic address directories—some public, some private—may be maintained and populated from the e-mail addresses provided by the university. The contents of such e-mail address directories are institutional data. Faculty, staff, and students may, in special circumstances, request not to be included in public directories.
14. The university reserves the right to reject any e-mail that could compromise the university network and any systems connected to it. ITS will maintain reasonable processes to deal with e-mail containing viruses, to reject e-mail from known SPAM sites, and to scan incoming e-mail for SPAM, but the university cannot guarantee the success of such processes, and the user must accept the risk inherent in the use of the technology.
15. E-mail is backed up for purposes of disaster recovery only and not for recovery of specific items of deleted e-mail or other requests. There is no central back-up for archival purposes. Individual users are responsible for backing up any e-mail they require for ongoing purposes. The university is not responsible or liable for the content created, sent, forwarded, contained or stored in an e-mail account.
16. The university reserves the right to access e-mail records, in accordance with Procedures for Computing, Technology and Information Resources.

MAPP 1.13 – Procedures Related to University E-Mail

Page 2

Procedures relating to Data Classification Standards

17. All users are responsible for classifying the data that they are using in their environment in accordance with the data classification definitions established by Information Technology Services which can be referenced [here](#).
18. All users are subsequently responsible for protecting any University data that they require in the performance of their duties in accordance with the confidentiality of that data classification and standards of care as established by Information Technology Services which can be referenced [here](#).

Communications Strategy

1. ITS and/or Security Website overview page
 - information summary, key principles, goals, and objectives
 - Frequently Asked Questions – including specific real-world scenarios exhibiting how the Policy would apply
 - with links to Policy itself and other supplemental materials.
2. Development of a 1-2 Page information primer (similar to CyberSmart Top 10 Trifold brochure) to be available for handout, email, or web link (print).
3. Dean's / AVP meetings
4. TUMS meeting, follow-up email to IT community members
5. Faculty / Staff Conference update(s) – depending on time of year and opportunity
6. Western News article – Western Home page link
7. Western Gazette article
8. Mass Email to Faculty / Staff – link to ITS and/or Security overview website
9. Mass Email to Students – link to ITS and/or Security overview website

Communications Strategy

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7. Western Gazette article
8. Mass Email to Faculty / Staff – link to ITS and/or Security overview website
9. Mass Email to Students – link to ITS and/or Security overview website

POLICY 1.13 – Code of Behavior for Use of Computing Resources and Corporate Data

Policy Category: General

Effective Date: December 1, 2003

Revised: September 28, 2000

PREAMBLE

- 1.00 The University's computing resources have been acquired, and are allocated to individuals and groups, for specific academic and administrative purposes which advance the University's mission. This Code of Behavior applies to all users of the University's computing resources. Computing resources shall be understood to include corporate data.

POLICY

- 2.00 All users must ensure that the University's computing resources are used in an effective, ethical and lawful manner. The University expects all users to conduct themselves according to the high standards of professional ethics and behavior appropriate in an institution of higher learning.
- 3.00 As a condition of access to computing resources, a user agrees to use the computing resources solely for authorized academic, administrative purposes, and/or incidental, non-commercial personal use and agrees to assume responsibility for any unauthorized use, misuse or illegal use of these computing resources.

The Unit responsible for allocating computing resources or access to corporate data to individuals and groups¹ has a responsibility to inform users about this Policy. The Unit shall ensure that all users receive instruction on what constitutes appropriate and inappropriate use of the facilities, and on what to do if confronted by or notified of inappropriate usage.

- 4.00 The intentional use of the computing resources for any purpose other than academic, administrative, and/or incidental, non-commercial personal use, will be considered to be unauthorized.
- 5.00 Without limiting the generality of the above, some examples of unauthorized use or misuse of computing resources are:
- (a) Using computing resources for purposes other than those for which they were allocated;

¹ The unit immediately responsible for allocating such resources or access to data, e.g., an administrative work unit, Information Technology Services, Office of the Dean or Social Science Network and Data Services.

POLICY 1.13 – Code of Behavior for Use of Computing Resources and Corporate Data

- (b) Using a computer account without authorization or providing computing resources to individuals or groups without the specific authorization of the relevant Unit Head or designate;
 - (c) Inspecting, altering, deleting, obtaining copies of, publishing, or otherwise tampering with files, programs or passwords that the individual is not authorized to access;
 - (d) Using computing resources, particularly electronic mail, web servers and bulletin boards, to send fraudulent, harassing or obscene messages;
 - (e) Developing or using programs that harass other users or that damage the software or hardware components of the computing resources and/or placing any destructive or nuisance programs, such as viruses, in the computing resources;
 - (f) Attempting to circumvent security systems on any computing resource;
 - (g) Compromising or attempting to compromise the integrity of the computing resources by accessing or attempting access or alteration of system control programs or files;
 - (h) Using unlicensed or unauthorized copies of computer software;
 - (i) Breaching the terms and conditions of a software licensing agreement to which the University is a party;
 - (j) Theft or misappropriation of computing resources, such as equipment, data, programs or time;
 - (k) Engaging in any action which unfairly denies or restricts the use of computer facilities to authorized users.
- 6.00 That proof of a Section 4.00 offense shall be at the upper end of the balance of probability scale on clear and cogent evidence.
- 7.00 The Unit Head² shall ensure that a user who has been found to have been in breach of this Policy is made aware of appeal or grievance procedures available to that user.
- 8.00 Users found to have breached this Policy are subject to the full range of University disciplinary procedures, including temporary or permanent loss of access privileges, and/or legal sanctions. Responsibility for dealing with allegations of misconduct may be assumed by a person or persons within ITS as identified by the Director of Information Technology Services, an academic official or the Head of a local computing facility. Faculty or staff have access to grievance procedures which are initiated with the Unit Head. Decisions regarding subsequent findings or sanctions imposed against students are appealable to the Dean of their faculty of registration.

²

The Dean of an academic unit (or designate) or the Budget Head of an administrative unit (or delegate).

POLICY 1.20 – Computing Resources Security**Policy Category:** General**Effective Date:** April 28, 2005**Revised:** (NEW)**PURPOSE**

- 1.00 The University of Western Ontario Systems Computing Resources Security Policy has been created to foster an environment that will protect The University of Western Ontario and its students, staff and faculty from information security threats that could compromise the privacy, productivity, reputation, or intellectual property rights.
- 2.00 The rights of academic freedom and freedom of expression apply to the use of University computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of University computing resources, like the use of any other University-provided resource and like any other University-related activity, are subject to the normal requirements of legal and ethical behavior within the University community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

SCOPE

- 3.00 The policy applies to all information systems owned by and/or operated by the University, or that are operated by agents of the University. This policy applies to all users of the University computing resources, whether affiliated with the University or not, and to all uses of those resources, whether on campus or from remote locations including all students, faculty, staff, contractors, consultants, temporary employees, guests, volunteers and other members of the University community, including those who are affiliated with third parties, who access University computer networks both wired and wireless. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the University or to uses within specific units. Consult the operators or managers of the specific computer, computer system, or network in which you are interested or the management of the Unit for further information.

ACCESS TO COMPUTING RESOURCES

- 4.00 All individuals must only use those computing resources and data that they are authorized to use and use them only in the manner and to the extent authorized. The ability to access computing resources and data does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University.

POLICY 1.20 – Computing Resources Security

- 5.00 All individuals must comply with all Canadian, Ontario, and other applicable law; all generally applicable University rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws relating to libel, privacy, copyright, trademark, obscenity, and child pornography; the University's [Code of Student Conduct](#); the University's [Non Discrimination/Harassment Policy](#); and all applicable software licenses. Users who engage in electronic communications with persons in other jurisdictions or on other systems or networks should be aware that they may also be subject to the laws of those other jurisdictions and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding and complying with laws, rules, policies and contracts applicable to their particular uses. For software licenses held by the University, ITS will provide information and clarification around issues of compliance. For all software the user has installed on a computer, the user is personally responsible for ensuring compliance.
- 6.00 All individuals must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
- 7.00 The finite capacity of computing resources requires that all individuals limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. The University may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.
- 8.00 Personal use of University computing resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other University responsibilities, and is otherwise in compliance with this policy and other University policies. Further limits may be imposed upon personal use in accordance with normal departmental procedures.
- 9.00 The campus data network is a shared facility with decentralized decision making. Within multi-user computing systems and communications networks, actions by one user can compromise security of other users. Members of the University are granted decision-making freedom for equipment connected to the network. This freedom is balanced by a responsibility to avoid placing others and the institution at undue risk. Information System Security Standards declared by Information Technology Services may set more stringent requirements for segments of the network involved in access to specific information systems.

INFORMATION SYSTEM SECURITY STANDARDS

- 10.00 In order to construct security policies that will neither be overlooked, nor ignored, it is necessary to make certain the security policy reflects realistic administrative and academic goals. Degrees of protection must be balanced against cost, convenience, risk probability, and consequences of failure.
- 11.00 Information Technology Services (ITS) shall declare economically efficient standards for information system security controls, which will provide effective risk mitigation, ensuring that all operations are consistent with the intent of the [Code of Behavior for Use of Computing Resources and Corporate Data](#) on information systems throughout the University. Standards shall be based on current assessments of threats in the operating environment, and shall include applicability statements. In most circumstances these policies will be developed in consultation with the University community particularly system administrators of data and computing resources.

POLICY 1.20 – Computing Resources Security**RESPONSIBILITIES**

12.00 Everyone who connects a computer to University computing resources has the potential to affect the security of those resources. Everyone must therefore share the responsibility for security. Every employee, contractor, or other worker must understand the University's policies and procedures about Information Security, and must perform his or her work according to such policies and procedures. Any person, group, or custodian accessing University information must recognize the responsibility to preserve the security and confidentiality of this information. Such information shall be used only for conducting University business or as appropriately authorized. Security controls may not be bypassed.

12.01 **Information Technology Services (ITS)**

Information Technology Services shall be responsible for establishing, maintaining, implementing, administering, and interpreting organization-wide information systems security standards, guidelines, and procedures. While responsibility for information systems security on a day-to-day basis is every employee's duty, specific guidance, direction, and authority for information systems security is centralized for all of the University in the Information Technology Services department. Accordingly, the Information Technology Services Network Security Office will advise on policy and practices, perform information systems risk assessments, prepare information systems security action plans, evaluate information security products, and perform other activities necessary to assure a secure information systems environment.

12.02 **Unit Heads**

Unit Heads, including Directors, are responsible for ensuring that security policy is implemented within the unit. These duties may be delegated; however, it is the responsibility of the head to:

- Ensure that unit employees understand security policies, procedures, and responsibilities;
- Provide and maintain safeguards for information systems within his/her authority, consistent with policies and standards as defined by ITS;
- Approve appropriate data access, allowing staff to complete business-related assignments;
- Review, evaluate, and respond to all security violations, and take appropriate action which includes reporting incidents to the Network Security Office where circumstances require;
- Communicate to appropriate campus and University departments when employee departures, arrivals, and changes affect computer access;
- Designate an individual with the responsibility to create and maintain a current contact list of individuals who are responsible for the computer(s) for each location in the department/unit;
- Provide ITS with the names, e-Mail addresses and telephone numbers for at least two different contacts: a primary technical contact (usually a System Administrator); and a supervisor contact.

12.03 **System Administrators**

"System Administrator" refers to the individual who is responsible for system and network support for computing devices in a local computing group. In some instances, this may be a single person while in others the responsibility may be shared by several individuals some of whom may be at different organizational levels. If an administrator is not designated, the owner of a computer must assume the responsibilities of a System Administrator, or ensure, in collaboration with ITS and the Unit Head, that a System Administrator is designated.

POLICY 1.20 – Computing Resources Security

System Administrators will:

- Endeavour to protect the communication networks and computer systems for which they are responsible consistent with policies and standards as defined by ITS;
- Ensure that systems they administer are operated in accordance with all applicable Information Security Standards and Policies;
- Endeavour to employ ITS recommended practices and guidelines where appropriate and practical;
- Co-operate with ITS in addressing security problems identified by network monitoring;
- Address security vulnerabilities identified by ITS scans deemed to be a significant risk to others;
- Report significant computer security compromises to ITS Network Security Office.

The responsibility for security of computing and communication systems rests with the System Administrators who manage those systems, or those who assume the responsibilities of a System Administrator. ITS will help systems administrators carry out these responsibilities to the extent possible with available resources.

12.04 Others

Others with access to computing resources which involve maintaining electronic administrative systems, applications, or data are responsible for implementing and maintaining a level of security consistent with that defined by the Network Security Office. Whenever information is maintained only on a personal computer, the User of that computer is necessarily also responsible for that information. The ultimate responsibility for this system lies with the Unit Head.

CAMPUS SECURITY

- 13.00 Any computer or network security incident that potentially involves criminal activity shall be reported to Campus Community Police.

SECURITY AND PRIVACY

- 14.00 The University employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that the University does not guarantee such security. Users should always engage in "safe computing" practices such as establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.
- 15.00 The University shall disclose any breach of the security of an information system, following discovery or notification of the breach in the security of the system, to any subject whose unencrypted personal information was, or is reasonably believed to have been, acquired by an unauthorized person. The disclosure shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the information system.
- 16.00 Users should also be aware that their uses of University computing resources are not completely private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The University may also specifically monitor the activity and

POLICY 1.20 – Computing Resources Security

accounts of individual users of University computing resources, including individual login sessions and communications, including email, without notice, under any one or more of the following circumstances:

- (a) the user has voluntarily made them accessible to the public, as by posting to news groups or the web;
- (b) it reasonably appears necessary to do so to protect the integrity, security, or functionality of university or other computing resources or to protect the university from liability;
- (c) there is reasonable cause to believe that the user has violated, or is violating, this policy;
- (d) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns
- (e) it is otherwise required or permitted by law or University Policy.

17.00 The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel or law enforcement agencies and may use those results in appropriate University disciplinary proceedings.

ENFORCEMENT

18.00 Violation of this policy or associated guidelines, standards or procedures established by The University may result in the temporary or permanent loss of access privileges. Violations of other policies, laws or terms of employment which may occur through the use of University computing resources are subject to all sanctions applicable under such policies, laws or terms of employment.

REVIEW AND UPDATE PROCESS

19.00 The Director of Information Technology Services shall, in consultation with the Network Security Office, Internal Audit, and the Senate Subcommittee on Information Technology, review this Information Systems Security Policy no less frequently than every three years.

20.00 The Network Security Office shall review Information Systems Security Standards annually to ensure they result in effective and efficient protection against current risks. Revisions shall be submitted to the Senate Subcommittee on Information Technology for approval.

21.00 A contingent review shall be conducted if a significant loss occurs due to a risk that has not been adequately addressed in either Policy or Standards.

QUESTIONS

22.00 Questions relating to this policy may be directed to the Network Security Office, Information Technology Services.

POLICY 1.21 – Wireless Networking Policy**Policy Category:** General**Effective Date:** April 28, 2005**Revised:** (NEW)**PURPOSE**

1.0 The purpose of this policy is to increase the reliability and security of the wireless network access at The University of Western Ontario. Wireless networking uses limited shared unlicensed radio spectrum across campus. Careful planning, management and cooperation are required to support the implementation and use of wireless access across campus. Wireless networks are considered an augmentation of the University wired network which the University owns and manages through Information Technology Services (ITS).

2.0 A wireless networking policy is needed:

- To support the academic mission of the University
- To limit interference with the University's current and future network infrastructure
- To promote greater IT security on campus

SCOPE

3.00 This policy applies to all wireless networks and users of wireless networks at The University of Western Ontario that connect to or affect the Western campus backbone network.

POLICY

4.00 Management of radio spectrum on campus

- ITS is responsible for managing wireless networking services on campus. Other departments may deploy wireless network access points or other wireless service on campus in coordination with ITS. Private wireless access points in residences or offices are required to comply with the UWO standard.
- ITS is responsible for the management of wireless spectrum usage at UWO. ITS may restrict use of any devices that can cause interference in the unlicensed radio spectrum used for wireless networking at UWO.
- ITS is authorized to scan for rogue access points and to block access to the UWO backbone network to those that are detected.
- ITS is responsible for maintaining a secure network and will deploy adequate security procedures to support wireless networking on campus.
- Encryption of wireless communications is required for all Staff and Faculty at the University of Western Ontario, and recommended for students.
- Any issues arising from research involving wireless networking will be resolved in co-operation with ITS, the researcher in question and/or the Vice-President (Research & International Relations).

POLICY 1.21 – Wireless Networking Policy

REQUIRED SECURITY

5.00 The wireless LAN implementation at the UWO must be done in accordance with a security plan. This plan must address the following issues:

- (a) Restricting network access so only authorized users can connect.
- (b) Preventing unauthorized users from viewing confidential data appearing on the wireless infrastructure, particularly passwords.

To the extent possible, all wireless users must use auto-update antivirus software and ensure that their machines are fully patched.

POLICY 1.45 – Email Policy

Policy Category: General

Effective Date: May 1, 2008

Revised: (NEW)

PURPOSE

- 1.0 The purpose of this Policy is to define the acceptable use of electronic mail (hereinafter “e-mail”) as a method of communication at The University of Western Ontario (hereinafter the “University”), to outline responsibilities involving e-mail, and to provide guidelines for effective practices and processes.

SCOPE

- 2.0 This e-mail Policy applies to faculty, staff, students, alumni, retirees, visiting faculty, and other third parties who may be associated with the University, or who have access to a University-assigned e-mail account.

PRINCIPLES

- 3.0 The University e-mail system is a vital part of the University's information technology services infrastructure. It is a service provided to support necessary communication in conducting and administering the business of the University, including teaching, research and scholarly activities.
- 4.0 The use of the University e-mail system, like the use of any other University provided resource, and like any other University activity, is subject to the normal requirements of legal and ethical behaviour within the University community.

GENERAL

- 5.0 The University will normally provide an e-mail account to all faculty, staff and students, to be used in conjunction with their duties or activities at the University. The University may also provide an e-mail account for alumni, retirees, and visiting faculty, as well as others not affiliated with the University. These accounts, signified by an @uwo.ca address, are referred to in this Policy as centrally administered e-mail accounts.
- 6.0 In addition, faculty, staff and students may also be provided with an e-mail account by a faculty or administrative unit. The term “e-mail account”, when used in this Policy, refers to all e-mail accounts and associated e-mail addresses assigned to a user by the University or any faculty or administrative unit within the University.
- 7.0 All e-mail accounts and associated addresses are the property of the University.

POLICY 1.45 – Email Policy

- 8.0 The centrally administered e-mail account will be considered the individual's official University e-mail address. It is the responsibility of the account holder to ensure that e-mail received at his/her official University address is attended to in a timely manner.
- 9.0 Faculties or administrative units that establish their own e-mail accounts for the use of faculty, staff or students, shall work with Information Technology Services (hereinafter ITS") to ensure that mail directed to a user's centrally administered e-mail account is properly managed.

RESPONSIBILITIES OF USERS

- 10.0 All users have a responsibility to ensure that they conduct e-mail exchanges with professionalism and courtesy, and manage their e-mail responsibly.
- 11.0 Users shall ensure that they use and manage their University e-mail account in accordance with other University policies, including but not limited to [Policy 1.13, Code of Behavior for Use of Computing Resources and Corporate Data](#).
- 12.0 It is the account holder's responsibility to retain any e-mail message or attachment that is required for ongoing purposes and to dispose of any e-mail message that is no longer required. Users should refer to the *Freedom of Information and Protection of Privacy Act* or the University's Freedom of Information and Privacy Office for further information regarding e-mail and privacy issues.
- 13.0 Since the e-mail bears identification marks of the University, users are expected to ensure that all communication is carried on in a professional, respectful, and courteous manner. Users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the University unless appropriately authorized to do so.
- 14.0 In using e-mail, users must comply with all applicable federal and provincial laws and all applicable University rules and policies. Examples of such laws, rules and policies include, but are not limited to, the laws relating to libel, privacy, copyright, trademark, obscenity, and child pornography; the University's Code of Student Conduct; and the University's Non Discrimination/Harassment Policy. Users who engage in communications with persons in other jurisdictions should be aware that they may also be subject to the laws of those other jurisdictions.
- 15.0 The unauthorized use of invalid or forged "From" addresses in an attempt to misrepresent the identity of the sender is prohibited.
- 16.0 Inappropriate or offensive e-mail, or e-mail that is fraudulent, harassing or obscene, must not be sent or forwarded, except as requested in making a complaint of inappropriate or offensive e-mail.
- 17.0 If a user receives harassing or threatening e-mail, he or she should refer to [Policy 1.35, Non-Discrimination/Harassment](#) and [Policy 1.20, Computing Resources Security](#).
- 18.0 E-mail account holders may use their e-mail account for incidental personal purposes provided that such use does not: (1) directly or indirectly interfere with the operation of computing facilities or e-mail services, (2) burden the University with noticeable incremental cost, (3) interfere with the e-mail account holder's employment or other obligation to the University, or (4) contravene this or any other University policy. E-mail records arising from such personal use may be subject to access as described in the Access and Privacy section of this Policy. E-mail users should assess the implications of the Access and Privacy section of this Policy in deciding whether to use University e-mail services for personal purposes.

POLICY 1.45 – Email Policy**RESPONSIBILITIES OF SERVICE PROVIDERS**

- 19.0 The e-mail accounts provided on University servers are institutional property, and those responsible for maintaining these servers are responsible for ensuring that institutional standards for security, user authentication and access control are appropriately applied. However, the security and confidentiality of e-mail cannot be guaranteed. Furthermore, operators of e-mail services have no control over the security of e-mail that has been downloaded to a user's computer. E-mail users should employ whatever protections (e.g., passwords) that are available to them as a deterrent to potential intruders and the misuse of e-mail.
- 20.0 The e-mail address provided by the University is the property of the University. Searchable electronic address directories—some public, some private—may be maintained and populated from the e-mail addresses provided by the University. The contents of such e-mail address directories are institutional data. Faculty and staff may, in special circumstances, request not to be included in public directories.
- 21.0 The University reserves the right to reject any e-mail that could compromise the University network and any systems connected to it. ITS will maintain reasonable processes to deal with e-mail containing viruses, to reject e-mail from known SPAM sites, and to scan incoming e-mail for SPAM, but the University cannot guarantee the success of such processes, and the user must accept the risk inherent in the use of the technology.
- 22.0 E-mail is backed up for purposes of disaster recovery only and not for recovery of specific items of deleted e-mail or other requests. There is no central back-up for archival purposes. Individual users are responsible for backing up any e-mail they require for ongoing purposes. The University is not responsible or liable for the content created, sent, forwarded, contained or stored in an e-mail account.

ACCESS AND PRIVACY

- 23.0 Users should be aware that the confidentiality of e-mail may be compromised by the applicability of law or policy, by unintended redistribution, or because of the inadequacy of current technologies to protect against unauthorized access. Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters.
- 24.0 The University reserves the right to access e-mail records, including those which have been deleted by the account holder but which may not yet have been deleted centrally, in accordance with paragraph 16.00 of [Policy 1.20, Computing Resources Security](#). In addition, the University reserves the right to access e-mail records where there are reasonable grounds to believe that those records contain information necessary to the proper functioning of the University's business. Such circumstances would include the absence of an employee where it is not reasonable to obtain the employee's consent. Wherever practical, employees will be notified promptly when their e-mail records have been accessed.

ENFORCEMENT

- 25.0 Violation of this Policy, or associated guidelines or standards established by the University, may result in the temporary or permanent loss of e-mail privileges. Violations of other policies, laws or terms of employment which may occur through the use of University provided e-mail services are subject to all sanctions applicable under such policies, laws or terms of employment.

CITY OF LONDON RAPID TRANSIT PROPOSAL

FOR APPROVAL

Recommended: That Board of Governors approve the Lambton Drive routing of Bus Rapid Transit through Western's campus, subject to the list of conditions provided in [Annex 4](#).

Background

Following the launch of the City of London's (City) Rapid Transit initiative "Shift", Western initiated consultations in May and June of 2015 and undertook an extensive consultation process with campus stakeholders between October 2015 and June 2016 to review the City's LRT routing alternatives.

On June 23, 2016, based on the input from those consultations and from the experts we engaged, the Board of Governors approved a number of position statements with respect to the introduction of rapid transit in the City of London, as follows:

- Western supports the introduction of Rapid Transit in London.
- Western supports rapid transit coming to its campus.
- Western supports its students' desire to see improvement in transit services
- Western supports options for light rail or bus rapid transit to service the campus via routings on Richmond Street and Western Road.
- In keeping with Western's campus master plan (approved in 2015), which has a long term focus on promoting safety and security on campus through the establishment of pedestrian and cycling networks near the centre and vehicles at the periphery, and noting that the university has embarked on planning to enhance safety on campus through a transformation to a more pedestrian-friendly space including limiting vehicular traffic, Western does not support light rail traversing through campus, nor bus rapid transit traversing through campus if it is a condition precedent that such bus rapid transit be convertible to light rail.

The Board also approved, that prior to taking a formal position on bus rapid transit traversing through campus, the university develop the plan for a pedestrian-friendly campus, with limitations on vehicular traffic – with the long-range objective of eliminating vehicular traffic in the core campus.

The City of London is completing the second stage of [Shift](#), its public transit planning exercise. This stage will develop a detailed design for the preferred rapid transit routes and provide a plan to build the rapid transit network, including how it will be funded.

In May 2016, the City chose a Bus Rapid Transit (BRT) model and has been working with Western to find a solution that ensures existing bus transit and the proposed BRT will provide convenient service to campus while complementing Western's plans to make the campus a more pedestrian-friendly place with limits on vehicular traffic – with the long-range objective of eliminating vehicular traffic in the core campus. City council timeline for approval is February 9, 2017. To that end, the City has requested a decision from Western on BRT by the end of January 2017.

While Western aspires to support the City in achieving this timeline, Western has been clear that the appropriate consultation with community stakeholders and the affiliated university colleges must take place prior to finalizing our recommendation.

In June, Western hired consultants Perkins + Will (P+W) and struck a university-wide committee ([Annex 5](#)) to develop the second phase of the Campus Master Plan, an Open Space & Landscape Plan. A major component of this plan, in the short-term, has been the development of principles to guide the open space planning and a technical assessment of BRT route alternatives.

P+W's recommendations "provided that a rapid transit alignment through the campus could support multiple University objectives including the desire for a pedestrian-oriented campus largely protected from intrusion and threat by vehicular traffic. Transit service through the campus would provide most

convenient access for students, faculty, and staff – and have the greatest probability of reducing private vehicle use over the medium-to-long- term.”

The consultants used a number of technical assessment criteria (which are included in the attached presentation). Of the five routes evaluated, the Lambton Drive alternative:

- Provides the highest level of connectivity to existing and future trip generators.
- Minimized impacts to sensitive activities.
- Supports the objectives of a largely vehicle-free core campus while retaining critical access to and through the campus.
- Provides a strong opportunity for the creation of a signature transit corridor through campus from the iconic gateway on Western Road.
- Could lead to much needed improvements along the southern portion of Western Road.

While stakeholder consultations will be ongoing through January, feedback to date from a range of stakeholders, including the USC, has been positive and supportive of this direction. The conditions discussed below and attached in [Annex 4](#) have been shaped by input from the community both through our consultations and through the work of the members of the committee.

P+W developed the following preliminary University conditions to allow BRT through campus:

- Transit vehicles must share travel lanes through campus to avoid any necessary widening of streets or bridge or affect historic gates.
- Transit streets, stops and other facilities must demonstrate excellence in design and respect the pedestrian-centric priorities of the campus.
- The selection of transit vehicle should eliminate, to the extent possible, noise, vibration or electromagnetic impacts.
- The addition of BRT on campus must support the objective to reduce and eventually eliminate vehicular traffic on the core campus.
- Pedestrian safety measures will be implemented in the short-term, mid-term and long-term strategies.

Western is in support of the Lambton Drive alternative when viewed with the longer-term vision of a pedestrian-friendly core campus. This end-state vision would see no other buses on campus and would reduce the overall frequency and volume of buses. In January of 2016, LTC had indicated that in the absence of LRT, they were projecting 11 routes and 60 buses per peak hour. With BRT, the volume drops to 6-8 buses per hour in each direction. The BRT route that would traverse Western’s campus is anticipated to be completed by 2025-2026.

Western has developed a further listing of specific conditions to the City for a BRT route through campus, attached as [Annex 4](#). These conditions will form the basis for the negotiation of a Memorandum of Understanding with the City and will be subject to approval by the Property & Finance Committee and the Board of Governors. One of the conditions highlights the need to work with the City and LTC to develop a plan for transit that services the needs of LHSC (University Hospital Campus).

In addition, the following issues will need to be addressed:

- The widening of Western Road that will be required to accommodate BRT, and the impact on both Western and Huron University College properties. The City is in the process of outlining these impacts for Western and Huron.
- To achieve the longer-term vision of a pedestrian-friendly campus, the University will need to implement a transit hub in the Western Road vicinity to accommodate the expected eight (8) LTC routes that will no longer access the campus.

A copy of the presentation that will be made to the Board of Governors on January 26, 2017, is attached as [Annex 6](#).

**City of London's Bus Rapid Transit Proposal to Route "Through Campus"
Western's Conditions to the City**

Western supports the introduction of Rapid Transit in London and supports rapid transit coming to its campus. Western also supports our students' desire to see improvement in transit services.

The University's preference is to have BRT "come to campus" as opposed to "through campus". However, if the University agrees to accept BRT "through campus", then the following constraints/requirements must be met by the City:

1. **There is only one BRT route on campus** – from Richmond Street over the University Drive Bridge, on to Lambton Drive, through Alumni Circle, to Western Road, and by Windermere Road – with a two-way flow.
2. The number of BRT trips should be **limited to no more than 8 per hour** (each way).
3. There will be **no other bus traffic** in the core campus – with the possible exception of a route to service UH. However, other options must first be fully explored.
4. The City must fully support **the University's medium-to-long-range plan to eliminate vehicular traffic (except for emergency/service vehicles and accessibility requirements) in the core campus.**
5. Western requires the City's support to develop parking structures and buildings in flood fringe designated areas where dry access can be provided and where compliance with floodplain policy can be obtained. This may require the re-designation and rezoning of some flood fringe areas from Open Space to Regional Facilities. As part of the campus site plan and development agreement set out in condition # 13 below, the issue of development on flood fringe areas which comply with flood plain policy need to be addressed.
6. The City must **enhance pedestrian mobility and safety infrastructure at high-traffic intersections** (both pedestrian and vehicular) on Western Road (at Sarnia Road, Brescia Lane, Elgin Drive) and Richmond Street (at University gates) – including the construction of enforced underground tunnels.
7. The City must widen and enhance **Philip Aziz Drive** – to improve safety. We should seek ownership of the road in the future.
8. **BRT must run within the existing road infrastructure on campus.** That is, BRT cannot take up additional land on the core campus.
9. **BRT is responsible for all costs** associated with implementation of BRT through the campus – including BRT terminals, University Drive bridge improvements, traffic lights, and signage. This includes Western Road – between Sarnia Road and Windermere Road.
10. **BRT is also responsible for all future operating costs** within the core campus – including cleaning, infrastructure repairs, and road maintenance/snow removal. This work should be co-ordinated with the University – to ensure that similar standards are achieved.

11. **BRT must use vehicles that produce low noise levels and air emissions.** When running through campus, BRT must operate at **speeds less than 35 kph.**
12. BRT must not cost the University any resources.
13. That in keeping with development agreements practices that are in place between some other municipalities and universities in Ontario, the City of London and Western University enter into a campus-wide site plan and development agreement that would preclude the need for further site plan and design approval for each new building or major renovation project, thereby allowing Western to proceed directly to building permit application.
14. BRT will not be convertible at any point in the future to light rail.
15. BRT is responsible for improvements to the public realm along the proposed BRT route, including but not limited to boulevards, sidewalks, landscaping, gateways, lighting, wayfinding and signage.

Campus Master Plan Committee

Members

REVISED: As at December 19, 2016

Carmen Bertone, Executive Director, Facilities Operations

Chris Bumbacco, Director, Facilities, Housing & Ancillary Services

Karen Campbell, Vice-Provost (Academic Planning, Policy & Faculty)

Ruban Chelladurai, Associate Vice-President (Institutional Planning & Budgeting)

Jamie Cleary, Vice-President, University Students' Council

Helen Connell, Associate Vice-President (Communications & Public Affairs)

Jason Gilliland, Department of Geography

Dale Laird, SCUP Representative

Martin Lefebvre, Society of Graduate Students Representative

Lynn Logan, Associate Vice-President (Finance & Facilities) (Chair)

Mike Lunau, Manager, Landscape Services

Mike McLean, Director, Facilities Planning & Design

Lesley Oliver, Equity Services

Dan Redmond, Director, Campus Community Police Services

Alan Salmoni, School of Kinesiology

Sab Sferrazza, London Health Sciences Centre

Peter White, Executive Director, Government Relations & Strategic Partnerships

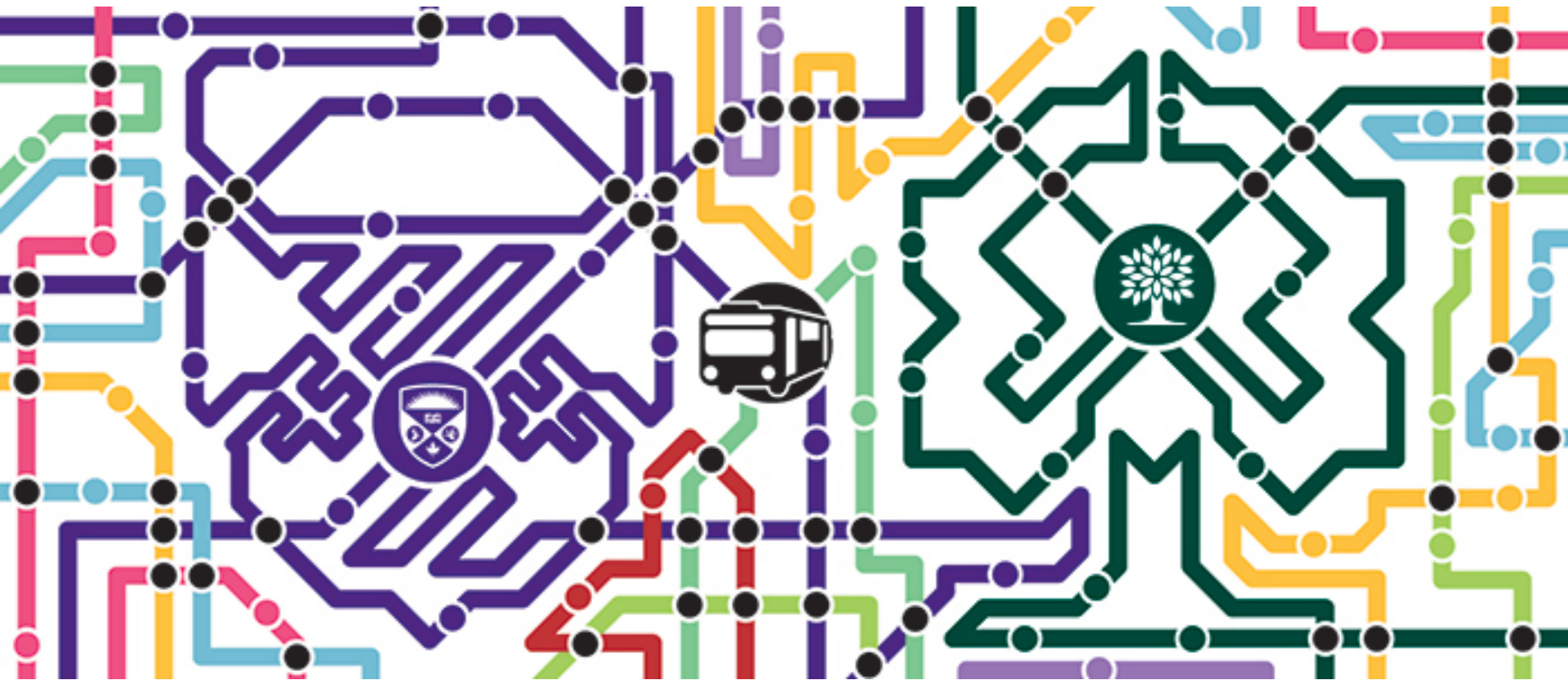
Resource

Tammy Johnston, Coordinator to the Vice-President (Resources & Operations)

Stephen Ledgley, Senior Media Relations Officer

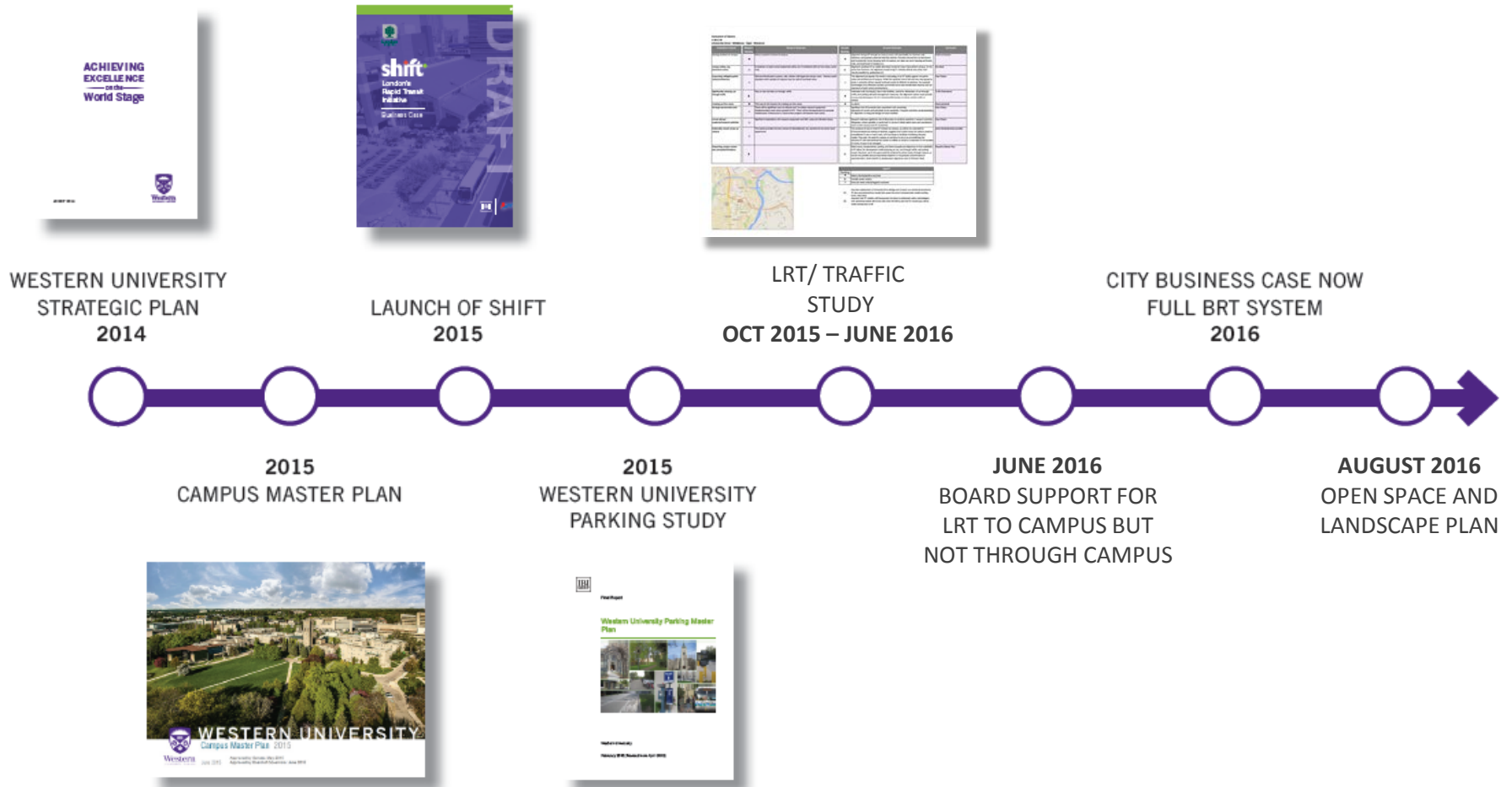
Bus Rapid Transit Update

January, 2017



Background

PROJECT TIMELINE



Background

PROJECT TIMELINE



Background

History:

- City starts consulting with Western on Rapid Transit in May 2015.
- Western began consultation process with campus community in May 2015.
- June 2015, Campus Master Plan (CMP) approved by Board of Governors – highlights need to move to a pedestrian friendly core campus.
- Two fatalities on our campus roads in 2015.
- April 2016 – Following on the CMP approval, 2016/17 University Budget sets stage for Western to start planning for the multi-year transformation of our core campus into a pedestrian friendly campus.

Background

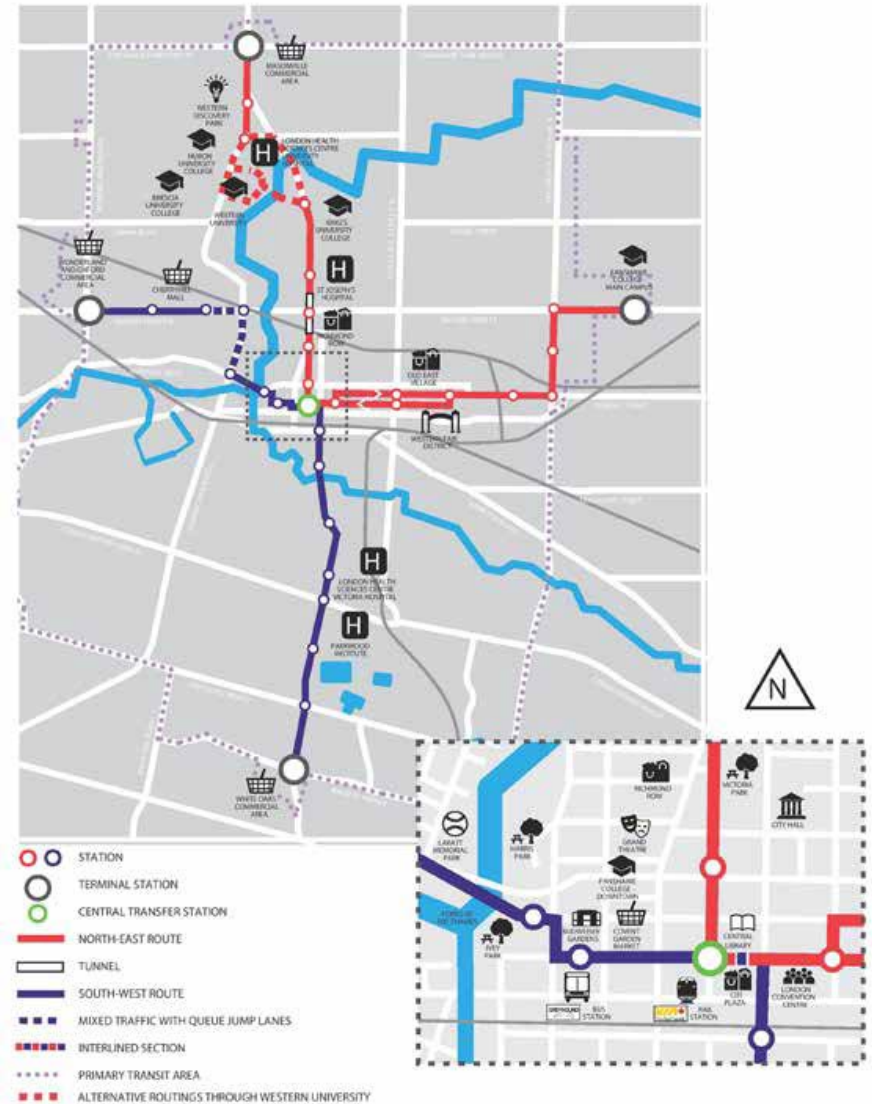
June 2016: Board of Governors Recommendations

- Western supports the introduction of rapid transit in London.
- **Western supports rapid transit coming to its campus.**
- Western supports its students' desire to see improvements in transit services. Western supports options for light rail or bus rapid transit to service the campus via routings on Richmond Street and Western Road.
- **Western does not support light rail traversing through campus**, nor bus rapid transit traversing through campus if it is a condition precedent that such bus rapid transit be convertible to light rail.
- That prior to taking a formal position on bus rapid transit traversing through campus, the university **develop the plan for a pedestrian-focused campus**, with limitations on vehicular traffic.

Background

Bus Rapid Transit Update

- City Business Case now **full BRT** system
- **Final routing** no later than Q1 2017
- **Open Space Master Plan** underway
- Multi-year transformation of our core campus into a pedestrian-friendly campus
- **Technical assessment** of full BRT route alternatives
- **Evaluate against objectives** of Strategic Plan, Campus Master Plan and emerging Open Space Plan



Open Space and Landscape Plan: Committee Members

Carmen Bertone, Executive Director, Facilities Operations

Chris Bumbacco, Director, Facilities, Housing & Ancillary Services

Dr. Karen Campbell, Vice-Provost (Academic Planning, Policy & Faculty)

Ruban Chelladurai, Associate Vice-President (Institutional Planning & Budgeting)

Jamie Cleary, Vice-President, University Students' Council

Helen Connell, Associate Vice-President (Communications & Public Affairs)

Dr. Jason Gilliland, Department of Geography

Dr. Dale Laird, SCUP Representative

Martin Lefebvre, Society of Graduate Students Representative

Lynn Logan, Associate Vice-President (Finance & Facilities) (Chair)

Mike Lunau, Manager, Landscape Services

Mike McLean, Director, Facilities Planning & Design

Lesley Oliver, Equity Services

Dan Redmond, Director, Campus Community Police Services

Dr. Alan Salmoni, School of Kinesiology

Sab Sferrazza, London Health Sciences Centre

Peter White, Executive Director, Government Relations & Strategic Partnerships

Resource :

Tammy Johnston, Coordinator to the Vice-President (Resources & Operations)

Stephen Ledgley, Senior Media Relations Officer

BRT Consultations

AVP Managers Meeting	December 5, 2016
PVP Meeting	December 9, 2016
LHSC	December 4, 2016
Deans' Meeting	January 3, 2017
Open Meeting*	January 5, 2017
VP Meeting	January 5, 2017
Huron University College	January 6, 2017
SCUP	January 9, 2017
Open Meeting*	January 10, 2017
King's University College	January 10, 2017
Brescia University College	January 11, 2017
USC Advocacy Committee	January 11, 2107
P&F	January 17, 2017
Associate Deans Research	January 18, 2017
PVP Meeting	January 20, 2017
Alumni Executive Board	January 20, 2017
Senate	January 20, 2017
Campus Council	January 25, 2017
Board of Governors*	January 26, 2017

BRT Analysis: Vision & Objectives

Strategic Plan Goals (2013)	Campus Master Plan (2015)	Emerging Open Space Plan Principles (2016)
<ul style="list-style-type: none"> ▪ Raise Expectations: Create a world-class research and scholarship culture ▪ Lead in Learning: Provide Canada's best education for tomorrow's global leaders. (international attraction, diversity, sustainability ethos) ▪ Reach Beyond Campus: Engage alumni, community, institutional and international partners. ▪ Take Charge of Destiny: Generate and invest in new resources in support of excellence. 	<p>Core Principles</p> <ul style="list-style-type: none"> ▪ Support academic mission ▪ Provide the best student experience ▪ Guide growth and change ▪ Enhance quality of campus environment ▪ Support interdisciplinary study and interaction ▪ Ensure safety, health, access and mobility ▪ Incorporate sustainability <p>Key Initiatives</p> <ul style="list-style-type: none"> ▪ Intensify the Core Campus ▪ Improve pedestrian environment of Western Road ▪ Promote parking management and alternatives ▪ Improve campus connectivity (particularly within campus) ▪ Create high quality public spaces ▪ Identify/define campus gateways 	<ul style="list-style-type: none"> ▪ Human Place: People are the priority on campus. It must be safe and inviting, encouraging interaction of the diverse campus community. ▪ Access: University should be connected to the larger London community by a diversity of modes. ▪ Equity: All people are valued. Access, use, enjoyment and learning on the campus should be available to all irrespective of culture, income or physical ability. ▪ Mobility: The campus is a connected place where people move easily between buildings and through spaces via a variety of modes. Physical activity is valued to promote health of body and mind. ▪ Resilience: The campus has and will endure change. Redundancies and flexibility ensure durability. ▪ Pedagogy: The campus is a place of learning. Spaces and systems must support the educational mission and promote learning.

BRT Analysis: Technical Assessment Criteria

- **Stations:** The number and location of proposed rapid transit stations servicing the campus.
- **Route Length:** The length of the route from Richmond Street at Huron Street to Western Road at Windermere Road.
- **Travel Time:** The approximate transit travel time along the route (assuming a top operating speed of 35 km/hour on campus streets).
- **Ridership:** The sum of transit boardings at existing stops within 400 m of the proposed BRT stations.
- **Access:** The estimated walk time from the McIntosh Gallery (the geographic centre of campus utilized by the City of London) to the closest rapid transit station.



BRT Analysis: Evaluation Metrics

Plan Principle/Objective	Qualitative Evaluation Measure(s)
Attract top talent: strengthen the ability of the University to compete in attracting leading faculty and top scholarship students from across Canada and the globe.	<ul style="list-style-type: none"> ▪ Efficiency of connection to the Downtown and other key regional destinations. ▪ Legibility of route and access to destinations.
Lead in Learning: Support leading research and teaching	<ul style="list-style-type: none"> ▪ Potential impacts on sensitive research and other activities
Promote sustainability: Reduce environmental impacts with regard to transportation-related emissions and stormwater from surface runoff.	<ul style="list-style-type: none"> ▪ Ability to support a mode shift among the university community to reduce vehicle kilometers traveled (VKT). ▪ Potential to enable reduction in impervious surface area dedicated to vehicle demand such as travel way widths and surface parking
Promote a pedestrian-oriented campus: Support and enable the reduction or elimination of private vehicle traffic in the core of the campus	<ul style="list-style-type: none"> ▪ Potential to negatively impact pedestrian safety ▪ Potential to provide a non-auto alternative to access campus destinations
Enable sustainable growth: Support planned campus growth by providing access, especially by non-auto means	<ul style="list-style-type: none"> ▪ Potential to reduce vehicle trip generation rates at planned campus expansion sites ▪ Potential to reduce parking demand
Campus connectivity: Strengthen the connection and accessibility between campus precincts.	<ul style="list-style-type: none"> ▪ Viability to use the proposed alignment to meet intra-campus connection demands
Quality of place: Facility design compliments visual character of the campus and campus landscape	<ul style="list-style-type: none"> ▪ Potential to negatively impact or degrade elements that contribute to campus identity and pride ▪ Potential to lead to improvement of Western Road

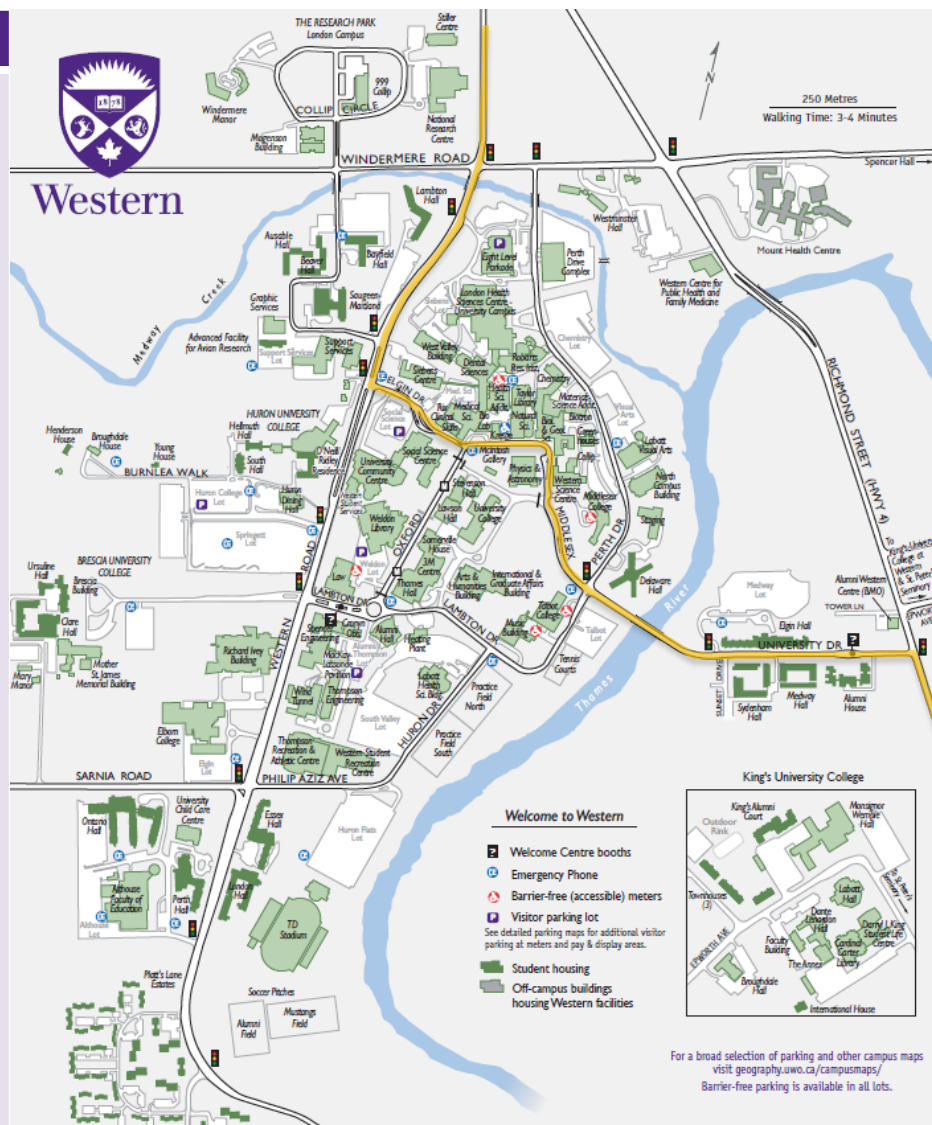
1. Middlesex Drive Alternative

Potential Benefits

- High level of service to major campus trip generators
- Convenient stop location to service students, faculty and staff
- Maintains existing transit hub location
- Partially serves planned campus expansion areas
- Relatively short segment of Western Road impacted.
- If autos are prohibited in core campus area, provides best connectivity and service to highest density of uses.
- If autos are prohibited in core campus area, proposed route and stop location have strong potential for place-making as unique, high quality and identifiable transit plaza and corridor.

Potential Impacts

- Proximity to sensitive research and arts facilities could impact these activities, although with substantially less impact than LRT
- Stop location could further exacerbate already significant modal conflicts (bicycle, pedestrian, transit and vehicle) at Oxford/Middlesex/Elgin intersection.
- Initial concepts from the city may require reconstruction or potential widening of University Drive bridge, reconstruction of Richmond Street gates and potential widening of other campus streets. Mitigations are available that could eliminate the need for major widening and avoid impact to the gate.
- Requires operational changes to provide two way transit service on Middlesex Drive and Elgin Road.
- Could result in conflicts between transit and bicycle facility on Middlesex Drive.
- Potential widening of Western Road.



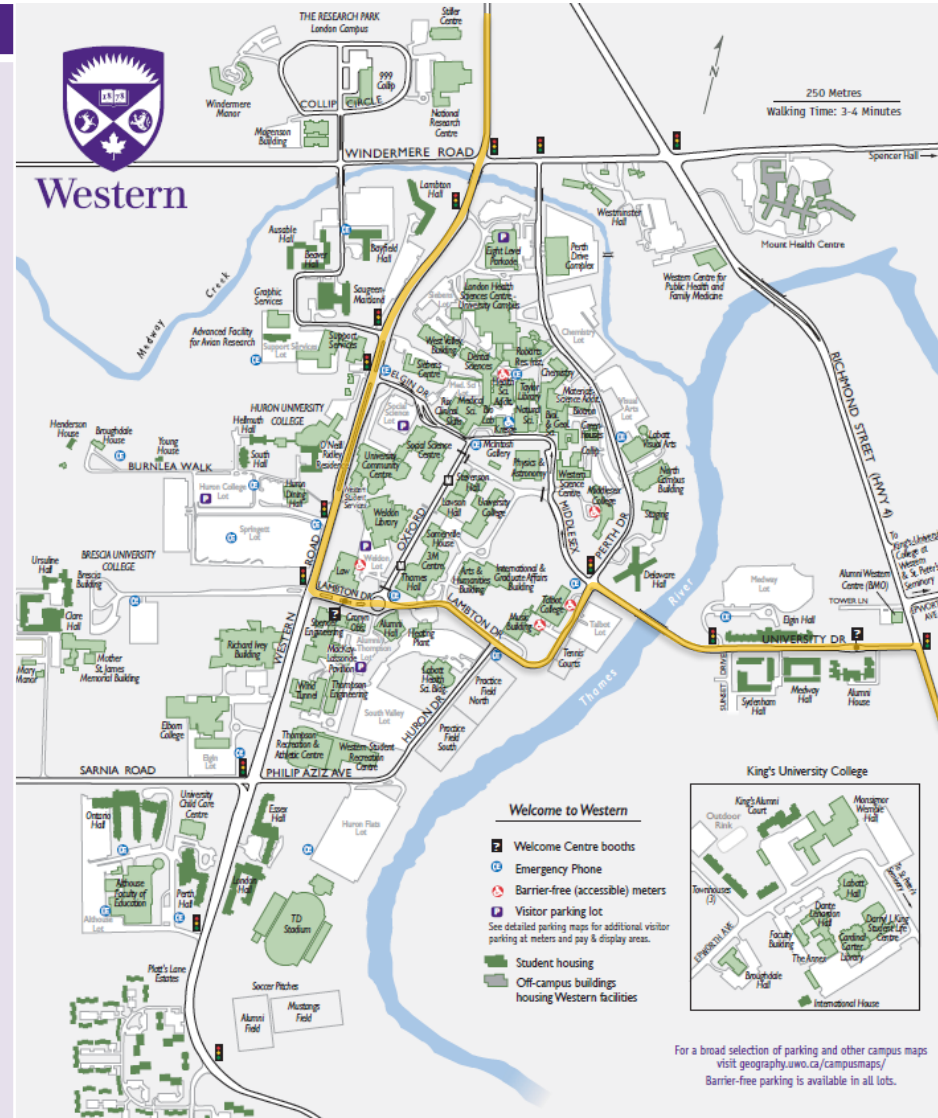
2. Lambton Drive Alternative

Potential Benefits

- Good service to major campus trip generators
- Generally removed from sensitive research activities
- Convenient stop location to service students, faculty and staff
- Maintains existing transit hub location
- Good connectivity to planned campus expansion areas
- If autos are prohibited in core campus area, provides good connectivity and service to highest density of uses.
- Has strong potential to maintain excellent access if autos are prohibited in core campus area.
- Strong potential to support/enable removal of autos from core campus and thus greatly reduce pedestrian/vehicle conflict/risk
- Corridor and Alumni Circle have strong potential as unique and high quality transit plaza space; could remove substantial impervious surface around the Circle.

Potential Impacts

- Longer segment of Western Road is impacted
- Conflicts would remain between pedestrians, bicycles and transit – particularly at Alumni Circle
- May require reconstruction/potential widening of University Drive bridge and potential widening of other campus streets (if vehicles are not prohibited).
- Stop location is further from campus core.
- Slightly longer transit travel time.



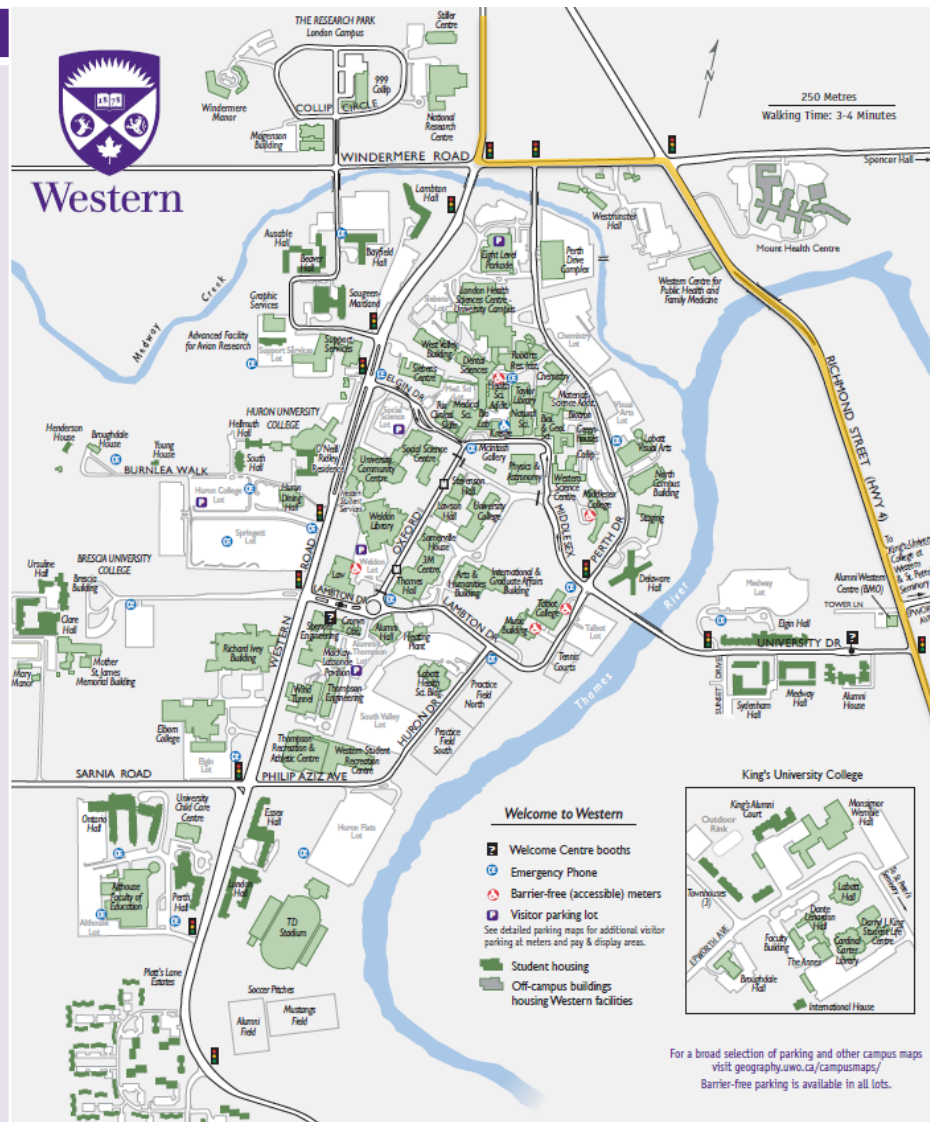
3. Richmond/ Windermere Alternative

Potential Benefits

- Little to no impact on university street or campus
- Fast travel time to the Downtown
- No change required in University Drive bridge
- Little impact on Western Road
- Generally removed from sensitive research activities
- Few additional conflicts between pedestrians and vehicles

Potential Impacts

- Stop locations are generally inconvenient for students, faculty and staff
- Does not well serve planned campus expansion areas
- Does not serve areas with highest density of uses.
- Does little to support removal of cars from core campus or replace lost connectivity if cars are prohibited from campus
- Stop locations are less obvious and intuitive.
- Lower projected transit ridership



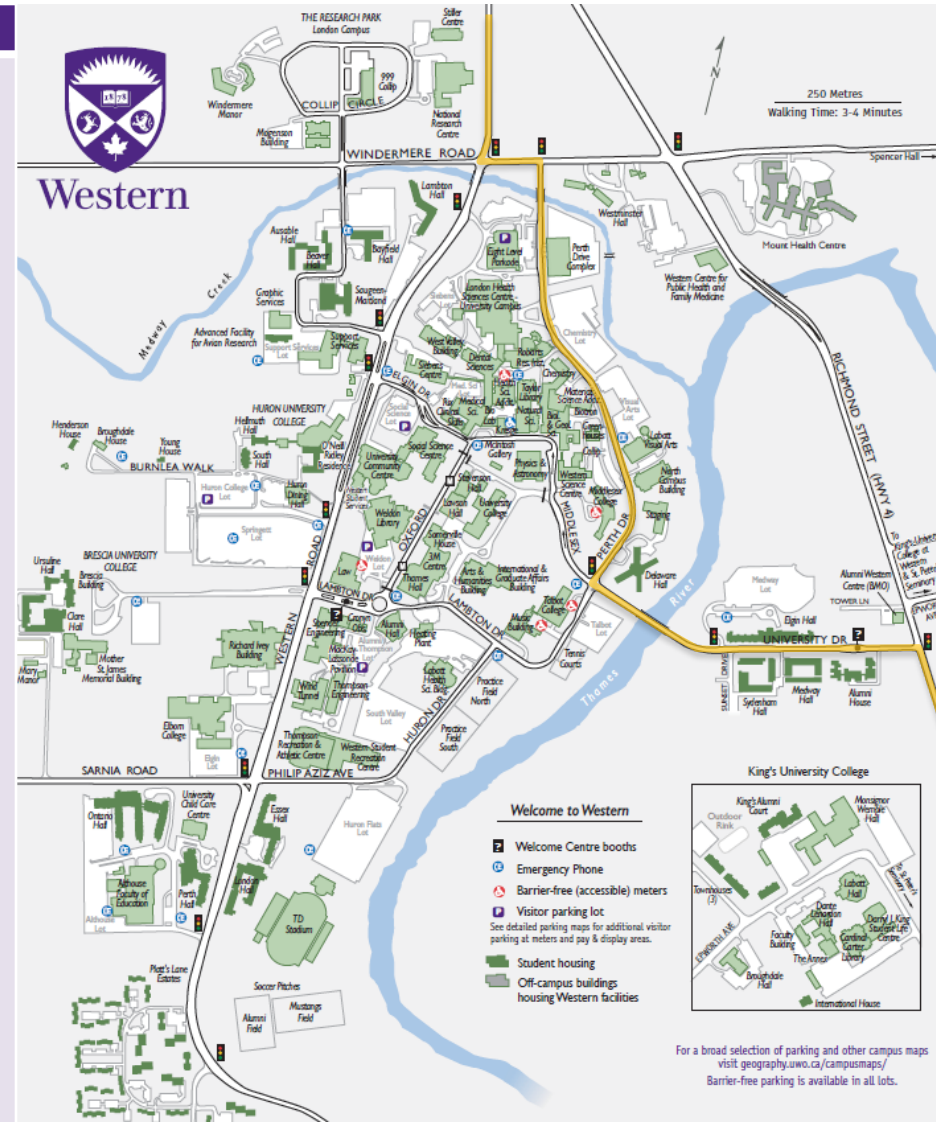
4. Perth Drive Alternative

Potential Benefits

- Limited impact on streets within the main campus
- Fast travel time to the Downtown
- Little to no impact on Western Road
- Generally removed from sensitive research activities
- Few additional conflicts between pedestrians and vehicles

Potential Impacts

- Stop locations are generally inconvenient for students, faculty and non-hospital affiliated staff
- Numerous curb cuts on corridor could make station siting difficult
- Does not well serve planned campus expansion areas
- Potential for a high level of pedestrian conflict at the intersection of University, Perth, and Middlesex Drives.
- Does little to support removal of cars from core campus or replace lost connectivity if cars are prohibited from campus. Could harm concepts to restrict auto access only to periphery streets if BRT operations constrain the street.
- Stop locations are less obvious and intuitive.



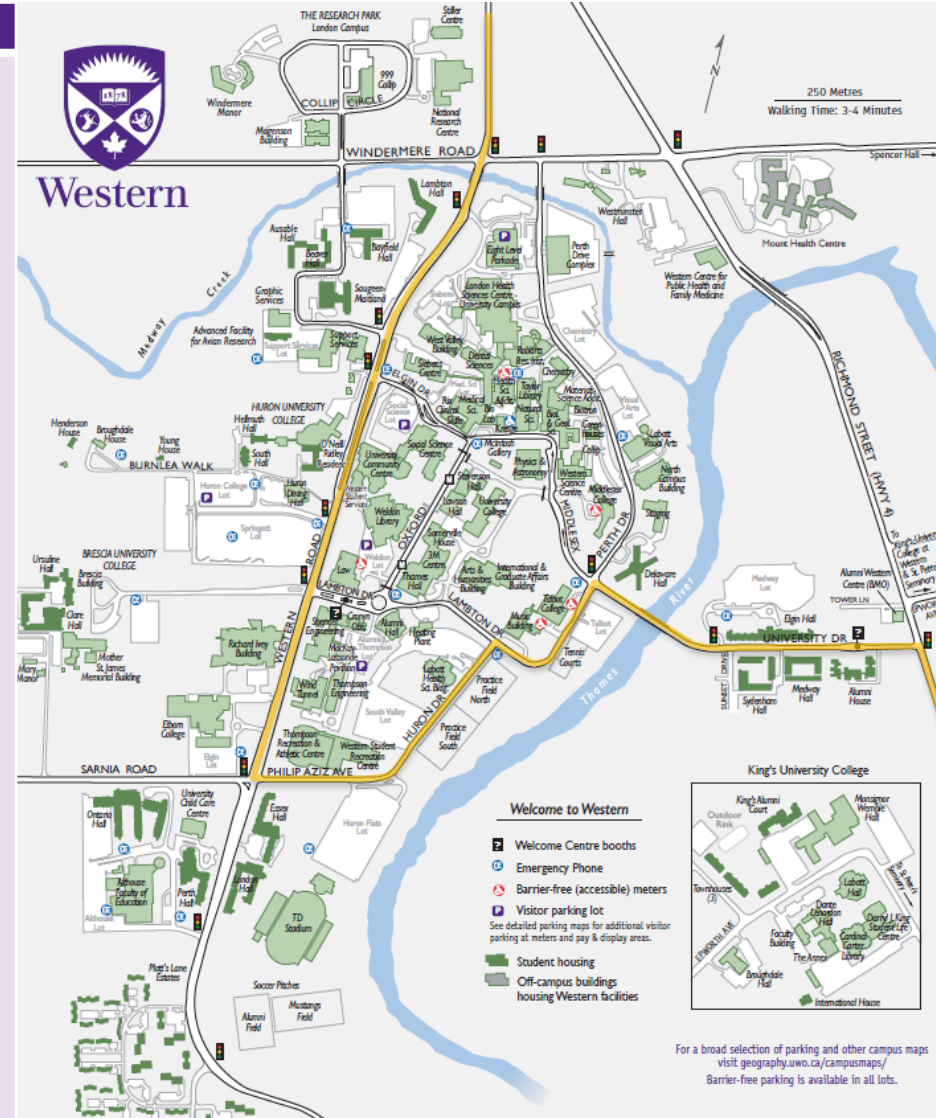
5. Philip Aziz Alternative

Potential Benefits

- Excellent connectivity to student housing
- Good connectivity to athletic facilities
- Good potential access to planned university expansion areas
- Generally removed from sensitive research activities

Potential Impacts

- Stop locations are less convenient to academic centre
- Could exacerbate pedestrian movement and safety at intersection of Philip Aziz and Western University traffic.
- Does little to support removal of cars from core campus or replace lost connectivity if cars are prohibited from campus. Could harm concepts to restrict auto access only to periphery streets if BRT operations constrain the street.
- Long travel time to the Downtown.



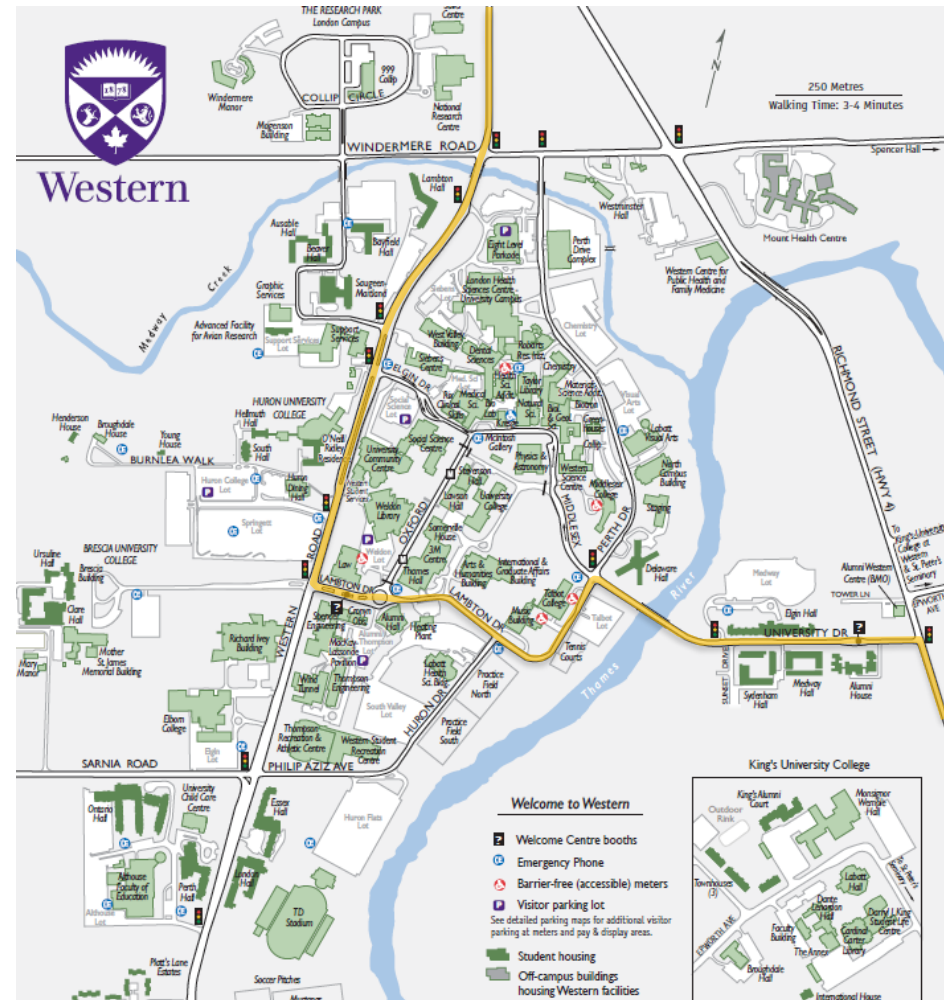
BRT Analysis: Summary Evaluation

University Objectives Metrics	Middlesex	Lambton	Richmond/ Windermere	Perth	Philip Aziz
Efficient connection to Downtown	Good	Good	Moderate	Poor	Poor
Legibility of route	Excellent	Excellent	Poor	Poor	Moderate
Impact on research and other labs	Poor	Moderate	Good	Moderate	Good
Potential for mode shift (reduced parking demand)	Good	Good	Poor	Poor	Moderate
Potential to reduce impervious surface	Moderate	Good	Poor	Poor	Poor
Impact on pedestrian safety	Poor	Moderate	Good	Good	Moderate
Access to campus destinations	Excellent	Good	Poor	Moderate	Moderate
Reduced trip generation for new development	Poor	Good	Poor	Poor	Moderate
Intra-campus connectivity potential	Good	Good	Poor	Poor	Poor
Potential visual impact	Poor	Poor	Good	Poor	Poor
Impact on Western Road	Moderate	Poor	Excellent	Excellent	Poor

BRT Analysis: Preferred Alternative

The Lambton Drive alternative:

- Provides the highest level of connectivity to existing and future trip generators
- Minimizes impacts to sensitive activities
- Supports the objectives of a largely vehicle-free core campus while retaining critical access to and through the campus.
- Provides a strong opportunity for the creation of a signature transit corridor through campus from the iconic gateway on Western Road
- Could lead to much needed improvements along the southern portion of Western Road



BRT: Western's Conditions to the City

1. **There is only one BRT route on campus** – from Richmond Street over the University Drive Bridge, on to Lambton Drive, through Alumni Circle, to Western Road, and by Windermere Road – with a two-way flow.
2. The number of BRT trips should be **limited to no more than 8 per hour** (each way).
3. There will be **no other bus traffic** in the core campus – with the possible exception of a route to service UH. However, other options must first be fully explored.
4. The City must fully support **the University's medium-to-long-range plan to eliminate vehicular traffic (except for emergency/service vehicles and accessibility requirements) in the core campus.**
5. The City must support **the University's plans to construct parking structures and buildings** in flood fringe designated areas.
6. The City must **enhance pedestrian mobility and safety infrastructure at high-traffic intersections** (both pedestrian and vehicular) on Western Road (at Sarnia Road, Brescia Lane, Elgin Drive) and Richmond Street (at University gates) – including the construction of enforced underground tunnels.
7. The City must widen and enhance **Philip Aziz Drive** – to improve safety. We should seek ownership of the road in the future.

BRT: Western's Conditions to the City

8. **BRT must run within the existing road infrastructure on campus.** That is, BRT cannot take up additional land on the core campus.
9. **BRT is responsible for all costs** associated with implementation of BRT through the campus – including BRT terminals, university drive bridge improvements, traffic lights, and signage. This includes Western Road – between Sarnia Road and Windermere Road.
10. **BRT is also responsible for all future operating costs** within the core campus – including cleaning, infrastructure repairs, and road maintenance / snow removal. This work should be co-ordinated with the University – to ensure that similar standards are achieved.
11. **BRT must use vehicles that produce low noise levels and air emissions.** When running through campus, BRT must operate at **speeds less than 35 kph.**
12. **BRT must not cost the University any resources**
13. The City and Western will enter into a campus-wide site plan and development agreement.
14. BRT will **not be convertible** at any point in the future to light rail.
15. BRT is responsible for improvements to the **public realm** along the proposed BRT route.

BRT Website

Website Link:

http://www.uwo.ca/ipb/publicaccountability/rapid_transit.html

Additional Material:

[Technical Assessment Backgrounder](#)

[Community Meeting Presentation](#)

Feedback:

Written feedback can be sent via email at transit@uwo.ca





January, 2017

Report on Trademark Licensees Doing Business with The Book Store at Western January 2017

The Book Store at Western continues to maintain full compliance of the code of conduct for all clothing vendors. In addition, no suppliers of bookstore products have been named in any investigation globally by the industry watchdogs.

The Book Store at Western works closely with the National Association of College Stores and its network of members across North America to stay aware of potential issues and concerns in the industry. This vigilance is helping advance transparency and promote positive change around the world.

Here are a few of the issues we have been paying attention to in 2016 and will continue this year:

Women's Labour Rights in Central America, specifically in Honduras and El Salvador to find solutions to critical issues facing women workers. These include the lack of quality and affordable childcare, the absence of effective and democratically-elected health and safety committees, sexual harassment and other forms of violence against women at the workplace, and the failure of employers to provide workers their lawful severance pay and other monetary benefits owing when a factory is closed.

Supporting Worker Organizing in Central America where there are a number of factory-based cases in which workers were fired for attempting to organize unions, employers refused to bargain with union representatives, or factories closed abruptly leaving workers owed severance and back-pay.

Freedom of Association in Mexico for organizations to win greater respect for the right of workers in the garment export sector to be represented by unions of their free choice and to bargain collectively for better wages and working conditions.

Bangladesh Fire and Building Safety to monitor and pressure for brand compliance with this legally binding agreement, and to investigate and assess the progress, or lack of progress, of brands and retailers that are members of a competing industry-controlled initiative, the Alliance for Bangladesh Worker Safety.

Increased Supply Chain Transparency where our clothes and sportswear products are made. The Transparency Pledge Campaign is calling on major retailers and brands world-wide to publicly disclose more information on their wholly-owned and supplier factories around the world. Increased supply chain transparency will remove the veil of secrecy that hides worker rights abuses and make it easier to hold companies accountable for the working conditions of the workers who make their products.

We remain aware of these issues and will continue to collaborate with advocacy groups and other universities to keep advancing the dialogue. In addition, the Book Store at Western has posted its commitment to environmental sustainability located at http://www.bookstore.uwo.ca/promos/WRS_EnvironmentalSustainabilityPolicy.pdf

Western University

Student Fee-Funded Units, Ancillary Units, Academic Support Units, and Associated Companies
2016-17 Budget and Projected (\$ 000)

		2016-17 Budget			2016-17 Projected			% Change		Projected April 30/17 Reserves	
		Revenues	Expenses	Rev-Exp	Revenues	Expenses	Rev-Exp	Revenues	Expenses	Operating	Capital
1	A - Student Fee-Funded Units										
2	SRS: Campus Recreation	5,823.8	5,834.6	-10.8	5,744.9	5,744.6	0.3	-1.35%	-1.54%	658.7	464.1
3	SRS: Intercollegiate Athletics	6,200.6	6,207.8	-7.2	6,302.8	6,300.8	2.0	1.65%	1.50%	4.0	
4	SRS: Thompson Recreation & Athletic Centre	1,211.0	1,211.7	-0.7	1,211.3	1,260.1	-48.8	0.02%	3.99%	251.8	-161.8
5	Financial Aid Office	1,109.7	1,109.7	0.0	1,111.7	1,108.5	3.2	0.18%	-0.11%	57.1	
6	International Student Services	452.3	452.4	-0.1	455.3	455.3	0.0	0.66%	0.64%	-0.3	
7	Indigenous Services	677.2	672.2	5.0	702.1	698.8	3.3	3.68%	3.96%	56.3	
8	Services for Students with Disabilities	457.4	457.4	0.0	458.3	457.4	0.9	0.20%	0.00%	23.4	74.2
9	Student Development Centre	2,482.9	2,482.9	0.0	2,495.4	2,503.4	-8.0	0.50%	0.83%	293.9	
10	Student Success Centre	1,603.3	1,649.7	-46.4	1,591.6	1,515.1	76.5	-0.73%	-8.16%	287.6	
11	Student Health Services	4,473.2	4,533.4	-60.2	4,185.7	4,252.7	-67.0	-6.43%	-6.19%	634.3	500.0
12	Off-Campus Housing & Housing Mediation Svcs	441.1	445.4	-4.3	451.8	455.5	-3.7	2.43%	2.27%	127.9	
13	Western Foot Patrol	190.2	189.9	0.3	183.6	182.6	1.0	-3.47%	-3.84%	26.1	37.0
14	Sub-Total	25,122.7	25,247.1	-124.4	24,894.5	24,934.8	-40.3	-0.91%	-1.24%	2,420.8	913.5
15	B - Ancillary Units										
16	Family Practice Clinic and Workplace Health Svcs	539.5	513.8	25.7	534.3	515.5	18.8	-0.96%	0.33%	159.5	
17	Housing Services	72,467.3	73,039.5	-572.2	72,396.2	71,278.0	1,118.2	-0.10%	-2.41%	49,026.3	
18	Parking Services	5,138.7	5,569.3	-430.6	4,767.3	5,296.1	-528.8	-7.23%	-4.91%	4,278.4	
19	Retail Services	33,404.5	33,402.4	2.1	33,609.1	33,607.8	1.3	0.61%	0.61%	1,450.0	
20	Sub-Total	111,550.0	112,525.0	-975.0	111,306.9	110,697.4	609.5	-0.22%	-1.62%	54,914.2	0.0
21	C - Academic Support Units										
22	Animal Care & Veterinary Services	3,971.9	4,076.9	-105.0	4,135.4	4,202.4	-67.0	4.12%	3.08%	71.8	
23	Boundary Layer Wind Tunnel	2,398.2	2,229.5	168.7	2,350.1	2,316.1	34.0	-2.01%	3.88%	534.0	300.0
24	University Machine Services	1,827.4	1,734.5	92.9	1,954.0	1,821.6	132.4	6.93%	5.02%	431.8	
25	Fraunhofer Project Centre	1,739.0	1,449.5	289.5	1,399.9	1,158.5	241.4	-19.50%	-20.08%	-756.8	61.8
26	Surface Science Western	1,846.4	1,802.9	43.5	1,863.2	1,845.2	18.0	0.91%	2.35%	286.4	424.6
27	Continuing Studies at Western	2,728.4	2,805.6	-77.2	2,396.6	2,620.1	-223.5	-12.16%	-6.61%	204.1	
28	Sub-Total	14,511.3	14,098.9	412.4	14,099.2	13,963.9	135.3	-2.84%	-0.96%	771.3	786.4
29	D - Associated Companies										
30	Western Research Parks (incl. Windermere Manor & AMP)	7,910.2	7,861.9	48.3	7,659.6	7,844.4	-184.8	-3.17%	-0.22%	-13,908.3	
31	Richard Ivey School of Business Foundation	26,435.0	25,134.0	1,301.0	27,004.0	25,066.0	1,938.0	2.15%	-0.27%	11,599.7	
32	Richard Ivey School of Business - Asia	3,930.0	4,646.0	-716.0	3,881.0	3,929.0	-48.0	-1.25%	-15.43%	-6,193.5	
33	Sub-Total	38,275.2	37,641.9	633.3	38,544.6	36,839.4	1,705.2	0.70%	-2.13%	-8,502.1	0.0
34	Grand Total	189,459.2	189,512.9	-53.7	188,845.2	186,435.5	2,409.7	-0.32%	-1.62%	49,604.2	1,699.9

QUARTERLY RATIO REPORT ON NON ENDOWED FUNDS

FOR INFORMATION

The attached report shows the non-endowed fund quarterly activity from 1996/97 to the end of the second quarter of 2016/17 (October 31). The balance in the Undistributed Investment Returns Account at October 31 2016 was \$247.0 million. At October 31, 2016 the 12-quarter moving average of non-endowed investments to the obligations of the portfolio was 1.75 (column 10), well above the target ratio of 1.08.

- ❑ Net returns / (losses) (column 1) amounted to \$9.9 million for the quarter.
- ❑ Allocations to accounts (column 2), represents income distributed to the non-endowed funds. The non-endowed rate is based on the 30-day Treasury bill rate less administrative and management fees of 0.42%. The rate is adjusted quarterly and is applicable to non-endowed fund balances with the exception of Robarts. The non-endowed rate for the period October 1 – December 31 is 0.06 %. In the case of Robarts, in accordance with the operating agreement, the long term portion of their fund balance will earn the rate of return generated by the Operating & Endowment portfolio.
- ❑ The allocation to the operating budget (column 3) for fiscal 2017 is zero as approved by the Board.
- ❑ The non-endowed investments increased \$8.1 million (column 6) during the quarter.
- ❑ The total market value of the non-endowed fund's portion of the externally managed portfolio at October 31, 2016 amounted to \$565.8 million (column 7).
- ❑ The obligations of the portfolio amounted to \$318.8 at October 31, 2016 (column 8).
- ❑ The ratio of investments to obligations stood at 1.77 (column 9) at October 31, 2016.

The University of Western Ontario Non-Endowed Funds: Quarterly Values										
Quarter	Allocations To			Change in amount			Value at the end of Quarter			Ratio of Investments to obligations Average for 12 Quarters (10)
	Net Returns (1)	To Accounts (2)	Operating Budget (3)	Other (4)	Owed (5)	Net Change (6)	Total Investments (7)	Total Obligations (8)	Ratio of Investments to obligations (9)	
1996/1997	4.0	(0.4)	(1.7)	(2.8)	(4.6)	(5.4)	103.4	85.1	1.22	1.16
1997/1998	5.2	(0.4)	(2.1)	(2.5)	4.0	4.2	97.7	74.5	1.32	1.24
1998/1999	1.2	(0.5)	(1.5)	(0.1)	(4.3)	(5.2)	97.2	82.7	1.18	1.24
1999/2000	2.4	(0.6)	(1.5)	(0.3)	4.0	4.0	88.0	74.3	1.18	1.23
2000/2001	0.9	(0.8)	(2.1)	(0.2)	5.9	3.7	113.7	101.0	1.13	1.16
2001/2002	0.8	(0.7)	(1.5)	0.0	5.9	4.6	127.0	125.5	1.01	1.10
2002/2003	(2.6)	(0.3)	(0.3)	0.0	0.4	(2.7)	120.6	132.3	0.91	1.02
2003/2004	6.3	(0.5)	0.0	0.0	1.3	7.1	140.7	135.5	1.04	0.99
2004/2005	2.9	(0.4)	0.0	0.0	3.6	6.2	157.7	141.1	1.12	1.03
2005/2006	7.0	(0.7)	0.0	0.0	2.9	9.3	199.4	160.4	1.24	1.13
2006/2007	7.6	(1.2)	(1.3)	0.0	6.2	11.4	236.9	179.1	1.32	1.22
2007/2008	0.4	(1.0)	(1.6)	(0.3)	2.7	0.2	258.7	197.7	1.31	1.29
2008/2009	(12.2)	0.3	0.0	(0.2)	(2.5)	(14.6)	213.3	197.7	1.08	1.24
2009/2010	10.5	(0.7)	0.0	(0.6)	(3.6)	5.7	219.1	181.2	1.21	1.20
2010/2011	6.9	(0.5)	0.0	(0.4)	(1.0)	5.1	234.5	174.5	1.34	1.22
2011/2012										
	1	(6.2)	0.0	0.0	6.1	(0.1)	242.3	177.7	1.36	1.23
	2	(5.1)	0.0	0.0	0.0	(5.1)	237.2	177.7	1.33	1.25
	3	9.0	(0.2)	0.0	33.4	42.2	279.4	211.1	1.32	1.28
	4	6.9	(0.4)	0.0	(1.4)	0.1	284.6	211.2	1.35	1.30
2012/2013										
	1	(1.6)	(0.1)	0.0	0.0	13.0	295.9	224.2	1.32	1.32
	2	11.6	(0.3)	0.0	0.0	(9.2)	298.0	215.0	1.39	1.33
	3	18.6	(0.2)	0.0	0.0	14.5	330.9	229.5	1.44	1.35
	4	14.2	(2.4)	0.0	(3.7)	(3.5)	335.5	226.0	1.48	1.36
2013/2014										
	1	10.6	(0.2)	0.0	0.0	7.9	353.8	233.9	1.51	1.39
	2	19.2	(0.2)	0.0	0.0	1.6	374.4	235.5	1.59	1.41
	3	17.7	(0.3)	0.0	0.0	(4.3)	387.5	231.2	1.68	1.43
	4	14.1	(3.4)	0.0	(6.4)	29.9	421.7	261.1	1.62	1.45
2014/2015										
	1	13.2	(0.2)	0.0	0.0	1.9	436.6	263.0	1.66	1.47
	2	6.8	(0.2)	0.0	0.0	(3.7)	439.5	259.3	1.69	1.50
	3	22.8	(0.3)	0.0	0.0	(14.5)	447.5	244.8	1.83	1.55
	4	14.0	(2.8)	0.0	(3.5)	5.2	460.4	250.0	1.84	1.59
2015/2016										
	1	12.7	(0.1)	0.0	0.0	14.6	487.6	264.6	1.84	1.63
	2	(9.6)	(0.1)	0.0	0.0	2.2	480.1	266.8	1.80	1.67
	3	(6.8)	0.0	0.0	0.0	(1.9)	471.4	264.9	1.78	1.69
	4	6.6	0.0	0.0	(1.9)	40.8	516.9	305.7	1.69	1.71
2016/2017										
July 31, 2016 Q1	25.9	0.0	0.0	0.0	14.9	40.8	557.7	320.6	1.74	1.73
October 31, 2016 Q2	9.9	0.0	0.0	0.0	(1.8)	8.1	565.8	318.8	1.77	1.75

General notes:

[A] For 1995/96 through to 2008/09 the figures are the average for the four quarters.

Columns (1) to (6) refer to changes during the quarter, column (7) to (10) refer to the end of each quarter.

All figures are millions of dollars, except columns (9) and (10). Column (9) is the ratio of column (7) to column (8).

Column (10) is the average of the ratios in column (9) over 12 quarters (i.e. over 3 year period).

Notes:

- (1) Net investment returns, including changes in unrealized capital gains, net of consulting and investment management fees. This total includes returns on internally managed funds and other sundry investment earnings less overdraft interest and interest paid to employee benefit accounts.
- (2) Allocations from the fund to all accounts and associated companies, except the Operating budget and Other allocations (column 4)
- (3) Allocations to the Operating budget.
- (4) In April 2014 a special allocation of \$10.0 was made to capital. The amount was netted by a cost recovery of 3.6 million associated with year end adjustments related to the debenture and the new residence financing.
The April 2015 amount is related to a year end mark-to-market value adjusted on the RB SWAP interest agreement
The April 2016 amount is related to a year end mark-to-market value adjusted on the RB SWAP interest agreement as well as the cost to carry related to unused debenture proceeds.
- (5) The change in the amount owed to other funds for the quarter is the net cash flows into the accounts less any transfers to Western's bank account.
- (6) Quarterly net change, is the sum of columns (1) to (5) and is the change in the value of the fund in column (7), which is the change in the market value of investments during the quarter.
- (7) Total non-endowed externally managed funds. Endowed funds are not included.
- (8) Total of the non-endowed externally managed funds that are owed to University accounts and other creditors.
- (9) The ratio of column (7) to column (8).
- (10) The average of this ratio over the previous 12 quarters. The Board target for this ratio is an average of 1.08.

Report of the Investment Committee

FOR INFORMATION

This report outlines the performance of the Operating and Endowment portfolio and the recent activities of the Investment Committee.

Performance

The performance of the portfolio for the past four years was as follows:

<u>Asset Class</u>	<u>Annual Sept. 30 2016</u>	<u>Annual Sept. 30 2015</u>	<u>Annual Sept. 30 2014</u>	<u>Annual Sept. 30 2013</u>	<u>Annualized for Four years Ending Sept.30 2016</u>
Equities:					
Canadian	13.62%	-0.84%	21.88%	16.42%	12.45%
US	12.83	9.68	24.23	25.79	17.92
Non North American	4.53	4.63	13.70	29.60	12.67
Private	12.94	32.35	25.90	13.89	21.00
Fixed Income	5.97	5.41	6.16	-0.74	4.16
Real Estate	5.76	7.73	8.72	10.23	8.10
Absolute Return Strategies	8.85	9.30	7.98	8.51	8.66
Infrastructure	16.85	13.08	13.13	-	-
 <i>Total Fund Return</i>	 <u>9.57%</u>	 <u>6.21%</u>	 <u>16.00%</u>	 <u>15.41%</u>	 <u>11.72%</u>
 <i>Policy Return</i>	 <u>9.37%</u>	 <u>2.81%</u>	 <u>13.96%</u>	 <u>13.11%</u>	 <u>9.72%</u>

Returns in relation to the real rate of return objective

One of the Investment Committee's objectives is to earn a 4% real rate of return over the long term (i.e., to earn 4% over the rate of inflation, as measured by the Consumer Price Index). Inflation has averaged 1.4% per year for the four year period and 1.7% per year for the ten year period.

For the four years ending September 30, 2016, the annualized real rate of return was 10.4%. For ten years ending September 30, 2016, the annualized real rate of return for the portfolio was 5.1%.

Value added by Active Management

Another of the Investment Committee's objectives is to earn the return produced by the asset mix policy based on the returns of the market indices plus a premium to reflect the additional fees related to active management.

Over the four years ending September 30, 2016, the actual annualized return for the portfolio was 11.7% and the return generated by the market indices for the portfolio was 9.7% (the policy return). Over the ten years ending September 30, 2016, the actual annualized return for the portfolio was 6.7% and the return generated by the market indices for the portfolio was 5.9%. The objective was met for both of these periods.

Please refer to the attached pages for additional information related to total fund value added and the real returns for periods ending September 30, 2016.

The table below provides the classifications and market value of the assets held at September 30, 2016:

	Market	Target Asset Mix			Actual Asset
	Value	Minimum	Target	Maximum	Mix
Equities					
Canadian	234,744,675	15.0%	20.0%	25.0%	20.1%
US	240,267,768	15.0%	20.0%	25.0%	20.7%
EAFE	231,898,623	15.0%	20.0%	25.0%	19.9%
Private	52,932,859	0.0%	5.0%	10.0%	4.6%
Total Equities	759,843,925	60.0%	65.0%	70.0%	65.3%
Fixed Income					
Core Fixed Income	138,434,825	5.0%	10.0%	30.0%	11.9%
Commercial Mortgages	52,877,835	0.0%	5.0%	10.0%	4.5%
Total Fixed Income	191,312,660	10.0%	15.0%	35.0%	16.4%
Real Assets					
Real Estate	47,072,322	0.0%	5.0%	10.0%	4.1%
Infrastructure	117,623,701	5.0%	10.0%	15.0%	10.1%
Total Real Assets	164,696,023	5%	15%	20%	14.2%
Diversifiers					
Cash	19,079,986	0.0%	0.0%	10.0%	1.6%
Absolute Return Strategies, Market Neutral Strategies	28,173,007	0.0%	5.0%	10.0%	2.5%
Total Diversifiers	47,252,993	0%	5%	15%	4.1%
Grand Total	1,163,105,601				100.0%

The following chart summarizes the total investments held at September 30, 2016:

Investment Portfolio	Value Invested
Short term	369.6
<i>Operating:</i>	
<i>Obligations</i>	321.4
<i>Surplus</i>	245.2
Total Operating	566.6
Endowed	596.5
Total Operating & Endowed Portfolio	1,163.1
Total Investments	1,532.7

Update on Investment Committee Activities

- The Committee:
 - Approved the rebalancing of the portfolio to remove some of the overweight to fixed income and equities. Rebalancing was completed in January.
 - Agreed to extend its agreement with Hastings Funds Management until December 31, 2018 regarding an AUD 5.0 million commitment to Hastings' infrastructure fund. The previous agreement was set to end on December 31, 2016.
 - Initiated discussion regarding the need to review our payout policy (policy 2.11) to ensure that it is sustainable given the changes in the capital markets.
 - Continued its research and education on the topic of smart beta.
 - Drafted a Personal Investment Policy for Western employees involved with the management of the Operating & Endowment Fund.
 - Implemented a Dynamic Strategic Hedging mandate with State Street Global Advisors.

UWO Operating - Combined

Total Fund Value Added – September 30, 2016

Good value added from active management in all annualized time periods!

	1 Year Annualized	2 Years Annualized	3 Years Annualized	4 Years Annualized	5 Years Annualized	6 Years Annualized	7 Years Annualized	8 Years Annualized	9 Years Annualized	10 Years Annualized
UWO Annualized Return (1)	9.6	7.9	10.5	11.7	11.9	9.7	9.4	8.6	6.3	6.7
Policy Return (2)	9.4	6.0	8.6	9.7	10.3	8.4	8.3	7.7	5.4	5.9
Value Added	0.2	1.8	1.9	2.0	1.7	1.3	1.1	0.9	0.9	0.9

	Yr Ending 9/30/2016	Yr Ending 9/30/2015	Yr Ending 9/30/2014	Yr Ending 9/30/2013	Yr Ending 9/30/2012	Yr Ending 9/30/2011	Yr Ending 9/30/2010	Yr Ending 9/30/2009	Yr Ending 9/30/2008	Yr Ending 9/30/2007
UWO Annual Return (1)	9.6	6.2	16.0	15.4	12.8	-0.6	7.6	2.8	-10.5	11.0
Policy Return (2)	9.4	2.8	14.0	13.1	12.5	-0.5	7.8	3.2	-11.0	9.8
Value Added	0.2	3.4	2.0	2.3	0.3	-0.2	-0.2	-0.4	0.5	1.1

Policy Mix as of September 30

S&P/TSX Composite	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%
S&P 500	5%	5%	5%	5%	5%	5%	5%	5%	5%	15%
S&P 500 Hedged Currency	11%	11%	11%	11%	11%	11%	11%	11%	10%	5%
S&P 400 Hedged Currency	4%	4%	4%	4%	4%	4%	4%	4%	5%	5%
MSCI EAFE	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
MSCI EAFE Hedged Currency	10%	10%	10%	10%	10%	10%	10%	10%	10%	5%
Total Equity	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%
FTSE TMX Bond Universe (3)	18%	18%	20%	25%	25%	30%	40%	40%	40%	40%
MSCI All Country World (ACWI)	5%	5%	5%	5%	5%	5%	0%	0%	0%	0%
90-Day LIBOR	3%	3%	10%	5%	5%	5%	0%	0%	0%	0%
Infrastructure (CPI + 5)	10%	10%	0%	0%	0%	0%	0%	0%	0%	0%
Real Estate (4)	5%	5%	5%	5%	5%	0%	0%	0%	0%	0%

Notes:

(1) All returns are before deducting investment managers' fees.

(2) The UWO Policy Return is the return that would have been earned (before investment managers' fees) by investing the portfolio in index funds in proportion to the target or policy asset mix.

(3) Currently allocation is 10% FTSE TMX Bond Universe, 5% using a combination of (60% FTSE TMX ST / 40% FTSE TMX MT), and 2.5% FTSE TMX ST Bond Index. Includes hedge fund and private equity prior to July 2010

(4) Current 5% allocation consists of 2.5% REALpac / IPD Canada - All Property Index and 2.5% REALpac / IPD Canada - All Industrials Index

UWO Operating - Combined

Total Fund Real Returns – September 30, 2016

A Real Return of 10.4% over the last 4 years and well above the 4% Real Objective in all time periods

	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	20 Years
UWO Annualized Returns	9.6	7.9	10.5	11.7	11.9	9.7	9.4	8.6	6.3	6.7	7.6
CPI (Inflation)	1.3	1.2	1.5	1.4	1.3	1.6	1.7	1.3	1.6	1.7	1.9
Real Return	8.2	6.7	9.1	10.4	10.6	8.1	7.8	7.2	4.7	5.1	5.7
	Yr Ending 9/30/2016	Yr Ending 9/30/2015	Yr Ending 9/30/2014	Yr Ending 9/30/2013	Yr Ending 9/30/2012	Yr Ending 9/30/2011	Yr Ending 9/30/2010	Yr Ending 9/30/2009	Yr Ending 9/30/2008	Yr Ending 9/30/2007	
UWO Annual Returns	9.6	6.2	16.0	15.4	12.8	-0.6	7.6	2.8	-10.5	11.0	
CPI (Inflation)	1.3	1.0	2.0	1.1	1.2	3.2	1.9	-0.9	3.4	2.5	
Real Return	8.2	5.2	14.0	14.3	11.6	-3.8	5.7	3.7	-13.9	8.5	

New Scholarships and Awards

FOR INFORMATION

At its meeting on January 17, 2017, the Property and Finance Committee approved on behalf of the Board of the Governors the following terms of reference for new scholarships, awards, bursaries and prizes.

Stuart R. Dunsworth Scholarship in Sexuality Studies (Arts and Humanities and Social Science)
Awarded annually to a full-time undergraduate student enrolled in Year 3 or 4 of the Sexuality Studies module in the department of Women's Studies and Feminist Research, who has achieved the highest overall average in the previous academic year. The student must have taken Women's Studies 2273. The recipient will be selected each fall by the Office of the Registrar. This scholarship was established anonymously with a generous gift in honour of a dear friend, Stuart R. Dunsworth.

Value: 1 at \$1,500

Effective Date: 2016-2017 to 2020-2021 academic years inclusive

This scholarship honours the memory of Stuart Richard Dunsworth, whose warmth, wit, lively intellectual curiosity, and passion enriched his chosen family and community.

Canada 150 Scholarship (Any Undergraduate Program)

In recognition of the 150th anniversary of Confederation, this scholarship will be awarded to indigenous students who are registered in at least 2.0 courses at the constituent university and have financial need, with a preference given for sole-support parents. The recipients will be selected by Indigenous Services. \$30,000 will be awarded in 2017: \$15,000 in January and \$15,000 in September.

Value: 5 at \$3,000

Effective Date: 2016-17 to 2017-18 academic years inclusive

The Sumac Travel Award in Geography (Geography)

Awarded annually to full-time Master or Doctoral students in the Department of Geography. Awards will be based on academic achievement and will enable students to travel to and attend and present papers or posters at scholarly conferences and institutes to advance their knowledge and capabilities in this field of study. The recipients(s) will be selected by the Chair of the Department of Geography from recommendations made by the Graduate Affairs Committee of the Department of Geography, with at least one member of the selection committee holding membership in the School of Graduate and Postdoctoral Studies. This award was made possible by a generous gift from an anonymous donor.

Value: 1 at \$1,800

Effective Date: May 2017

Dr. Marta Kelly Meds Class of '76 Award (Medicine)

Awarded annually to a full-time undergraduate student in any year of the Doctor of Medicine (MD) program, with academic achievement and demonstrated financial need. Online financial assistance applications are available through Student Center and must be submitted by September 30th. The Progression & Awards Committee at the Schulich School of Medicine & Dentistry will select the recipient once the Office of the Registrar has determined financial need. This award was established by Mr. Doug Taylor, in memory of his wife, Dr. Marta Kelly (MD '76).

Value: 1 at \$2,000

Effective Date: 2017-2018 academic year

Dr. Marta Kelly specialized in Internal Medicine, Rheumatology and Interpersonal Therapy. She practiced as a physician psychotherapist for many years until her retirement in 2007. She had a great love for Western and remembered her time as a medical student fondly. Dr. Kelly died in 2015 at the age of 64.

Chinese Canadian National Council - LC Music Prize (Music)

Awarded annually to six students registered in Music 3952Y in the Don Wright Faculty of Music who are judged by attendees to be most deserving based on outstanding preparation, organization, presentation and public performance at the annual London Chinese National Council (London Chapter) Dragon Gala.

Value: 6 at \$500

Effective Date: 2016-2017 to 2017-2018 academic years inclusive

Clarke-Osborne Family Entrance Scholarship (Law)

Awarded annually to a full-time undergraduate student entering Year 1 in the Faculty of Law, based on academic achievement and demonstrated leadership ability. Preference will be given to an Indigenous student (First Nations, Metis, Inuit, Status, Non-Status and Self Identifying). The Scholarship/Awards Committee in the Faculty of Law will select the recipient. This scholarship is made possible by a generous gift from Cindy Clarke (BA'93, LLB'97) National Group Head, Specialized Litigation at Borden Ladner Gervais LLP and Chris Osborne (BSc '93, MSc '94), in loving memory of Cindy's father, The Honourable Justice Richard N. Clarke (BA'62, LLB'67).

Value: 1 at \$1,750

Effective Date: 2017-2018 to 2021-2022 academic years inclusive

Francis Marie Clark Award in Law (Law)

Awarded annually to an undergraduate student completing the final year in the Faculty of Law, who has shown exemplary leadership, team work, and file work. The Community Legal Services Review Counsel, in the Faculty of Law, will recommend the recipient of the award to the Dean of Law who will make the final selection. This award will be presented at a ceremony in June. This award was established by Mr. Tracy Bock (LLB'05) in memory of his mother, Francis Marie Clark.

Value: 1 at \$1,500

Effective Date: 2016-2017 to 2025-2026 academic years inclusive

Art Froese Football Award (Any Undergraduate or Graduate program - Athletic Award [Football])

Awarded annually to a full-time undergraduate or graduate student in any year of any degree program at Western including the Affiliated University Colleges who is making a contribution as a member of the Men's Football Team. Candidates must be in compliance with current OUA and CIS regulations. As per OUA and CIS regulations, an entering student athlete must have a minimum admission average of 80% and a non-entering student must have an in-course average of 70%. The Western Athletic Financial Awards Committee will select the recipient basing its decision on its evaluation of academic performance/potential (20%) and the written recommendation from the Head Coach assessing athletic performance/potential and team/campus leadership (weighted as 60% and 20% respectively). This award was established by Mr. Arthur Froese (BA Honors Geography '67).

Value: 1 at \$1,500

Effective Date: 2016-2017 to 2020-2021 academic years inclusive

Rispah Adala Women's MBA '05 Award (Ivey Business School)

Awarded annually to a full-time female student entering the Master of Business Administration program at the Ivey Business School, based on academic achievement and demonstrated community leadership. Preference will be given to an international student. Candidates may apply for this award at the time of applying for admission to the MBA Program at Ivey. Final selection of the recipient will be made by the MBA Scholarship Review Committee with at least one member of the selection committee holding membership in the School of Graduate and Postdoctoral Studies. Recipients will be notified at the time of acceptance into the program. This award was established with a generous gift from the Adala family and the MBA Class of 2005.

Value: 1 at \$1,000

Effective Date: May 2017

The County of Lambton Admission Scholarship (Any Undergraduate Program)

Awarded to the top first-year student entering in the fall from Lambton County. In the event of a tie, the award will be split between the students who meet the criteria.

Value: 1 at \$1,000

Effective Date: 2017-2018 academic year only

Albert Oosterhoff Award in Property (Law)

Awarded annually to a full-time student completing first year in the Faculty of Law who has attained the highest standing in Property Law. The scholarship committee in the Faculty of Law will select the recipient each May. This award was established by a generous gift from Mr. Henry Ka-Shi Ho (JD Law '77) in honour of Albert Oosterhoff, Professor Emeritus in the Faculty of Law.

Value: 1 at \$1,500

Effective Date: 2016-2017 to 2020-2021 academic years inclusive

John and Catherine Kelly Master of Public Administration International Scholarship (Social Science)

Awarded to a full-time international student from Kosovo who is enrolled in the Master of Public Administration program, School of Graduate and Postdoctoral Studies, Faculty of Social Science, based on academic achievement. The scholarship is intended for a promising young professional who is working in public administration in Kosovo at the national or sub-national area or for a recent university graduate who intends to work in public administration in Kosovo. A committee within the Master of Public Administration Program will select the recipient. At least one representative of the committee must hold membership within the School of Graduate and Postdoctoral Studies. This scholarship was established through the generosity of Dr. John Kelly (MA '70, BA '68) and his wife Catherine Kelly (Althouse College of Education '69, BA '68).

Value: 1 at \$25,000

Effective Date: May 2017 only

Dr. John Kelly received his PhD in Sociology from York University in 1978. Dr. Kelly served with the United Nations' Economic Commission for Europe from 1981 to 2003. After retiring, he worked as a consultant in Kosovo from 2008 to 2012 assisting the National Statistical Office of Kosovo to plan and carry out its 2011 population and housing census. Dr. Kelly and his wife Catherine are passionate about supporting students from Kosovo as they are aware of how difficult it is for students from this war-torn country to access scholarships to European Universities, that are restricted to citizens of EU countries, since Kosovo is not an EU Member State.

Alumni to Player Funding Award (Any Undergraduate or Graduate program - Athletic Award [Rugby])

Awarded annually to a full-time undergraduate or graduate student in any year of any degree program at Western including the Affiliated University Colleges who is making a contribution as a member of the Men's Rugby Team. Candidates must be in compliance with current OUA and CIS regulations. As per OUA and CIS regulations, an entering student athlete must have a minimum admission average of 80% and a non-entering student must have an in-course average of 70%. The Western Athletic Financial Awards Committee will select the recipient basing its decision on its evaluation of academic performance/potential (20%) and the written recommendation from the Head Coach assessing athletic performance/potential and team/campus leadership (weighted as 60% and 20% respectively). This award was established by Men's Rugby Team alumni to support current players.

Value: The number of awards will vary and each will be valued at a minimum of \$1,000 to a maximum of \$4,500 based on funds available.

Effective Date: 2017-2018 academic year

Dr. G.H. Stevenson Memorial Award in Psychiatry (Medicine)

Awarded to an undergraduate student in the Doctor of Medicine (MD) program at the end of the Year 3 Clinical Clerkship, who during the Psychiatry rotation best exemplifies the Physician roles identified by the Doctor of Medicine (MD) program curriculum objectives. The recipient will be selected by a committee from the Department of Psychiatry with the approval of the progression & Awards Committee of the Schulich School of Medicine & Dentistry. This award was made possible by memorial gifts in honour of Dr. George Herbert Stevenson.

Value: 1 at \$1,800

Effective Date: 2016-2017 academic year only

Dr. Stevenson served in a Canadian army hospital during the First World War and graduated from the University of Toronto Medical Faculty in 1918. He served as the Superintendent of the Ontario Hospital for 18 years and was Head of The University of Western Ontario Department of Psychiatry. He was the first Canadian to be elected President of the American Psychiatric Association. Dr. Stevenson was an internationally known figure in the mental health field, and served as the Director of the American Board of Psychiatry and Neurology for many years. He died in 1976 at the age of 82.

W.R. Poole, QC Criminal Law Moot Award (Law)

Awarded annually to a full-time undergraduate student enrolled in any year of the Faculty of Law, who has displayed outstanding advocacy skills in an external criminal law moot competition. The award recipient shall be selected by the Scholarship and Awards Committee in the Faculty of Law, in consultation with the faculty advisor(s) for the external moot. This award is made possible by a generous gift from Nancy Geddes Poole (BA '55, Honorary Doctor of Laws '90), in loving memory of her husband, W.R. Poole, QC, and by classmates and friends of the Law Class of '69. A gift from the Alumni Western Past President's Award Fund is also included.

Value: 1 at \$2,000

Effective Date: 2017-2018 academic year

During his illustrious career, which spanned over 60 years, William Poole lectured to students on the subject of Criminal Law at Western's Faculty of Law. He also provided legal representation in some of the most notorious criminal trials of the day. Mr. Poole was considered one of the finest criminal lawyers ever produced in Canada. His abilities and his reputation for ethical behaviour resulted in his appointment to the Law Reform Commission of Canada by Premier John Robarts, where he served from 1964 to 1985. Mr. Poole exhibited a love for the foibles of human character, and was able to provide outstanding representation for the less fortunate and marginalized of society. He always exhibited a generous spirit and good sense of humour. Mr. Poole practiced law into his nineties and died in 2014 at the age of 96.

London and District Distress Centre Award (Social Science)

Awarded annually to an undergraduate student in Year 3 or 4 of any program in the Faculty of Social Science, who has achieved a minimum 70% average, and has been an active volunteer in the London community. Students must submit a one-page statement outlining their volunteer activities to the Dean's Office in the Faculty of Social Science by September 30th. The Scholarship and Awards Committee in the Faculty of Social Science will select the recipient. This award was established by a generous gift from the London and District Distress Centre (LDDC).

Value: 1 at \$1,000

Effective Date: 2017-2018 academic year

For 48 years, the London and District Distress Centre provided caring and compassionate support to individuals experiencing distress and crisis. The LDDC closed its doors in 2016 due to changes in community health funding. The LDDC's legacy gift will ensure that students receive this award for giving of their time and talents to improve the lives of those in the London community.

Devlin and Tevlin HBA Award (Ivey Business School)

Awarded annually to a full-time student entering the Honors Business Administration program at the Ivey Business School, based on academic achievement, community leadership and demonstrated financial need. Online financial need assistance applications are available through Student Center and must be submitted by September 30. The Office of the Registrar will determine financial need eligibility and the HBA Scholarship Committee will make the final selection of the recipient. This award was established with a generous gift from Daniel Devlin, HBA '81 and Michael Tevlin, HBA '81.

Value: 1 at \$5,000

Effective Date: 2017-2018 academic year

REPORT OF THE GOVERNANCE & BY-LAWS COMMITTEE

Contents	Consent Agenda
Regulations Governing Senate and Board Student Elections	Yes
Governance Updates	No

FOR INFORMATION

1. **Regulations Governing Senate and Board Student Elections**

The Board approved the revisions to Special Resolution No. 9 – Election Procedures, at its November meeting and delegated to the Governance and By-Laws Committee authority to establish campaign procedures and appeal processes for elections for student members of the Board. The regulations, attached as **Annex 1**, were approved at the January 18 Governance & By-Laws Committee meeting.

The regulations draw significantly from the rules established by the USC for their elections, which have applied to our candidates in past years. Under the USC processes, if a candidate breaches regulations, the USC assigned a penalty, up to and including disqualification. For Board and Senate candidates, a disqualification could be appealed to the University Secretary who is the CRO for Board and Senate elections. The proposed stand-alone regulations attempt to mirror this process: decisions with respect to a finding of a breach of the regulations and assignment of a penalty will be made by the University Secretary. In the event that the penalty is disqualification, the candidate will have a right of appeal to a sub-group of the Governance & By-Laws Committee (Chair, Vice-Chair, student member).

2. **Governance Updates**

The Chair of the Committee will provide an update on implementation of the various recommendations of the Governance Review Task Force.

Regulations governing Senate and Board student elections

A. All-Candidates meeting

1. Prior to the start of the campaign period, candidates must attend, or send a proxy to, an All-Candidates meeting that will be held by the University Secretariat. Candidates will be informed of the date and location of the meeting at the time of nomination and the date and location will also be posted on the Secretariat's website: www.uwo.ca/univsec . Failure to attend or send a proxy to the meeting will result in automatic disqualification.

B. Campaign rules

1. Candidates shall campaign in accordance with the rules of fair play. Breaking the rules of fair play includes, but is not limited to, libel, slander, general sabotage of the campaigns of other candidates, misrepresentation of facts, and malicious or intentional breach of the applicable regulations.
2. Candidates are responsible for their campaigns and for any and all actions undertaken by individuals or groups assisting with their campaigns.
3. The start and end dates of the campaign period are as outlined in the election schedules posted on the University Secretariat's website. During the voting period only electronic campaigning activities are permitted.
4. All campaign activities and materials are subject to official university regulations and policies (including Codes of Conduct), as well as municipal, provincial and federal laws.
5. With respect to posters, signs, chalking, distribution of campaign materials, and canvassing, candidates are required to abide by the following:
 - (a) The Board of Governor's policy on Signage:
http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp150.pdf
 - (b) Building regulations established by the Division of Facilities Management or heads of divisions occupying buildings;
 - (c) At the Affiliated University Colleges, any regulations established by the Colleges;
 - (d) Within residences, any regulations established by the Division of Housing and Ancillary Services.

It is the responsibility of candidates to familiarize themselves and their volunteers as to the various regulations in place across campus.

6. Physical campaign materials shall not be distributed to individuals without their consent.
7. Campaign materials shall not be left on vacant surfaces throughout the university (i.e. candidates may not leave campaign materials on desks in libraries, or tables in eateries etc.)
8. Campaign materials may not be distributed to any individual, residence, or apartment complex or place of business without consent expressed in writing from the building manager, business owner etc.
9. Campaign materials must be removed and disposed of within 48 hours following the close of balloting.

10. The content of campaign materials is restricted as follows:

- (a) Campaign material must not contain copyrighted material or images without the consent of the copyright holder.
- (b) Campaign materials must not depict images of alcohol or drug use.
- (c) Campaign material must not be in contravention of the Code of Student Conduct or the Policy on Harassment/Non-Discrimination.

C. Campaign expenses

- 1. Candidates for Senate or Board seats will receive a maximum of \$100.00 (one hundred dollars) reimbursement towards their campaign expenses upon submission of original receipts. Students running for both Senate and Board seats are eligible for a maximum \$200.00 (two hundred dollars) reimbursement. Eligible expenses include printing costs, supplies (paper, pen, markers, paint etc.) to create posters, flyers or poster boards.
- 2. Campaign expenses in the form of original receipts, along with a reimbursement form, must be submitted to the University Secretariat's office no later than 14 calendar days following the close of voting. The form is available from the University Secretariat.

Irregularities and Violations

- 1. The University Secretary is the Chief Returning Officer (CRO) for Senate and Board elections.
- 2. If during the course of the election, it appears to any candidate or member of the student body that an irregularity has occurred, it must be reported to the CRO in writing as soon as possible, but no later than seven calendar days following the close of voting.
- 3. The CRO will investigate and consider any complaints that arise regarding the electoral process. All complaints will be dealt with in a timely manner.
- 4. The decision of the CRO in dealing with a complaint is final, unless the CRO determines that a candidate is disqualified as a result of the complaint.
- 5. In the event of a decision to disqualify a candidate, the candidate has a right of appeal to an ad hoc committee established as follows:
 - (a) For Senate elections, the ad hoc committee will consist of the Chair and Vice-Chair of the Senate Operations Agenda Committee and a student Senator.
 - (b) For Board elections, the ad hoc committee will consist of the Chair and Vice-Chair of the Board's Governance and By-laws Committee and a student Board member.
- 6. An appeal of the CRO's decision to disqualify must be submitted to the University Secretary within 48 hours of the decision being communicated to the candidate
- 7. The decision of the ad hoc committee hearing the appeal shall be final.

REPORT OF THE SENIOR POLICY & OPERATIONS COMMITTEE

Contents	Consent
MAPP 1.52 - Policy on Sexual Violence	No

FOR INFORMATION

1. Policy on Sexual Violence

At its meeting of November 24, 2016, the Board delegated to the Senior Policy & Operations Committee authority to approve revisions to MAPP 1.52 – Policy on Sexual Violence that would make it fully compliant with new regulations brought in by the provincial government by the government's deadline of January 1, 2017. The revised policy can be found here:

http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp152.pdf

At the time of the delegation, it was noted that discussions were ongoing with campus groups about additional amendments. The University Legal Counsel, Stephen Jarrett, will provide an oral update on those negotiations with a view to bringing further changes forward for approval at the Board's meeting on May 4, 2017.

REPORT OF THE AUDIT COMMITTEE

Contents	Consent Agenda
Office of the University Ombudsperson Annual Report 2015-16	Yes

FOR INFORMATION

1. **Office of the University Ombudsperson Annual Report 2015-16**

See [Annex 1](#).

Office of the Ombudsperson

Annual Review
2015/16



**Preparing students to
prevent,
manage, and resolve
difficult
situations.**

A Snapshot of the 2015/16 year

From August 1, 2015 to July 31, 2016, 540 students and 70 non-students visited the Office of the Ombudsperson with 640 issues (575 student, 70 non-student). Although the absolute number of visitors is down slightly from previous years, the percentage of the student population visiting the Office has remained around the same at 1.6%. This is in keeping with the percentage of students visiting Ombuds offices at other institutions across Canada.

Most cited amongst undergraduate students were general academic concerns (38% or 190 occurrences). This does not include academic appeals, which accounted for sixty or 12% of visits by undergraduate students. Within the graduate student community, academic concerns such as progression and supervision were the primary concern raised at 82% (64 of 78 cases).

A year of changing provincial regulation ...

In January 2016 Ombudsman Ontario expanded its mandate to include universities. Associate Ombudsperson Anita Pouliot and I were among representatives from Western who attended a session in Toronto where provincial ombuds staff outlined how they would work with universities. Following that meeting, Western's Secretariat developed a process for addressing inquiries from Ombuds Ontario, and I participated in a presentation at the Summer Academic Leaders Conference outlining that process. Between January 1 and November 1, 2016, the Ontario Ombudsman has been contacted about 218 issues involving universities (Ombudsman Ontario, 2016). Only four of those are concerns raised by Western students, and in all but one case the students were referred to the Western process to resolve the situation. In one case Ombuds Ontario contacted our office regarding the situation. Anita and I continue to reach out to ensure students know there is an impartial place on campus to have their concerns heard without escalating their concern to the provincial ombudsman.

... and some Western policy changes too

Western's administration continues to review and update policies. The Office of the Ombudsperson welcomes opportunities to comment on new or updated regulations. During the 2015/16 year, I made submissions to the Indigenous Strategic initiatives and Code of Conduct Review Committees. Full text of these submissions can be seen on the Ombuds web site at <http://uwo.ca/ombuds/reports/index.html> I was also involved in a retreat on the state of the Academic Accommodation policy and practices at Western.

At its April 2016 meeting, Western's Senate passed an amendment to the Policy on Evaluation of Academic Performance. Instructors are now required to

"provide an assessment of work accounting for at least 15% of the final grade at least one week prior to the deadline for withdrawal from a course without academic penalty, For 3000- or 4000-level courses in which such a graded assessment is impracticable, the instructor(s) must obtain an exemption from this policy from the Dean and this exemption must be noted on the corresponding course syllabus" (Western, p. 115).

This is a valuable addition to Western policy. It assists students, especially undergrads, in gauging their progress in a course and understanding of the material. To assist graduate students who sometimes go months without receiving feedback on proposal and dissertation drafts, the School of Graduate and Post Doctoral Studies (SGPS) is developing guidelines for graduate supervisors. This is a positive step forward. A colleague pointed out to me that Western highlights outstanding researchers and teachers, but not supervisors. Outstanding supervision needs to be awarded and regulations need to be put in place so that weak and hurtful supervisors are provided with the tools to improve.

The year ahead

Only nine percent of visits to the Ombuds Office in 2015/16 involved conflict so significant that intervention was required. In all other cases, it was sufficient to communicate policy information or have a brief discussion regarding ways of addressing the situation – perhaps encouraging students to put themselves in the other person's shoes or to help them make a list of discussion points to address with the other individual(s). In the coming year I will be working with other offices on campus to create ways of addressing lower level conflict. This may involve peer-to-peer conflict advising and conflict management workshops.

Jennifer Meister
Ombudsperson, Western University

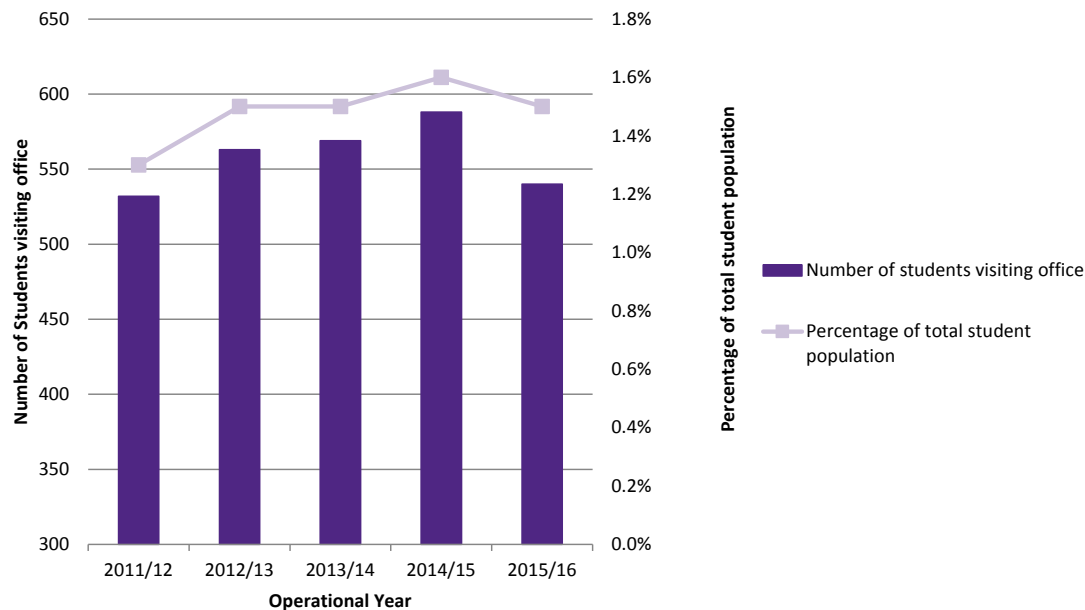
Ombudsman Ontario (November 1, 2016). Broader public sector: Recent cases. *The Watchdog*,

Retrieved from <http://us2.campaign-archive1.com/?u=644a19cfd678bd6e6d2c513f8&id=3cb7a05372&e=9f2a0ff5df>

Western (April 8, 2016) *Senate Agenda* Retrieved from http://www.uwo.ca/univsec/pdf/senate/minutes/2016/a16apr8sen_all.pdf

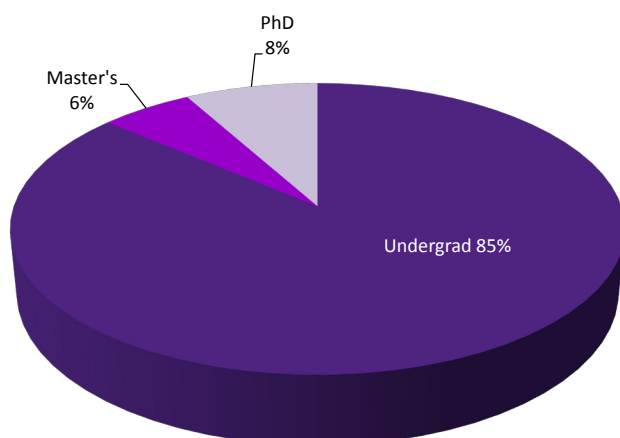
Visitor Overview

Visitors over time



As stated on the previous page, the Office of the Ombudsperson addressed 575 issues between August 1, 2015 to July 31, 2016. We saw 540 students or 1.6% of the total student base (graduate, undergraduate, main campus, Brescia, Huron, and King's University Colleges). *(Please note that the scale showing number of students visiting office starts at 300.)*

Degree level of student visitors



Of the 540 students visiting the Office in 2015-16, 489 (85%) were undergraduate, 32 (6%) were Master's and 46 (8%) were PhD. Students from professional programs such as Medicine and Law are included in the undergraduate calculation.

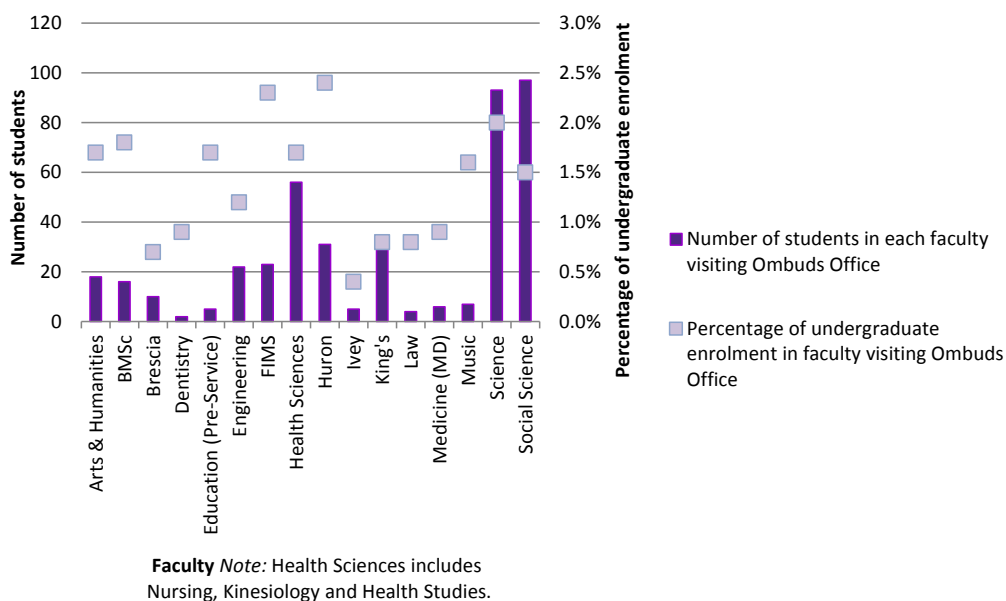
Academic Data

Undergraduate Students

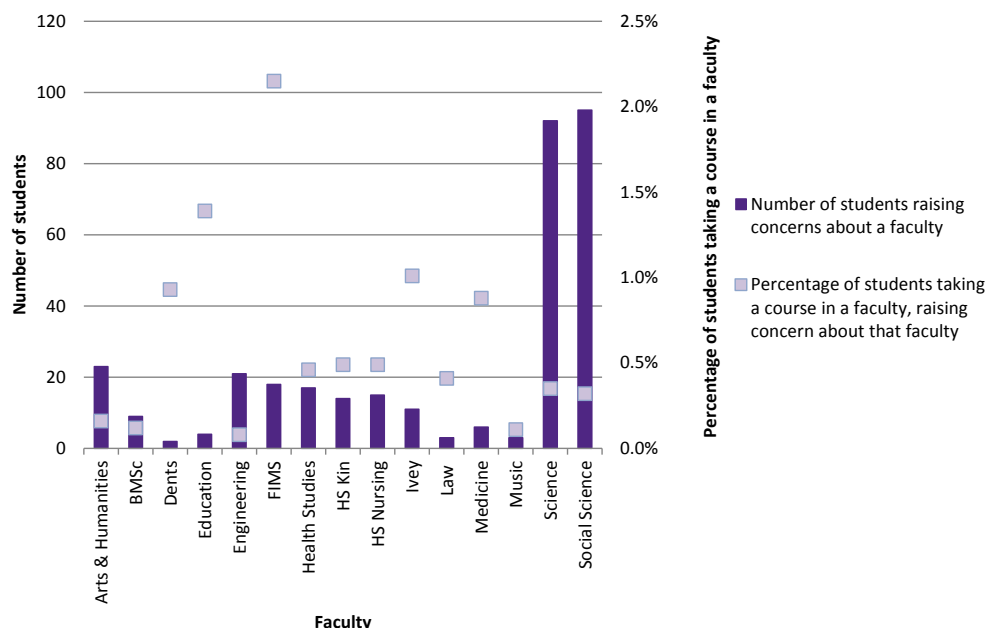
The number of undergraduate students visiting the Office of the Ombudsperson is illustrated below in two ways. The first is the number of students from each faculty that we provided service to in the 2015/16 year. For example, a student in Social Science may visit us about a concern in Residence. The second is the number of students who raised concerns about a specific faculty. For example, a Science student may raise a concern about a course they are taking in Arts and Humanities.

Note that Brescia (8), Huron (25) and King's (20) are not included in the latter graph because the number of students taking their courses is not commonly available. Also, there were two concerns raised regarding Continuing Studies courses.

Undergraduate student visits per faculty of enrollment



Undergraduate concerns per course faculty



Undergraduate concerns - academic and financial

The following chart illustrates the academic concerns that were raised by undergraduate students who visited the Office of the Ombudsperson.

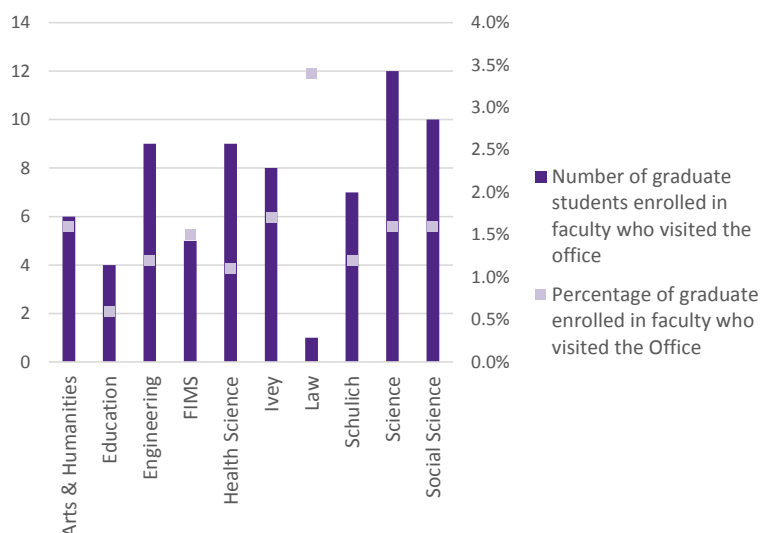
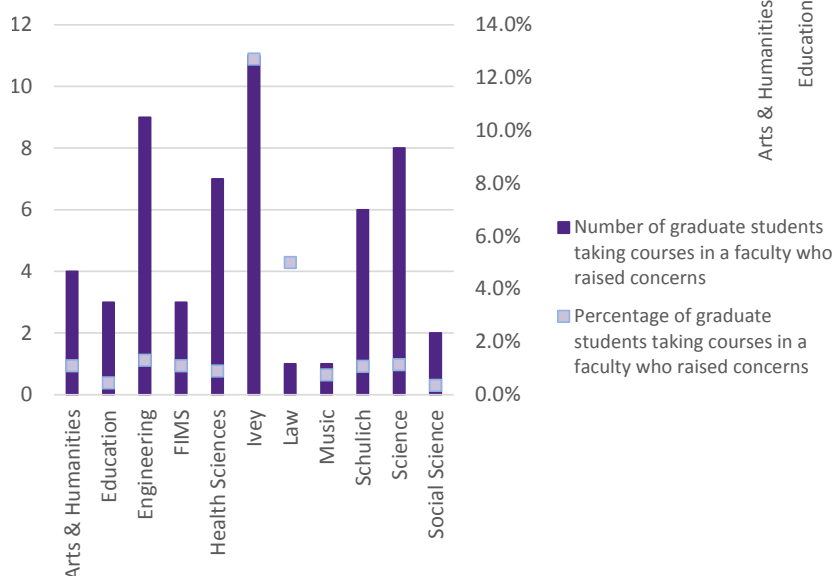
Category of Concern	Occurrences	As a % of total undergraduate occurrences (489)
General academic related (other than appeals)	190	38%
Administrative procedures (other than ac appeals)	134	27%
Academic appeals	60	12%
Financial	16	3%

Academic Data Graduate Students

A total of 78 graduate students (Master's and PhD) visited the Office of the Ombudsperson in 2015/16 regarding 92 concerns. As in past years, supervision and progress (often related to supervision) were the most cited concerns. A team from the School of Graduate and Post Doctoral Studies (SGPS) is working on supervision guidelines which will hopefully clarify expectations and reduce some of the conflicts that occur.

Graduate student visits per faculty of enrollment and per course faculty

Although graduate students are all enrolled in the School of Graduate and Post Doctoral Studies, we record their disciplinary faculty when they visit the Office of the Ombudsperson. The graph at the right shows the number and percentage of PhD and Master's students visiting the Office from various disciplinary faculties.



The graph to the left represents the number and percentage of Master's and PhD students taking courses in a faculty, raising concerns about that faculty.

Notes: i) Only faculties where students raised concerns are listed. ii) Health Sciences refers to all Health Science graduate programs. iii) Three King's students raised concerns and four students did not disclose the program they were discussing.

Graduate concerns - academic and financial

The following chart illustrates the academic and financial concerns that were raised by graduate students who visited the Office of the Ombudsperson.

Category of Concern	Occurrences	As a % of total graduate student occurrences (78)
Academic	64	82.0%
Admissions	4	5.1%
Financial	8	10.2%

Undergraduate and Graduate Non-Academic Concerns

The Office of the Ombudsperson also guides students through non-academic concerns, including Code of Conduct violations, residence and residence conduct issues, and library and parking experiences.

Concern	Occurrences	As a % of total occurrences (575)
Conduct	7	1.2%
Interpersonal concerns (including referrals to Equity and Human Rights Services)	14	2.4%
Housing (including on and off campus)	26	4.5%
Non-University related concerns (including OSAP)	3	0.5%
Student Associations	8	1.4%
All other (includes concerns with libraries and parking for example)	7	1.2%

Outreach

Anita and I enjoy getting out of the office and talking about how we can guide students through their troubles at the University. Not only do we continue to have opportunities to meet students, but our opportunities for communicating with staff, faculty and administrators have increased. During the 2015/16 year we participated in the following events:

Booth participation

New Faculty Orientation
Residence Staff Orientation
SGPS Orientation
Student Success Concrete Beach Orientation Week event
SOGS Amazing Race event
Mental Health Awareness day (with Clara Hughes as speaker)

Outreach continued on next page

Non-Student Data

One of the greatest services we provide is consultation with faculty members and university administrators on specific student issues. Often administrators will contact us with regard to requirements to withdraw or granting of Dean's Waivers. In these situations, they have made a decision but want to ensure it's fair to the student. We also hear from parents who have a question about a policy. Of course, we don't speak to parents about a specific situation without their student's permission.

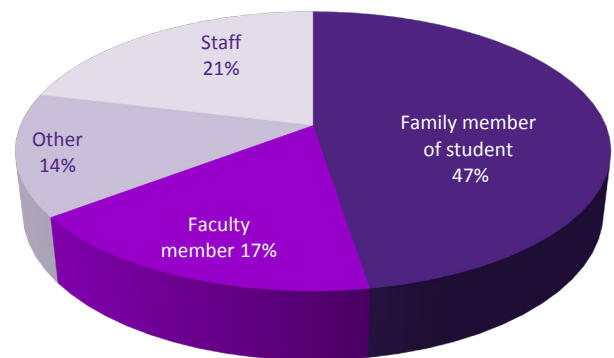
In the 2015/16 year, we heard from 12 faculty members, 15 staff members, and 33 family members. We also heard from ten people who we categorized as "other". These individuals include members of the community concerned with a service on campus and lawyers and other representatives of students.

The following charts break up the categories of individuals who contact us and the concerns they contacted us about.

Non-student concerns

Concern	Occurrences	As a % of total non-student occurrences (70)
Academic (Graduate and Undergraduate)	23	33%
Conduct (scholastic and non-scholastic)	8	11%
Equity (Including concerns referred to Equity and Human Rights Services)	7	10%
Registration (inc. admission, readmission, requirement to withdraw, add/drop dates, etc)	5	7%
Financial	3	4%
Housing (on- and off-campus)	3	4%
Other UWO	21	30%

Category of individual



Outreach continued

Presentations

Guest speaker, Brescia Conflict Management class
Summer Academic Leaders Conference presentation on Ombudsman Ontario jurisdiction

Other activities

Regular meetings with SGPS
Accommodation retreat
Appeals info and recommendations for Western 1010
Input to BASICS planning for new chairs

Courses/conferences

Association of Canadian Colleges and University Ombudspople (ACCUO) mid-year meeting, Toronto, ON
Various webinars on issues of interest to the Ombuds community, including sexual violence legislation, accommodation, Ombuds Ontario jurisdiction,

Office of the Ombudsperson
Room 3135 Western Student Services Building
Western University
London, ON
N6A 3K7
Ph: 519-661-3573
Email: ombuds@uwo.ca
Web: uwo.ca/ombuds



A service jointly supported by Western University
and the University Students' Council

REPORT OF THE FUND RAISING AND DONOR RELATIONS COMMITTEE

Contents	Consent Agenda
Fund Raising Activity Quarterly Report to October 31, 2016	Yes

FOR INFORMATION

1. **Fund Raising Activity Quarterly Report to October 31, 2016**

The Fund Raising Initiatives Quarterly Report to October 31, 2016 is provided in [Annex 1](#).



Fund Raising Initiatives Quarterly Report
as at October 31, 2016
(with comparative figures from the fiscal year 2014/15 to 2015/16)

PLEDGE DATA

	May 1, 2016 to October 31, 2016 (000's)			Fiscal Year 2016 (000's)		Fiscal Year 2015 (000's)	
	Target	Actual	Actual as a % of Target	Year to Date May to Oct	Year End May to April	Year to Date May to Oct	Year End May to April
Pledges outstanding May 1,	105,717	105,717	N/A	161,936	161,936	111,191	111,191
New Gifts & Pledges (Gross)	55,000	9,533	17.33%	15,837	49,020	22,864	110,976
Pledges cancelled/amended on new/prior pledges	(2,581)	(746)	28.90%	(248)	(2,598)	(830)	(3,905)
Net New Pledges/Gifts	52,419	8,787	16.76%	15,588	46,422	22,034	107,072
Contributions received in payment of pledges/gifts: ²							
Western University	62,272	20,837	33.46%	12,353	102,170	16,193	55,936
Richard Ivey School of Business (Asia) Limited	740	0	0.00%	0	471	14	391
Total contributions received	63,012	20,837	33.07%	12,353	102,641	16,207	56,327
Net Pledges Outstanding	95,124	93,667	98.47%	165,172	105,717	117,019	161,936

COST PER DOLLAR RAISED

	May 1, 2016 to October 31, 2016 (000's)			May 1, 2015 to April 30, 2016 (000's)			May 1, 2014 to April 30, 2015 (000's)		
	Net Pledges/Gifts	Expenses	Cost per Dollar Raised	Net Pledges/Gifts	Expenses	Cost per Dollar Raised	Net Pledges/Gifts	Expenses	Cost per Dollar Raised
Advancement Fund Raising Units									
Alumni Relations & Development ³	7,548	3,700	NA	36,463	8,382	\$0.23	103,870	5,522	\$0.05
Richard Ivey School of Business	1,984	592	NA	11,558	1,408	\$0.12	7,011	1,202	\$0.17
Total Expenses/Cost Per Dollar Raised	9,533	4,292	NA	48,021	9,790	\$0.20	110,881	6,724	\$0.06
3-Year Average Cost Per Dollar Raised ⁴	NA	NA	NA	76,171	7,741	\$0.10	250,102	20,142	\$0.08

¹ Includes total activity of:

Western University
The University of Western Ontario Inc.
The University of Western Ontario (UK) Foundation
The University of Western Ontario (HK) Foundation
Richard Ivey School of Business (Asia) Limited

² Represents all contributions including cash, gift in kind and gift in purchase discounts entered in the Contributor Relations System within reporting period and may differ from the general ledger reporting period.

³ FY15 expenses do not include FDDP, CPA and Advancement Operations salary and benefits.

⁴ 3 Year Rolling Average - reflects the major gift factor and the post campaign period.

ITEMS REFERRED BY SENATE

Contents	Consent Agenda
Articulation Agreement between Western University, Brescia University College, King's University College and Lambton College regarding the Transfer of Credit for Students in the Liberal Studies Program	Yes
School of Graduate and Postdoctoral Studies: Introduction of the new Master of Data Analytics (MDA) Program	Yes
Report on Recruitment and Retention	No
Announcements	Yes
Report of the Academic Colleague	Yes

FOR APPROVAL

1. Articulation Agreement Between Western University, Brescia University College, King's University College, And Lambton College regarding the Transfer of Credit for Students in the Liberal Studies Program

Recommended: That effective September 1, 2016, Senate approve and recommend to the Board for approval the Articulation Agreement between Western University, Brescia University College, King's University College, and Lambton College regarding the transfer of credit for students in the Liberal Studies Program, as shown in [Annex 1](#), as recommended by Senate.

Background:

For the past several years, Western, Brescia and King's have awarded transfer credit to graduates of the Liberal Studies Diploma Program at Lambton College. This agreement formalizes this practice and supports the initiatives of the province to develop formal articulation agreements recognized by the Ontario Council for Articulations and Transfer (ONCAT).

The Registrar's Office at each institution in consultation with the appropriate authorities in the respective programs will be responsible for the administrative processes associated with this Articulation Agreement.

This agreement's effective start date is September 1, 2016 and it shall continue in force unless terminated by either party.

2. School of Graduate and Postdoctoral Studies: Introduction of the new Master of Data Analytics (MDA) Program

Recommended: That, pending Quality Council approval, the new Master of Data Analytics (MDA) program be introduced effective January 1, 2017, as set out in [Annex 2](#), as recommended by Senate.

Background:

The Master of Data Analytics (MDA) program is a professional master's program with a hub-and-spoke design, consisting of a set of core (i.e., "hub") courses that focus on fundamental data analytics and professional skills, and specialty field (i.e., "spoke") courses that are specific to a particular application domain. The MDA program is a three term, 12-month, interdisciplinary, course-based Master's program designed to produce intermediate-level data science professionals who are ready to pursue a career in an analytics position in industry.

The objective of this program is to provide students from a range of backgrounds, including those who may have limited training in statistics and computer science, with the skills they need to be proficient in data analytics, and to allow them to gain practical experience applying those skills in an organizational setting. The core courses are designed to ensure that all students develop fundamental data analytic skills in statistics, computer science, and professional conduct, while the specialty field courses together with an Experiential Learning Opportunity (ELO) provide the practical experience necessary for graduates of the program to transition into data analytics careers in the public and private sectors.

An external review of the new proposed program took place on October 13-14, 2016. The final assessment report is attached as [Annex 2](#).

FOR INFORMATION

3 **Report on Recruitment and Retention**

See [Annex 3](#).

4. **Announcements**

See [Annex 4](#).

5. **Report of the Academic Colleague**

See [Annex 5](#).

ARTICULATION AGREEMENT

THIS AGREEMENT made BETWEEN:

THE UNIVERSITY OF WESTERN ONTARIO
(hereinafter called "Western")

and

BRESCIA UNIVERSITY COLLEGE
(hereinafter called "Brescia")

and

KING'S UNIVERSITY COLLEGE
(hereinafter called "King's")

and

LAMBTON COLLEGE
(hereinafter called "Lambton")

WHEREAS Western, Brescia, King's and Lambton wish to increase student mobility between Lambton and Western, Brescia and King's; and the parties recognize that credit transfer is a key means to encourage such mobility;

AND WHEREAS the parties wish to facilitate the admission of qualified graduates of the Lambton two-year Liberal Studies diploma program to Western, Brescia and King's by entering into an articulation agreement recognized by the Ontario Council for Articulation and Transfer (ONCAT), and wish to set out clearly defined processes for the movement of the graduates between Lambton and Western, Brescia and King's;

NOW THEREFORE in consideration of the mutual covenants herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follow:

ADMISSION

1. Western, Brescia and King's agree to consider for admission into their Faculties of Arts & Humanities and Social Science graduates of the Lambton Liberal Studies two-year diploma program who meet the following requirements:

- A competitive overall admission average as determined by Western, Brescia and King's
- No individual grade less than "C" or 60% within the diploma;

2. Admissions decisions are within the sole discretion of Western, Brescia and King's; and are not appealable. Applicants who meet the requirements set out above are not guaranteed admission under this Agreement. The decision as to the number of students who will be accepted may vary from year to year. Final determination of the validity of all admissions rests with the Registrar at Western in accordance with the provisions of the affiliation agreement between Western and Brescia and King's.

TRANSFER CREDIT

3. Western shall grant transfer credit to successful applicants for Lambton Liberal Studies courses in accordance with **Appendix 1**.
4. The course names and numbers set out in **Appendix 1** may be revised from time to time with the agreement in writing of the parties. Failure to provide timely notification to Western of changes to Lambton's course names or numbers may result in denial of admission and transfer credit to qualified applicants.
5. The parties acknowledge that the granting of transfer credit is based on an assessment of the Liberal Studies two-year diploma program curriculum and the courses as of the date of this Agreement. It is the responsibility of the College to notify Western of any subsequent changes or anticipated changes to the curriculum or content of the courses and provide sufficient information to enable Western to decide whether transfer credit will continue to be granted for these courses.

GENERAL

6. The parties agree to provide Lambton students with information about the transfer credit and encourage qualified students to apply.
7. The parties shall each designate a Program representative to assist with the operation of this Agreement. The Program representatives and other relevant staff at each institution shall meet at least once every two years to review their processes and determine if changes are needed to meet the objectives of the parties.

TERM

8. (a) This Agreement is effective September 1st, 2016 and shall continue in force unless terminated by a party as set out herein.
 - (b) Any party may terminate this Agreement upon three months' written notice of termination to the other parties. No applicants will be considered for admission after the date of such notice.
 - (c) Notwithstanding paragraph (b), if Western, Brescia or King's decides to terminate this Agreement due to changes to Lambton's Liberal Studies Program curriculum or course content, this Agreement shall terminate on a date that is the earlier of three months after written notice of termination is given to Lambton and the date that the changes were made by the Lambton.
 - (d) Students accepted for admission under this Agreement prior to issuance of a notice of termination shall be permitted to complete their studies under the terms of this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement under the hands of their duly authorized officers.

LAMBTON COLLEGE

*

Yvonne Clarke
Dean, School of Business & Creative Design,
Liberal Studies & English

Date

THE UNIVERSITY OF WESTERN ONTARIO

*

Dr. John Doerksen
Vice-Provost (Academic Programs)

Date

BRESCIA UNIVERSITY COLLEGE

*

Dr. Susan Mumm
Principal

Date

KING'S UNIVERSITY COLLEGE

*

Dr. David Sylvester
Principal

Date

*I have authority to bind the institution.

APPENDIX 1
Articulation Agreement between
The University of Western Ontario and Lambton College,
Effective September 1, 2016

Liberal Studies, 2-year Diploma

To be eligible for this transfer credit a competitive overall admission average as determined by Western, Brescia and King's with no individual grade less than "C" or 60% is required.

Western Course Equivalencies			Lambton Required Courses		
Course Code	Course Title	Credit Weight	Course Code	Course Title	Credit Weight
ANTHROP 1020 TRN	Anthropology Elective	1.0	ANT 1003	Introduction to Physical Anthropology	3.0
			ANT 2003	Introduction to Cultural Anthropology	3.0
WRITING 1020TRN	Writing Elective	0.5	ENG 1113	Communications I	3.0
WRITING 2101F/G	Expository Writing	0.5	ENG 2113	Communications II	3.0
COMPSCI 1020 TRN	Computer Science Elective	0.5	ITS 1003	Information Technology Skills	3.0
POLISCI 2230E	Canadian Government and Politics	1.0	POL 1003	Canadian Politics & Government I	3.0
			POL 2003	Canadian Politics & Government II	3.0
PSYCHOL 1000	Introductory Psychology	1.0	PSY 1003	Psychology I	3.0
			PSY 2003	Psychology II	3.0
SOCIOL 1020	Introduction to Sociology	1.0	SOC 1003	Sociology I	3.0
			SOC 2003	Sociology II	3.0
	TOTAL	5.5			

Further transfer credit for elective courses will be assessed on a course-by-course basis.

Master of Data Analytics (MDA)

*(Edited from the Proposal Brief submitted to the School of Graduate and Postdoctoral Studies.
The full Brief is available upon request.)*

The Master of Data Analytics (MDA) program is a professional master program with a hub-and-spoke design, consisting of a set of core (i.e., “hub”) courses that focus on fundamental data analytics and professional skills, and specialty field (i.e., “spoke”) courses that are specific to a specific application domain. The objective of this program is to provide students from a range of backgrounds, including those who may have limited training in statistics and computer science, with the skills they need to be proficient in data analytics, and to allow them to gain practical experience applying those skills in an organizational setting. The core courses are designed to ensure that all students develop fundamental data analytic skills in statistics, computer science, and professional conduct, while the specialty field courses together with an Experiential Learning Opportunity (ELO) provide the practical experience necessary for graduates of the program to transition into data analytics careers in the public and private sectors.

The proposed MDA program is a three term, 12-month, interdisciplinary, course-based Master’s program designed to produce intermediate-level data science professionals who are ready to pursue a career in an analytics position in industry. The program is aimed at students from a variety of backgrounds who wish to pursue a career in applied data analytics. The target market is new or recent graduates of undergraduate programs in the STEM disciplines, economics, business, accounting, or other related fields that do not provide the skills needed for effective data analytics. The program recognizes that many students graduate with some training in quantitative methods, but need additional interdisciplinary training prior to being ready to take on an analytics position in industry. The proposed program also has the flexibility to allow students with a strong background in one of the two foundational areas of data analytics, namely Computer Science or Statistics, to further enhance their undergraduate degree by deepening their knowledge of their own field while acquiring foundational skills from the other discipline.

This 1-year Professional Science Master’s program will follow a hub and spoke with a summer Experiential Learning Opportunity (ELO) model. Program entry will occur once a year, in September (i.e., the Fall term). Terms 1 and 2 consist of course-based Hub and Spoke training in which a core set of courses is augmented by a more discipline-specific set of specialty field courses. Term 3 consists of an ELO, typically a co-op internship or in some cases a major research project, where students will get practical experience using the data analytics skills they have developed in a workplace environment.

The objective is to develop technical, data analytics professionals by providing graduate students fundamental data science skills in a Data Analytics “Core” and then have a number of domain-specific “Specialty Fields” in which students can specialize by taking courses in a particular application area. Each application area represents a different specialty field. During the summer term, students will gain hands-on experience through their ELO which will typically consist of a co-op placement in industry (Co-op), or alternatively through a Major Research Project (MRP). The ELO is a critical component of the program that provides a workplace environment to ensure that students graduate “career-ready”. In addition, a Career Development Seminar is run as a milestone during Terms 1 and 2 (i.e., while the students take their courses) so that they are prepared for their ELO and so that they have a competitive advantage when applying for co-op positions. The seminar consists of lectures, presentations and panel discussions by employers, alumni and other guest speakers, mock interviews and workshops that provide students with the skills to successfully chart an effective course for their career.

The Data Analytics core consists of courses that combine technical skills drawn from Statistical and Computer Sciences with complimentary professional skills. The required core courses are:

1. Business Skills for Data Scientists
2. Databases
3. Data Consulting
4. Introduction to Data Science
5. Statistical Modelling I
6. Statistical Modelling II
7. Unstructured Data

This core curriculum emphasizes fundamental data analytics skills, including managing and working with large data (including big data programming models and platforms, e.g., MapReduce, Hadoop, etc.), statistical modelling, and algorithmic modelling. Where appropriate, professional skills are threaded into such data analytics oriented courses through written and oral assessments and group work. These and other professional skills are further developed in two additional courses that develop business and ethics skills. Courses 1 and 3 in the above list represent the professionally oriented curriculum, while courses 2, 4, 5, 6 and 7 represent the technical side of the data analytics core curriculum. Courses 1, 3, 4, 5, 6, and 7 are all new courses.

Students will be coming from a variety of backgrounds. Students who come from a non-Statistics / non-Computer Science degree but have some quantitative training in these areas (e.g., Actuarial Science, Applied Math, Business, Economics, Engineering, Financial Math, Pure Math, Physics) will rapidly develop core expertise in data analytics methods by taking the above suite of courses. However, some students will also come from disciplines with stronger ties to data analytics, such as Statistics or Computer Science. Students who can demonstrate that they have an appropriate level of background in any of the technical core courses (e.g., students who have taken a relevant 4th year elective that was cross-listed with a graduate course) will be permitted to take a different course in lieu of the corresponding required core course. This will allow them to leverage their background to further deepen their knowledge of data analytic methods. There is a wide array of such “alternative” core courses available. Examples include the following:

- Actuarial Practice I
- Advanced Machine Learning
- Cognitive Computing
- Databases II
- Distributed and Parallel Systems
- Survival Analysis
- Time Series

To maintain the professional focus of the degree, all students will be required to take the professionally oriented core courses, namely Business Skills for Data Scientists and Data Consulting. Students will not be able to substitute either of these courses for an “alternative” core course.

This flexible structure of the core’s curriculum is a strong advantage of the program. Students can come from a variety of quantitative and the core brings them all to the same minimum level in terms of fundamental data analytics and professional skills. A secondary advantage of this structure is that it will promote an interdisciplinary environment when teams made up of members with varied backgrounds will work on group projects.

In addition to this core training, the specialty fields provide targeted training in domains where data analytics plays a large role.

At the onset, two specialty fields are proposed: Finance, Banking and Insurance, and Generalist. Additional fields will be added as the program grows. The courses for the Finance, Banking and Insurance specialty field represent a targeted set of courses for students who wish to pursue careers as an analytics professional in this sector. The courses for the Generalist specialty field represent a diverse set of courses for students who wish to pursue a career in analytics and want a broader introduction to the various domains where analytics methods are employed rather than focusing more deeply on a single area. It also offers the opportunity for students to gain additional training in methodology not covered by the required set of core courses.

The set of courses that are available for students in the Finance, Banking and Insurance specialty field to choose from are listed below. Note that course 2 is a new course that will be developed to support the MDA program. The remaining courses are pre-existing.

1. Advanced Financial Modelling
2. Data Analytics for Consumer and Retail Credit
3. Financial Risk Management
4. Introduction to Financial Markets and Quantitative Finance with Excel
5. Investment Portfolio Management
6. Monte Carlo Methods and Financial Applications
7. Stochastic Processes
8. The Mathematics of Financial Options

The set of courses for students in the Generalist specialty field consists of the list of “alternative” core courses compiled together with the lists of courses from all of the other specialty fields. Generalist students will select their three non-core courses from this broad set, subject to the following constraints: i) At least one of their three courses must come from one of the other specialty fields; ii) No more than one course of their three selected courses can come from the same specialty field. Constraint (i) ensures that Generalist students will be exposed to the process of practically applying data analytics-specific knowledge to a domain-specific problem. Constraint (ii) is in place to prevent students from replicating any of the other specialty fields. These two constraints combined ensure that Generalist students will receive a broader introduction to data analytics. Generalist students will be required to select their specialty field courses in consultation with faculty overseeing the program (e.g., a Director and/or the Generalist specialty field coordinator) to ensure that these constraints are met.

This model of starting with a small number of specialty fields and then expanding by adding multiple fields over time was found to work well for Western’s MMASc program. The advantage of this proposed initial course of action is that the program will initially be housed entirely within the Faculty of Science, led by the Departments of Computer Science and Statistical and Actuarial Sciences, which will ensure smooth initial administration of this program and its curriculum prior to branching out to other faculties.

Besides the curriculum components, there are two features augment the ‘workplace readiness’ of the graduates:

- i) A Career Development seminar series that occurs over the course of the first two terms. This seminar is run by the MDA Program’s Career Services Officer, a full-time staff position, who not only liaises with industry to identify co-op opportunities, but also supports the students throughout the entire co-op job process from their arrival to the program through to their ELO.
- ii) A work placement called Experiential Learning Opportunity (ELO), in which the student gains valuable workplace experience with an employer, typically through a paid co-op placement. Students will be paired with employers on basis of their interests and career aspirations. The program provides co-op placement assistance, coordinated by its Career Services Officer, a full-time staff position as described in the Administrative Support section of this proposal. Most students are expected to opt for the co-op placement as their ELO, however it will also be possible for students to choose to participate in a Major Research Project (MRP) supervised by a Western faculty member in their area of interest.

Description of the degree

Western’s MDA is a full year, course-based Professional Science Master’s program. During the first two terms, successful graduates will complete 10 graduate level half courses (0.5 FCE each), including a minimum of 7 half courses from the core (5 fundamental data analytics courses plus 2 professional skills oriented courses) and a minimum of 3 half courses from within one of the specialty fields. Exceptional students may be permitted to take additional courses. But, such circumstances will likely be very rare given that 10 half-courses plus a seminar series will be an appropriate workload for the vast majority of students. In the final term, students will also complete the ELO in the form of a Co-op placement or an

MRP. A Career Development Seminar is run as a milestone over the first two terms so that they are prepared for their ELO and so that they have a competitive advantage when applying for co-op positions

The proposed “hub and spoke” curriculum is designed to address the need for science graduates to have better entrepreneurial versatility in the workplace. The usefulness of this model is evidenced by Western’s own highly-successful MMASc program, as mentioned previously.

The graduate course offerings from the program are intended to form a well-designed, integrated curriculum that can take students from a variety of backgrounds, bring them to a similar level in terms of fundamental data analytics skills and develop a practical working knowledge in terms of the ability to apply these skills in a specific specialty field. We anticipate an agile program that can react to market demands and enrolment growth by expanding to include new specialty fields as well as the specific course offerings within each field.

The Data and Analytics Core: The Core provides students with the tools required to perform the data and analytic functions. Broad learning outcomes for the Core are developing data analytics professionals skilled in:

- Probability and statistical estimation and inference
- Regression, advanced regression (generalized linear/additive models and smoothing/non-parametric methods)
- Data mining, machine learning, classification techniques
- Data management and analysis tools, including a selection from
 - SAS, MATLAB, Python, SQL, R, Microsoft Applications (e.g., Excel, Access), MongoDB, Hadoop, Apache Spark, Flink, Yarn, Storm, and AWS
- Visualization and communication of complex data
- Data standards
- Methods for unstructured data
- Validating, understanding and communicating outputs.

The Finance, Banking, and Insurance (FBI) Specialty Field: This specialty field identifies a clear application area employing an increasing number of professionals with data and analytic skills. Western has a strong track record of student training and placement in this domain area through the financial modelling and actuarial science graduate and undergraduate programs and through the Master’s in Financial Economics (note that this program does not focus on computing, statistics or data analytics). Broad learning outcomes for this specialty field are to produce graduates who:

- Understand the basics of the Canadian financial sector including broadly speaking what the main players (e.g., bankers, insurers, regulators) are responsible for and what various main organizational groups within banks (e.g., trading, commercial banking, retail banking, risk management) and insurers (underwriting, investing, risk management) do, and the way in which data analytics fits into these pillars.
- Understand the basic features of financial markets such as stocks, bonds, commodities.
- Understand the basic products available to retail and commercial customers of banks and insurers such as loans, mortgages, insurance policies, and various investment products.
- Understand particular data analytics tools relevant to banking tasks, such as logistic regression models for credit analysis, Value at Risk models for risk management, and various stochastic models for insurance claim arrival and stock price fluctuation.
- Understand how to implement these models in their standard industry forms and also, with a critical eye, to know what these models can and cannot reasonably be expected to do.

The Generalist Specialty Field: This specialty field is for students who wish to pursue a career in analytics and want a broader introduction to the various domains where analytics methods are employed rather than focusing more deeply on a single area. It also offers the opportunity for students to gain additional training in data analytics methodology not covered by the required set of core courses. Broad learning outcomes for this Generalist field are to produce graduates who:

- Have an understanding of the diverse ways in which data analytics methodology is applied, as determined by the learning objectives from the variety of specialty field courses they have chosen.
- Have an expanded knowledge of different data analytics methodologies, as determined by the learning objectives from the alternative core courses they have chosen.

Goals and Objectives of the Program in Relation to the Graduate Degree Level Expectations

The objective of this program is to provide a pathway for students from a variety of backgrounds who are neither planning to pursue a PhD nor to specialize in research related to data analytics/science to acquire the necessary skills to pursue a career in applied data analytics. To accomplish this, students will gain knowledge in foundational methods used broadly in data analytics and will also receive focused training in a particular specialty field of application. Through this interdisciplinary foundational and specialized training—including practical experiential learning through a co-op or major research project—students will gain a competitive advantage for securing a position and for upward mobility in the rapidly growing workforce of analytics professionals in the knowledge industry.

Special Matters and Innovative Features

The program will include the opportunity for an Experiential Learning Opportunity (ELO) through the form of a co-op placement in industry or a Major Research Project performed under the supervision of a faculty member. This ELO provides the opportunity for students to not only apply the data analytics skills they will learn in their courses, but also to develop professional skills directly related to and transferable to career settings, enabling the graduates of the program to be “career ready” upon completion of the program. (Note that students typically will pursue a co-op placement unless circumstances preclude this from occurring. However, the MRP option also provides some flexibility in pathways in that it creates the possibility for a graduate student to transfer into a thesis-based master’s program should they wish to investigate that option at that point.)

Delivery Method of the Program

Initially, the majority of the program (e.g., the courses and the Career Development Seminar) will be delivered on-site. Some instructors may choose to use blended learning as part of their course; this is already done for some Statistics courses at Western. The future development of online courses is a possibility, particularly as this would create access for part-time study by students who are already employed and wishing to obtain additional qualifications.

PROGRAM REGULATIONS AND COURSES

Requirements for Admission: Master of Data Analytics Program (all specialty fields)

Applicants must possess a four-year degree from an accredited university. The School of Graduate and Postdoctoral Studies requires at least a 70% average across courses taken in the last two full-time years of the undergraduate degree. Equivalent qualifications may be considered based on the standards of the discipline or profession.

The Master of Data Analytics program builds on skills and knowledge in computer science and statistics. Successful applicants will have the following basic level of mathematical and computer science background: at least one half-course of calculus and one half-course of linear algebra; at least one half-course of introductory statistics and/or introductory probability; and at least two half-courses of computer programming. At the discretion of the Admissions Committee, very strong students who are missing part of this background may be made an offer conditional on the completing of remedial course at Western or elsewhere. In such a situation, a conditional offer of admission would be given that specifies what course(s) at Western would be required, indicates that equivalent course(s) taken elsewhere would

require the approval of the MDA Program Director(s) and the minimum standard that must be achieved in order to satisfy the conditional admission requirements. As long as these requirements are met, a four-year Honour's degree (or equivalent) in Science, Engineering, and many Social Science disciplines from an accredited university will be considered. Example of such degrees include, but are not limited to the following:

- Actuarial Science
- Applied Math
- Astronomy
- Biostatistics
- Business
- Chemistry
- Computer Science
- Economics
- Engineering
- Finance
- Financial Math
- Geography
- Geophysics
- Math
- Physics
- Psychology
- Sociology
- Statistics

English Language Proficiency

When English is a second language, an English Language Proficiency Score may be required (see Exemptions). The scores required for MDA program admission exceed the standard university requirement for graduate level studies because students in the MDA Program are called upon to exercise their communication skills frequently within the classroom (daily) and through written assignments, group work and oral presentations. A strong command of the English language in all areas (oral, reading, writing, listening, comprehension) is required for success in this dynamic fast-paced environment. Students must be prepared to complete reading and writing assignments within short time frames as well as contribute productively to discussions in class without advanced or comprehensive exposure to materials presented. Group work and participation in class demands strong listening skills and comprehension of the language at an advanced level.

Applicants whose first language is not English must furnish evidence of their proficiency in the use of the English language by a satisfactory* achievement within the last two years in one of the following:

- The Test of English as a Foreign Language (TOEFL).
 - The TOEFLiBT (internet based) minimum overall score of 94 includes a Read and Listen minimum score 22, speak minimum score 26 and write minimum score 24.
 - The TOEFL-PBT (paper-based) has a minimum acceptable score of 587, which includes: Reading minimum score 56, listening minimum score 56, written expression minimum 61.
- The International English Language Testing Service (IELTS) of the British Council: Minimum overall score: 7 out of 9, with no individual score less than 6.5. The IELTS is offered in 6 test centres in the US and 3 in Canada.
- The Michigan English Language Assessment Battery (MELAB) of the University of Michigan: Minimum score of 80 on each section and an overall score of at least 85. Arrangements to write MELAB may be made online.
- The Canadian Academic English Language Assessment (CAEL Assessment): at least 60. The CAEL Assessment is offered in several countries throughout the world as well as Canada.
- Culture Works: Successful completion of the High-Advanced level. Official proof of graduation required.

- Fanshawe College ESL Program: Graduation from Level 5, Advanced Academic Preparation, with a minimum 80% in all components. Official proof of graduation required.

Students who are required to present evidence of proficiency in English must make their own arrangements to write the TOEFL, IELTS, MELAB or CAEL and to have the official results sent directly to the School of Graduate and Postdoctoral Studies by the testing agency. Those graduates from Level 5 of the Fanshawe College ESL Program or the High-Advanced level of Culture Works must provide official proof of graduation. An acceptable test score is one that meets or exceeds the minimum standard of achievement and is no more than two years old at the time of application. Satisfying the minimum requirement does not guarantee admission.

Exemptions

Other formal evidence of graduate level proficiency in English may be considered in lieu of these test scores. Students must contact the [graduate program](#) in order to determine if test scores will not be required. A decision will then be made at the discretion of the School of Graduate and Postdoctoral Studies for exemption.

Degree Requirements

For all specialty fields, the Master of Data Analytics is a three term (one year) program.

Typical Student Progression:

Program entry will occur in the Fall term.

Term 1: 2.5 FCE including 4 core and 1 specialty field courses
Career Development Seminar Series (runs bi-weekly)

Term 2: 2.5 FCE including 3 core and 2 specialty field courses
Career Development Seminar Series (runs bi-weekly)

Term 3: Experiential Learning Opportunity
(12 week co-op placement / Major Research Project)

Requirements for Students in all Specialty Fields

- Seminar Series in Career Development – compulsory attendance
- 7 courses (0.5 FCE each) from the core.

The required core courses are:

- Business Skills for Data Scientists
- Data Consulting
- Databases
- Introduction to Data Science
- Statistical Modelling I
- Statistical Modelling II
- Unstructured Data

Students who can demonstrate sufficient background in any of the above required core courses (e.g., scoring a final mark of 78% or higher in a similar course during their undergraduate degree with sufficient documentation to demonstrate mastery of the topic, such as a detailed course outline) can substitute any such course with one of the following:

- Actuarial Practice I
- Advanced Machine Learning
- Cognitive Computing
- Databases II
- Distributed and Parallel Systems
- Survival Analysis
- Time Series

- 3 courses (0.5 FCE each) from any one Specialty Field.

- Milestone: Experiential Learning Opportunity – a co-op placement or Major Research Project (12 weeks / 500 hours)

Progression requirements

Progress through the MDA requires the maintenance of a minimum cumulative average of 70%, with no course mark below 60%.

Students must successfully complete their course requirements and the Career Development seminar series prior to starting their ELO (co-op / MRP). Should a student request to defer their ELO, a case-by-case approach will be used to assess whether or not the student should be permitted to continue in the program. If they are allowed to continue, they must successfully complete their course requirements prior to doing so. In any case, circumstances can vary from student-to-student and such a decision will be made at the level of the program director(s)/grad chair, in consultation with the Assoc. Dean Grad Studies.

Part-time Studies

Initially, the program will be offered full-time. Once additional specialty fields are added and the program has run for a few years we will evaluate whether or not there is a need to offer the program on a part-time basis. If so, that would be processed as a modification to the program at that point.

In addition, if in the future we identify that there is a demand for a part-time program that specializes in foundational data analytics skills, we would propose a Graduate Diploma in Data Analytics that consists of the core curriculum, which could be taken on a part-time basis.

Distance Delivery

Each course will be taught from a structured course syllabus. Each syllabus contains the major objectives of the course, course outcome, assessment methods, assigned readings, and the course schedule. This structure will enable the course professor to plan and execute the on-line course work in a similar fashion as in classroom teaching.

Three on-campus weekends are integrated into the curriculum: one for orientation during the start of the course (September); one for on-site competency training during the start of the Summer semester (May); and another for on-site competency testing during the end of the Summer semester (August). The orientation weekend will induct the students to the Western learning experience. They will have an opportunity to meet with the faculty, support staff (e.g. grad affairs assistance, SOT reference librarian, some mentors), and their peers. In this way students will start their enculturation process with Western.

As per the course syllabi each course is structured to be taught over a 36-40 hour period, which is consistent to a .5 FCE taught on campus. Students will have the opportunity to engage in course content in a sextuple manner: first when they prepare for the lecture, second when they listen to the lecture, third when they post assignments on the on-line system, fourth when they comment on one another's assignments, fifth when they chat with the course instructor or coordinator, and sixths when they complete their culmination projects. This course structure may exceed the quality of courses taught on campus in that students will have multiple exposures, engagements, elaborations, explorations and evaluations with course content.



Report to SCUP on Faculty Recruitment and Retention

Office of the Vice Provost (Academic Planning, Policy and Faculty)

January 2017

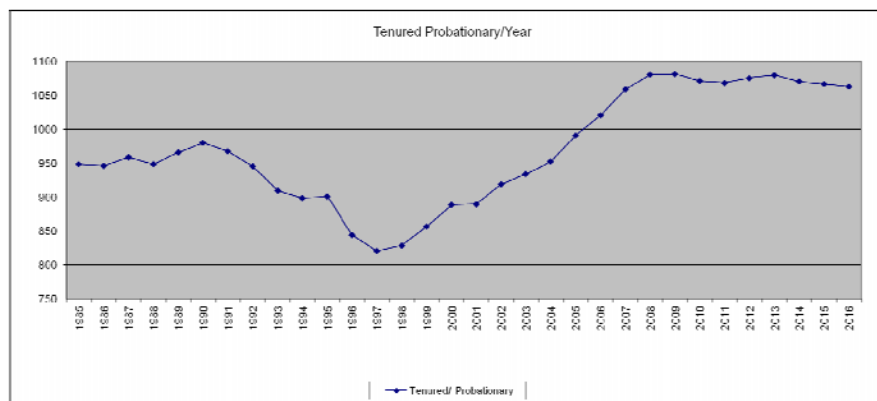
Contents:

- Probationary and Tenured Faculty
 - Appointments
 - Resignations
 - Retirements
- Limited-Term Faculty
- Part-Time Faculty
- Full-Time Clinical Faculty

Probationary and Tenured Faculty

- October 1 counts (for consistency with UCASS data source)
- Includes all Full-Time Probationary (Tenure-track) and Tenured Faculty
- Includes those in senior administrative roles who are exempt from the UWOFA Collective Agreement provisions

Probationary and Tenured Faculty at Western 1985 - 2016



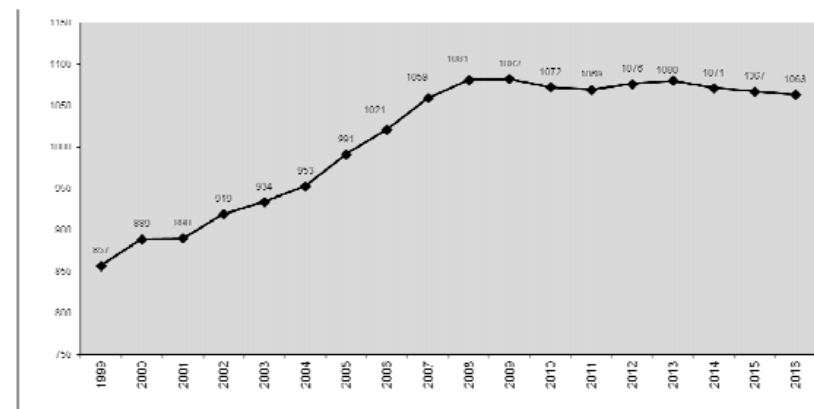
Source: Western Corporate Information 1985 – 1999
UCASS Data 1999 – 2010
Western Human Resources Information Systems 2011 – 2016



Faculty Recruitment and Retention
January 2017

5

Probationary and Tenured Faculty at Western, 1999 to 2016



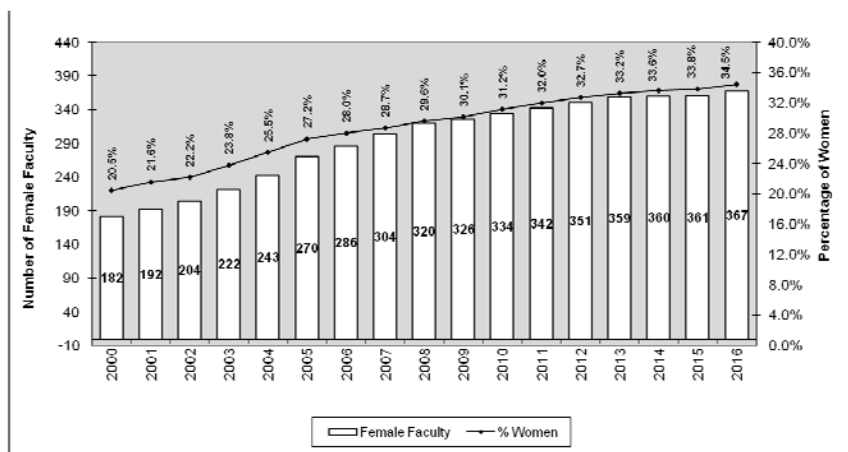
Source: UCASS Data for 1999 – 2010;
U15 Data for 2011 – 2015, and Western HR Information System for 2016
2007 and later data includes Roberts Scientists who became Probationary or Tenured on July 1, 2007.



Faculty Recruitment and Retention
January 2017

6

Probationary and Tenured Female Faculty at Western, 1999 to 2016



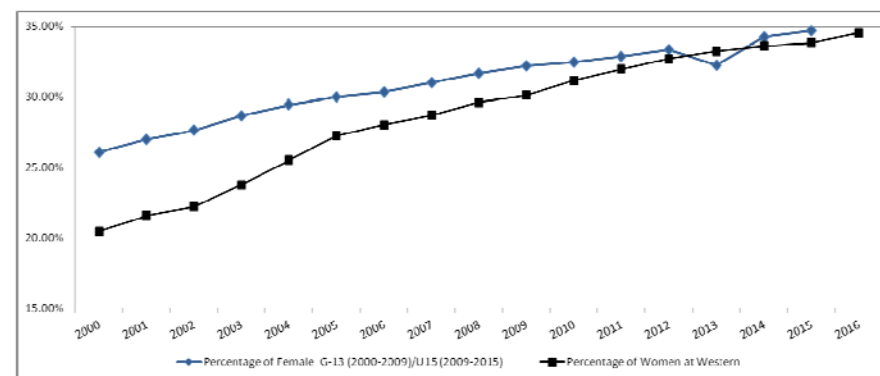
Source: UCASS Data for 1999 – 2010;
U15 Data for 2011 – 2015, and Western HR Information System for 2016



Faculty Recruitment and Retention
January 2017

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Women as a Percentage of Tenured/Probationary Faculty: G-13 (2000-2009)/U15 (2009-2015) excluding Western vs. Western



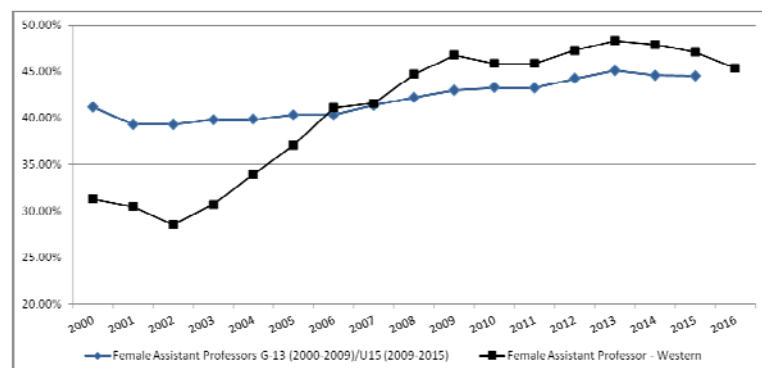
Source: UCASS Data 2000-2009, U15 Data 2009-2015
(Data unavailable for: Laval and Montreal for 2012-2013, Montreal for 2014, and Montreal and Saskatchewan, 2015. Montreal data includes Ecole Polytechnique & Ecole des Hautes Etudes Commerciales)



Faculty Recruitment and Retention
January 2017

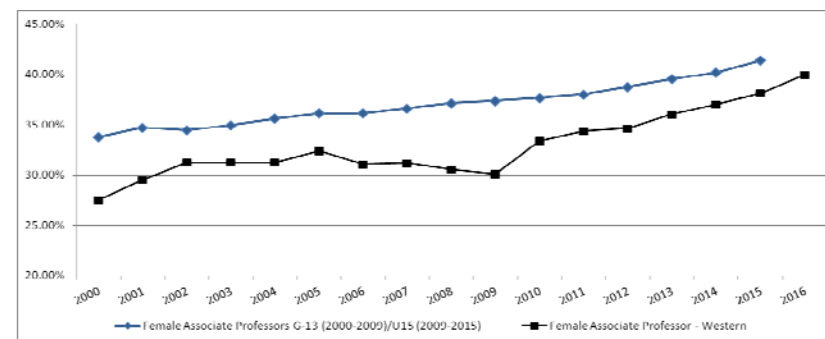
8

Women as a Percentage of Tenured/Probationary Faculty, Assistant Professor Rank: G-13 (2000-2009)/U15 (2009-2015) excluding Western vs. Western



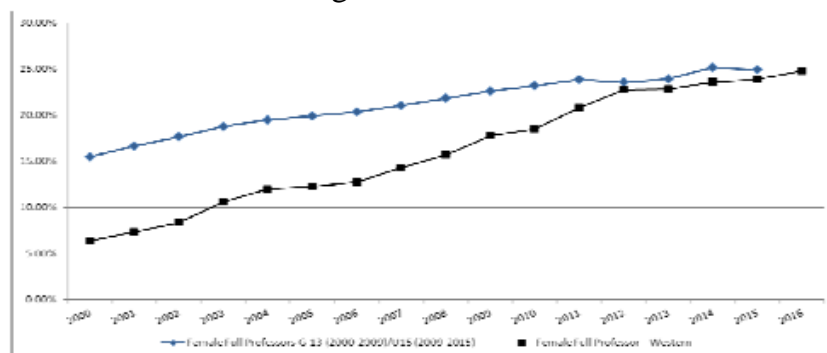
Source: UCASS Data 2000-2009, U15 Data 2009-2015
(Data unavailable for: Laval and Montreal for 2012-2013, Montreal for 2014, and Montreal and Saskatchewan, 2015. Montreal data includes Ecole Polytechnique & Ecole des Hautes Etudes Commerciales)

Women as a Percentage of Tenured/Probationary Faculty, Associate Professor Rank: G-13 (2000-2009)/U15 (2009-2015) excluding Western vs. Western



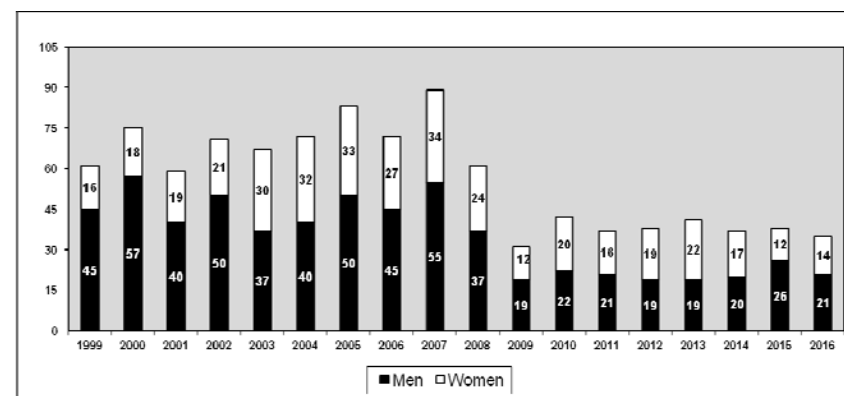
Source: UCASS Data 2000-2009, U15 Data 2009-2015
(Data unavailable for: Laval and Montreal for 2012-2013, Montreal for 2014, and Montreal and Saskatchewan, 2015. Montreal data includes Ecole Polytechnique & Ecole des Hautes Etudes Commerciales)

Women as a Percentage of Tenured/Probationary Faculty, Full Professor Rank: G-13 (2000-2009)/U15 (2009-2015) excluding Western vs. Western



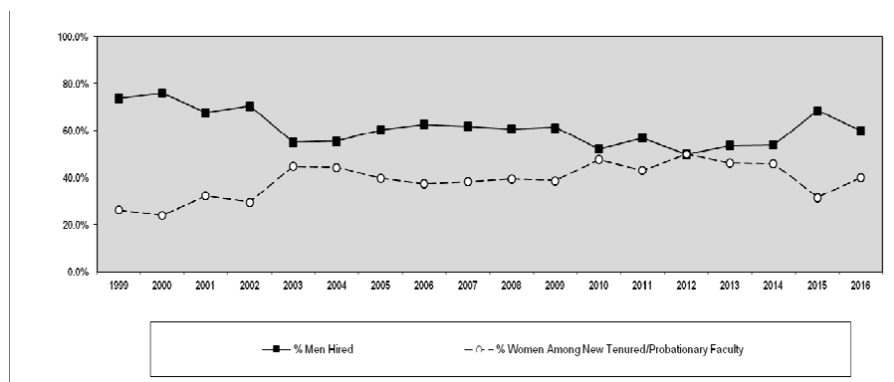
Source: UCASS Data 2000-2009, U15 Data 2009-2015
(Data unavailable for: Laval and Montreal for 2012-2013, Montreal for 2014, and Montreal and Saskatchewan, 2015. Montreal data includes Ecole Polytechnique & Ecole des Hautes Etudes Commerciales)

New Tenured & Probationary Faculty at Western by Gender (including those at Western previously in a Limited Term position): 1999 – 2016 Cohorts



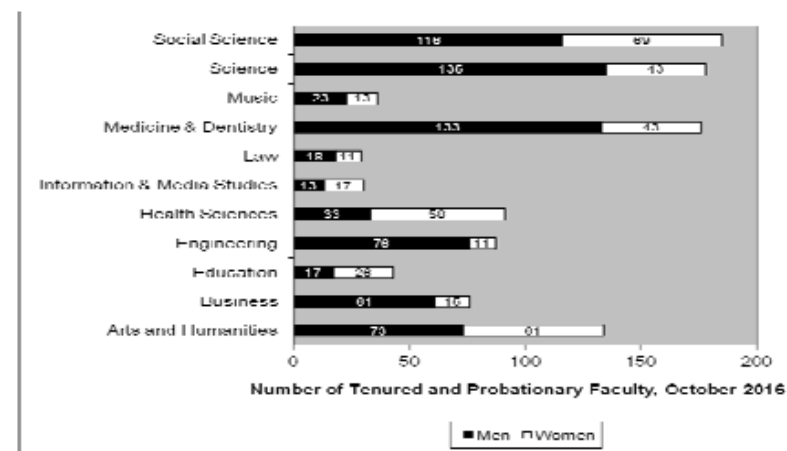
Source: UCASS Data for 1999 – 2010;
Western Human Resources Information Systems 2011 - 2016 (October)
Data excludes faculty joining from Robarts.

Percentage of New Tenured and Probationary Faculty at Western by Gender (including those at Western previously in a Limited Term position): 1999 – 2016



Source: UCASS Data for 1999 – 2010
Western Human Resources Information Systems 2011 - 2016 (October)
Data excludes faculty joining from Robarts

Probationary and Tenured Faculty, by Faculty and Gender, October, 2016



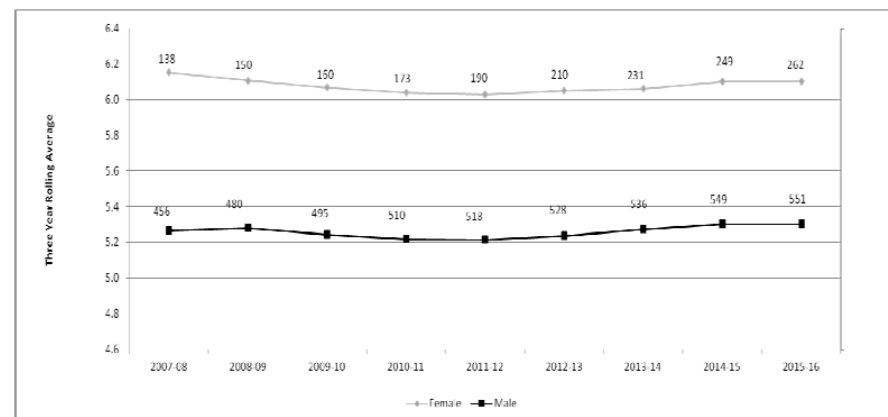
Source: Western Human Resources Information Systems for 2016 (October)

Percentage of Tenured/Probationary Women Faculty, by Faculty, 2008 to 2016

	Arts and Humanities	Business	Education	Engineering	Health Sciences	Information & Media Studies	Law	Medicine & Dentistry	Music	Science	Social Science
2008	40.3%	19.7%	47.5%	12.0%	59.3%	57.1%	25.8%	18.6%	30.6%	18.8%	31.1%
2009	42.0%	21.7%	48.8%	11.6%	58.9%	59.5%	20.7%	19.5%	31.6%	19.1%	30.8%
2010	43.8%	26.1%	48.7%	11.6%	59.1%	58.3%	22.6%	20.0%	32.4%	20.5%	32.2%
2011	45.5%	24.0%	51.4%	11.5%	59.6%	57.1%	24.1%	20.4%	35.1%	21.7%	33.5%
2012	47.1%	25.3%	54.3%	11.4%	61.1%	58.8%	27.6%	21.3%	34.2%	22.5%	32.5%
2013	44.6%	26.9%	55.9%	12.4%	61.1%	58.8%	32.3%	22.6%	31.6%	23.6%	33.7%
2014	44.6%	26.0%	56.8%	12.5%	62.1%	57.6%	31.0%	22.9%	32.5%	23.6%	36.5%
2015	45.7%	22.2%	57.1%	12.6%	63.0%	59.4%	34.5%	24.3%	33.3%	24.4%	36.0%
2016	45.5%	19.7%	60.5%	12.6%	63.7%	56.7%	37.9%	24.4%	36.1%	24.2%	37.3%

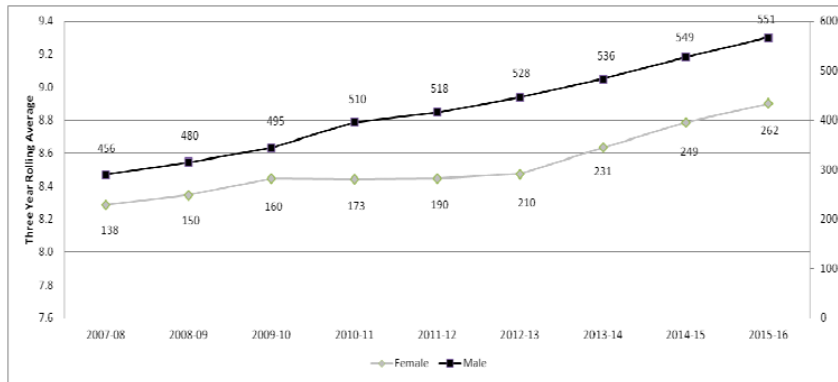
Western Human Resources Information System 2008 - 2016 (October).

Average Elapsed Time to Tenure from Full Time Start at Western



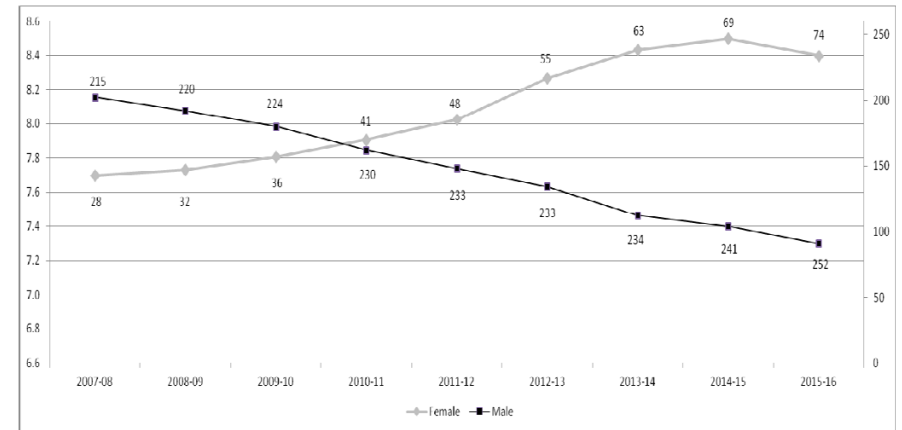
Source: Western Human Resources Information System 2006 – 2016
Excludes those hired into a tenured position

Average Time to Tenure from Highest Degree



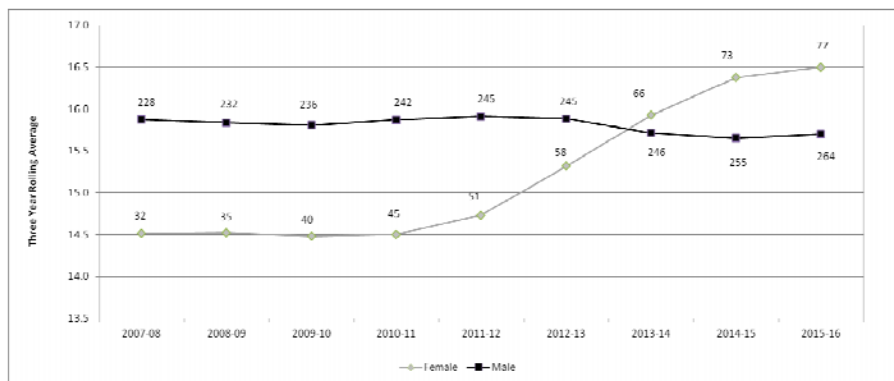
Source: Western Human Resources Information System 2006 – 2016
Excludes those hired into a tenured position

Average Time to Full Professor from Tenure



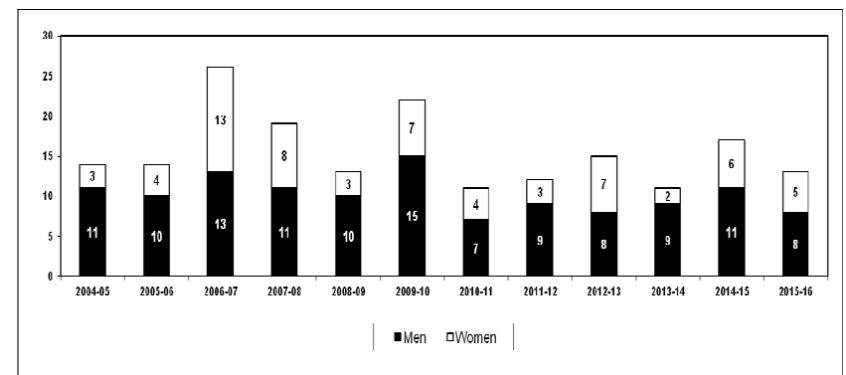
Source: Western Human Resources Information System 2006 – 2016
Excludes those already Full Professor at time of Tenure

Average of Time to Full Professor from Highest Degree



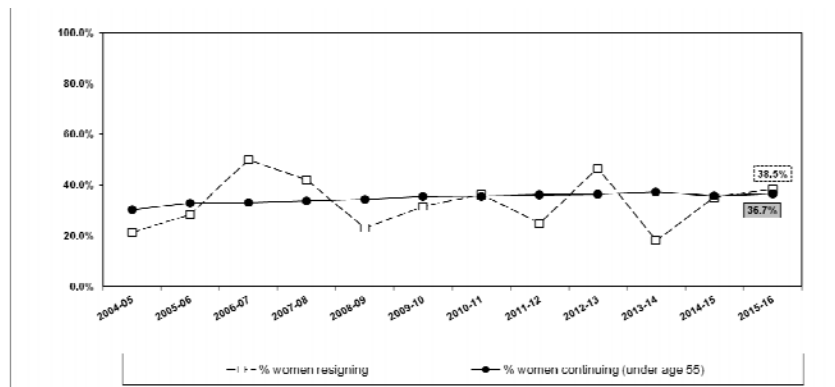
Source: Western Human Resources Information System 2006 – 2016
Excludes those already Full Professor at time of Tenure

Probationary & Tenured Faculty Resignations by Gender: 2004-05 to 2015-16



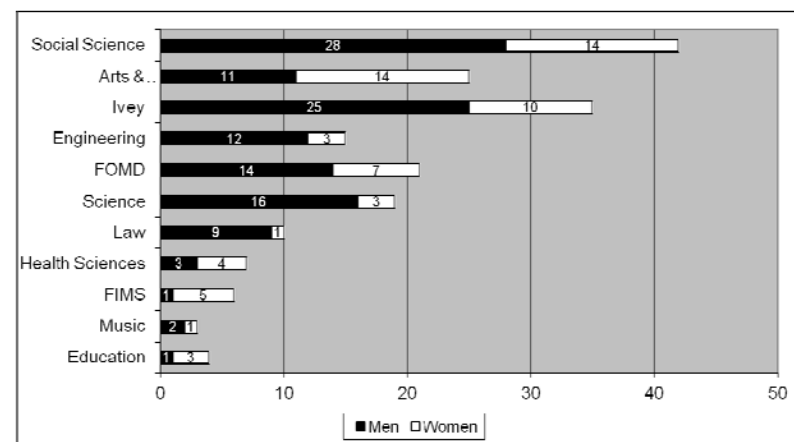
Source: Western Information Systems as of December 2016
Includes only faculty under age 55 at the time of resignation.

Women as a Percentage of Probationary & Tenured Faculty Resignations and Women as a Percentage of Continuing Population: 2004-05 to 2015-2016



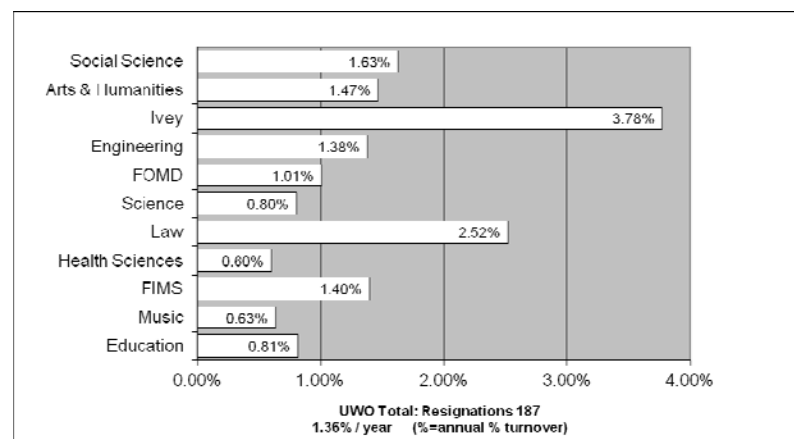
Source: Western Information Systems

Total Probationary & Tenured Resignations by Faculty: 2004-05 to 2015-16

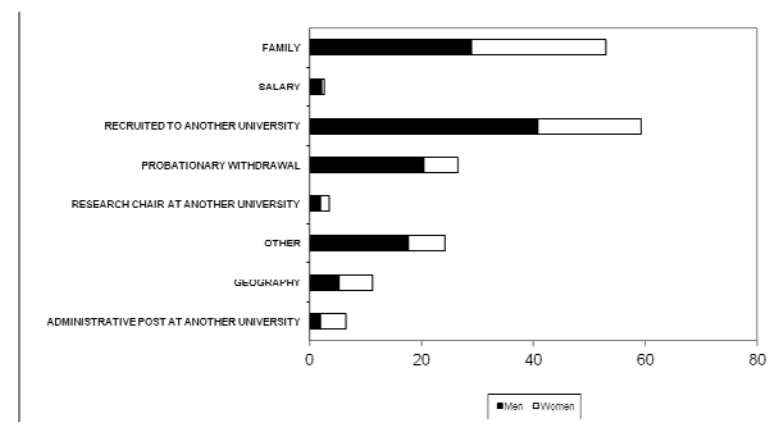


Source: Western's Human Resources Information Systems.
Percentages based on Tenured/Probationary faculty as of December 2016.

Total Probationary & Tenured Resignations % by Faculty: 2004-05 to 2015-16



Probationary and Tenured Faculty Reasons for Leaving: 2004-05 to 2015-16



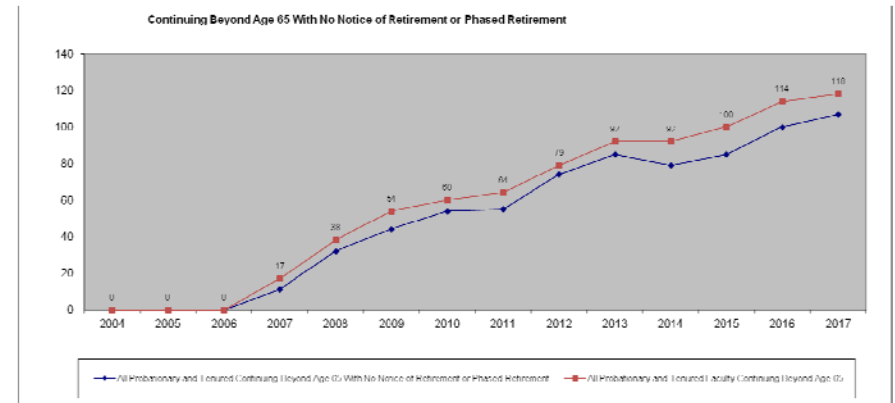
Source: Exit interviews conducted with the Faculty Member or Chair/Dean of the Department/Faculty and letters received from Faculty Member

Probationary and Tenured Faculty at Western: Cohorts Aged 60 or Greater

Age	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
60	33	36	23	37	25	23	28	38	27	25	17	29	31
61	34	30	34	23	33	25	22	29	38	27	23	16	28
62	32	33	30	34	22	32	24	21	28	37	25	21	13
63	22	31	32	25	31	21	30	23	21	28	37	24	20
64	20	21	29	32	23	30	19	30	23	21	27	36	23
65	8	6	9	24	26	22	24	13	28	21	18	25	31
66	0	0	0	7	20	21	19	19	11	27	20	16	23
67	0	0	0	0	4	18	15	14	17	8	24	17	13
68	0	0	0	0	0	3	10	13	11	16	7	20	14
69	0	0	0	0	0	0	3	8	11	10	9	8	14
70	0	0	0	0	0	0	0	3	8	9	7	8	4
71	0	0	0	0	0	0	0	0	3	6	7	6	8
72	0	0	0	0	0	0	0	0	0	2	5	7	4
73	0	0	0	0	0	0	0	0	0	0	2	5	7
74	0	0	0	0	0	0	0	0	0	0	0	2	4
75	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	149	157	157	182	184	195	194	211	226	237	228	237	238

Source: UCASS 2004 – 2010
UWO Data 2011 – 2016

Probationary and Tenured Faculty at Western: Continuing Beyond Age 65

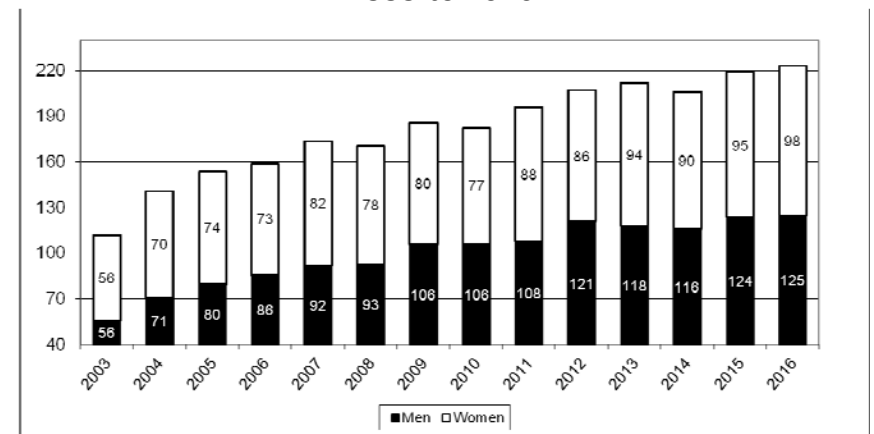


Source: Western Human Resources Information System

Limited Term Appointments

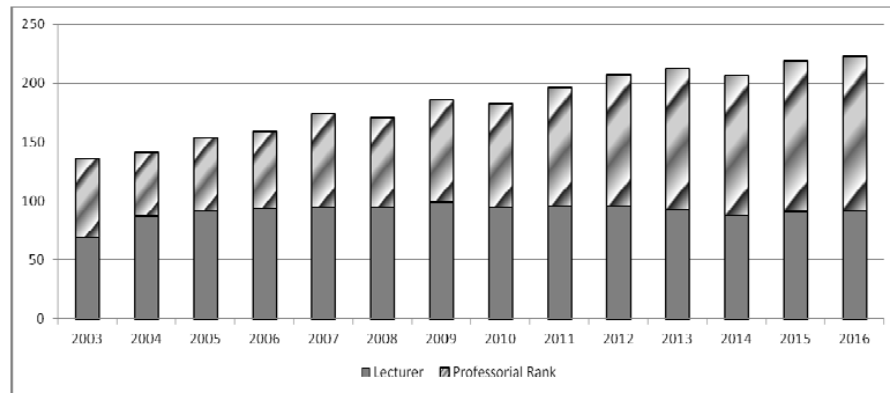
- October 1 counts
- Includes faculty coded as:
 - fixed-term
 - no-end date
 - Permanent

Limited Term Appointments: 1999 to 2016



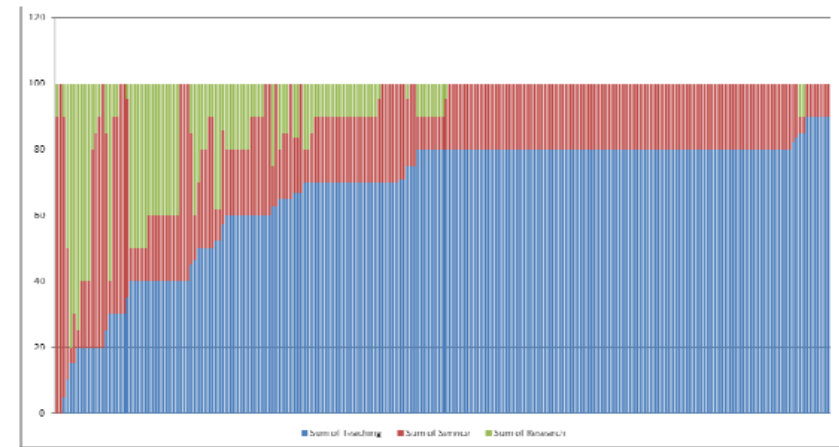
Source: Western's Human Resources Information Systems 2008 – 2016 (October)

Number of Individuals with Limited Term Appointments by Rank as of October, 2003 - 2016



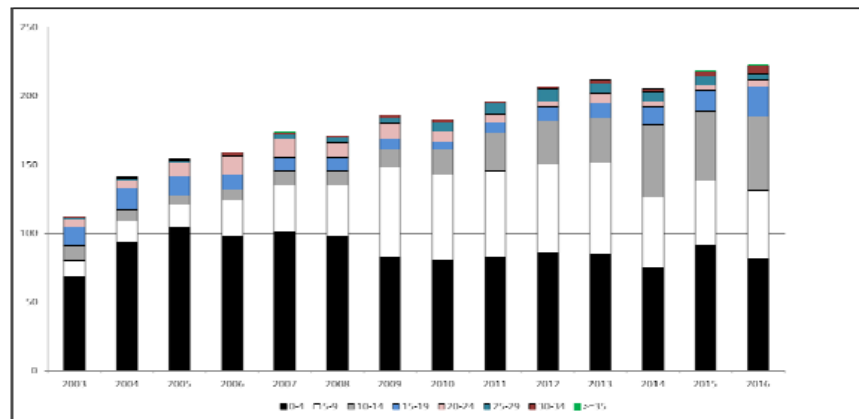
Source: Western's Human Resources Information Systems 2003 - 2016 (October)

All Active Limited Term and Permanent Faculty by Workload Percentages 2015 - 2016



Source: Western's Human Resources Information Systems 2003 - 2016 (October)

Number of Individuals with Limited Term Appointments by Years of Service as of October, 2003 - 2016

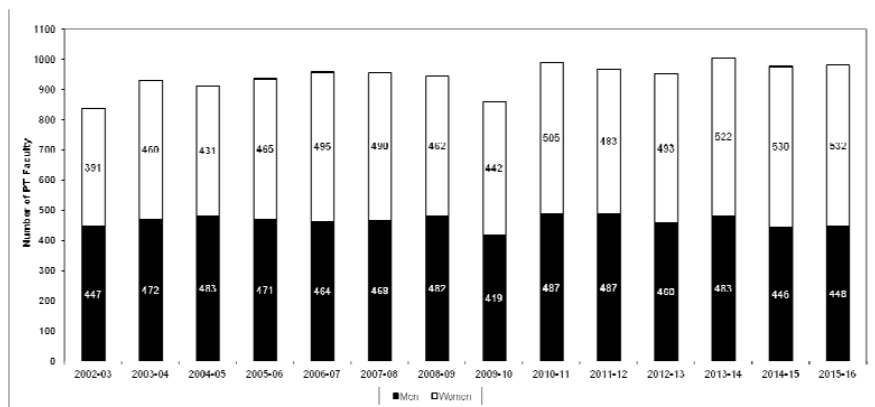


Source: Western's Human Resources Information Systems 2003 - 2016 (October)

Part-Time Faculty

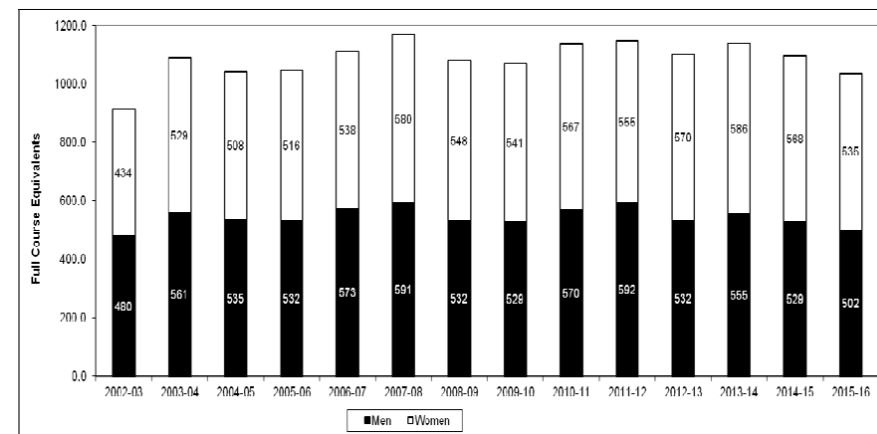
- Counts are by fiscal year
- Includes:
 - Limited Duties Appointments including:
 - Regular, Post Retirement, Extra-Load Limited Duties, Limited Duties Course Authoring and Graduate students hired via open competition
 - Standing Assignments
 - Post Doctoral and Graduate Student Teaching Assignments without open competition
- Excludes:
 - Excludes Limited Duties Appointments at Trois Pistoles

Number of Individuals with Part-Time Faculty Appointments 2002-03 to 2015-16 (by Fiscal Year)



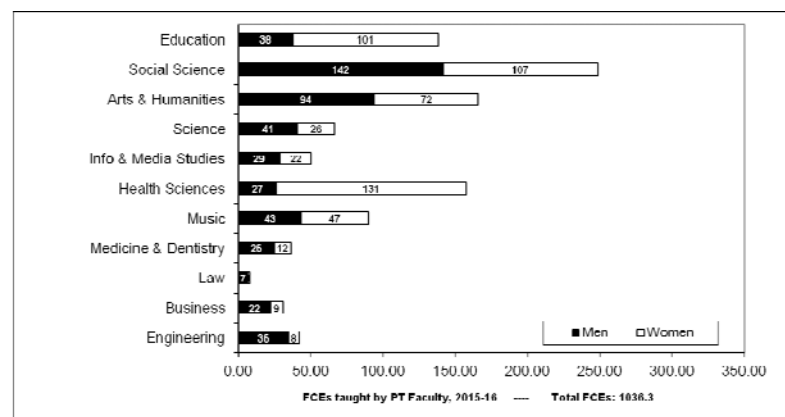
Source: Western Human Resources Information Systems

Number of Full Course equivalents taught by Part-Time Faculty 2002-03 to 2015-16 (by Fiscal Year)



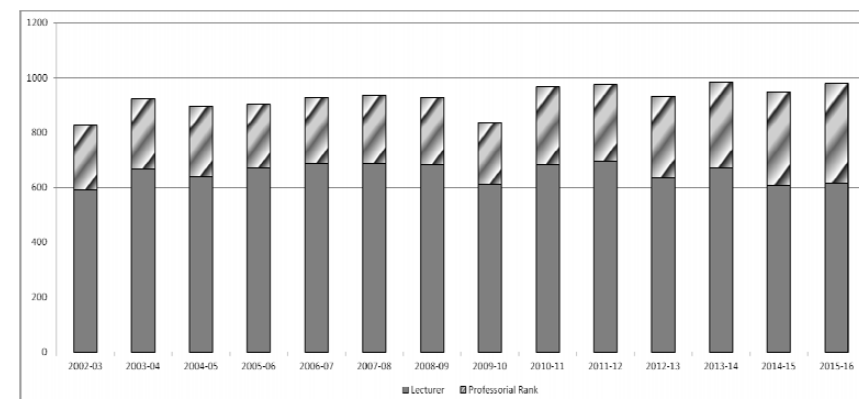
Source: Western Human Resources Information Systems

Degree Credit Courses taught by Part-Time Faculty by Faculty and Gender: 2015-16 (Fiscal Year)



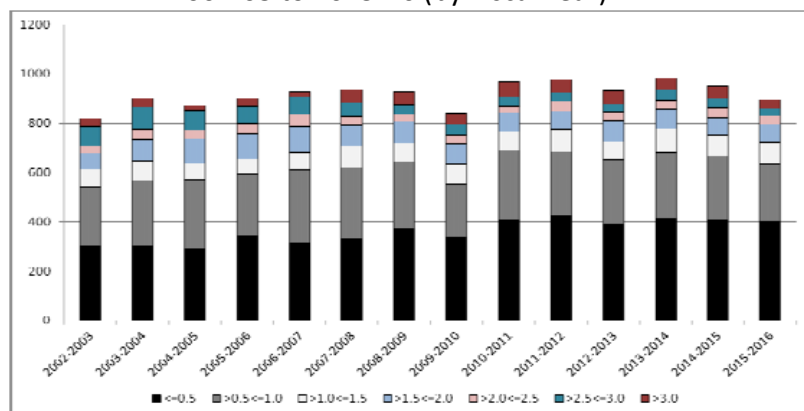
Source: Western Information Systems

Number of Individuals with Part-Time Faculty Appointments by Rank 2002-03 to 2015-16 (by Fiscal Year)



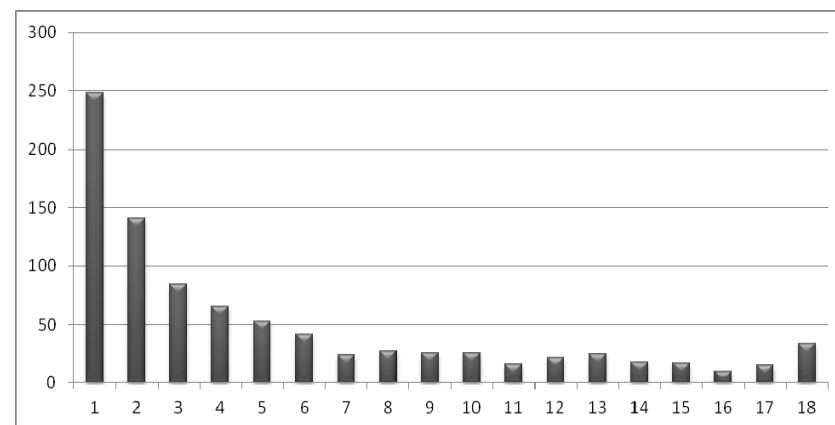
Source: Western Human Resources Information Systems

Number of Individuals with Part-Time Faculty Appointments by Range of Full Course Equivalents (FCE) Taught 2002-03 to 2015-16 (by Fiscal Year)



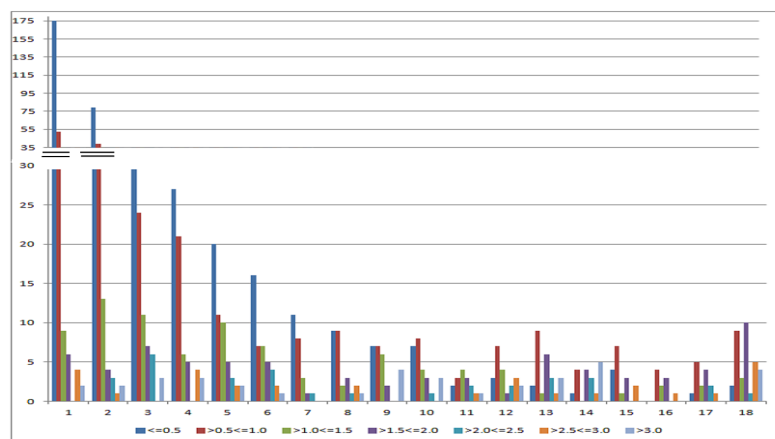
Source: Western Human Resources Information Systems
Excludes Extra Load Teaching and Course Authoring Appointments

Years of Service Active Part-Time Faculty 2015-2016



Source: Western Human Resources Information Systems
Includes Consecutive Years of Service, allowing for one single year gap
Excludes Extra Load Teaching and Course Authoring Appointments

Average Range of FCEs Taught by Years of Service Active Part-Time Faculty 2015-2016



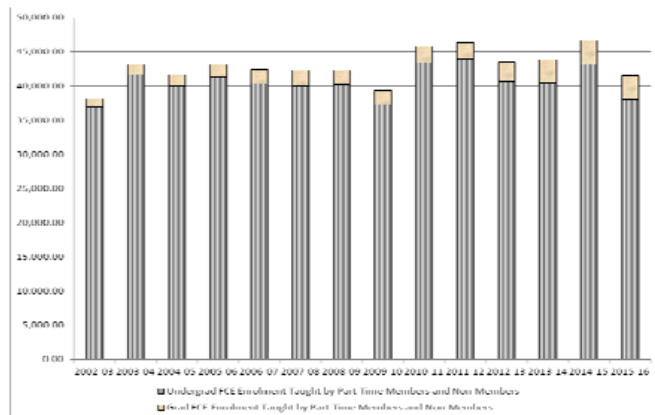
Source: Western Human Resources Information Systems
Excludes Extra Load Teaching and Course Authoring Appointments

Teaching Data

Categorized by:

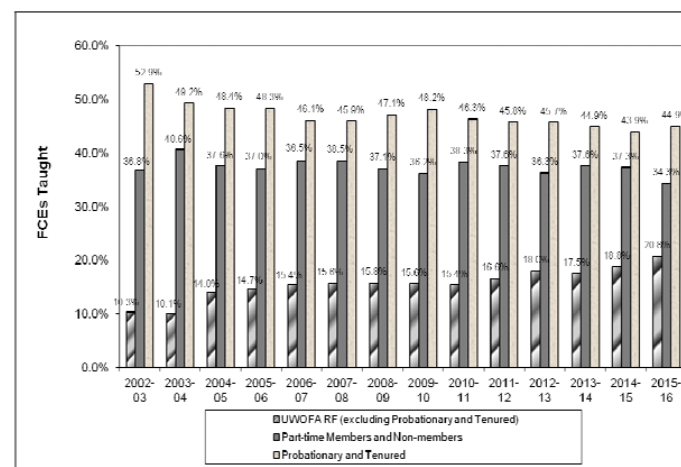
- **Part-time Members and Non-Members**
 - Limited Duties Appointments, Standing Assignments, Graduate Student Teaching Assignments
 - GTAs, Adjunct Appointments, Visiting part-time, Medical Clinical Faculty, Guest Lecturers
- **UWOFA RF (excluding Probationary and Tenured)**
 - Full-Time Visiting Appointments, Externally Funded Appointments, Limited Term and Permanent Appointments
- **Probationary and Tenured**
 - Full-Time Probationary (Tenured-track) and Tenured Faculty
 - includes those in senior administrative roles who are exempt from the UWOFA Collective Agreement provisions

Number of FCE Graduate and Undergraduate Enrolments taught from 2002-03 to 2015-16 (by Fiscal Year) by Part-Time Members and Non-members



Source: Western Human Resources Information Systems

Degree Credit Course Teaching in FCEs 2002-03 to 2015-16 (by Fiscal Year)



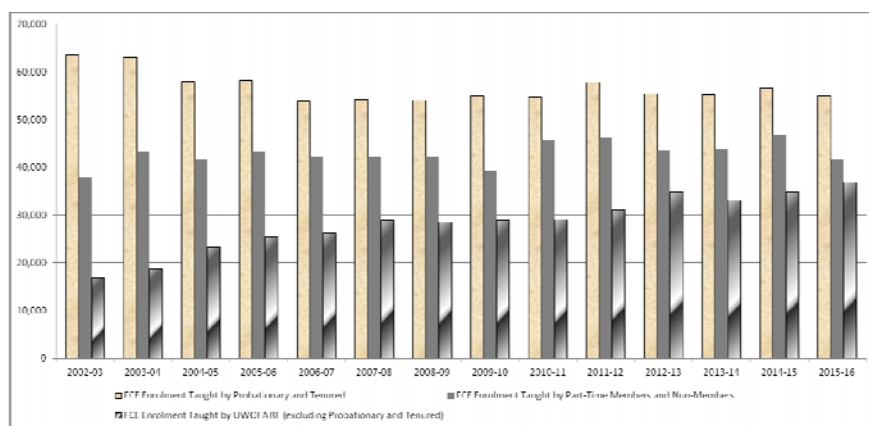
Note: Instructor data is unavailable for 3.7% of courses in 2002-03; 1.1% in 2003-04; 1.2% in 2004-05; 0.8% in 2005-06, 0% in 2006-07, through 2015-16.

Course data for undergraduate, graduate and professional degree credit course teaching are included, with the exception of independent studies, directed research, exams, theses, clinical courses, etc.

These data do not include Undergraduate or Graduate research or theses supervision

Source: Western Information Systems

FCE Enrolments Taught 2002-03 to 2015-16 (by Fiscal Year)

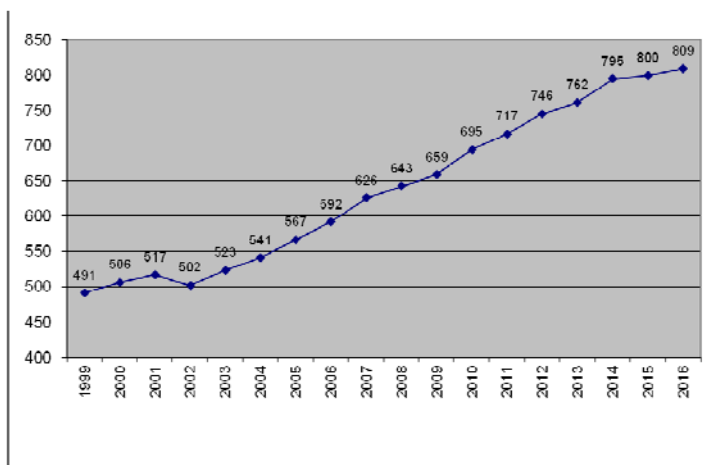


Source: Western Information Systems (appointment status and course data).

Clinical Full-Time Faculty

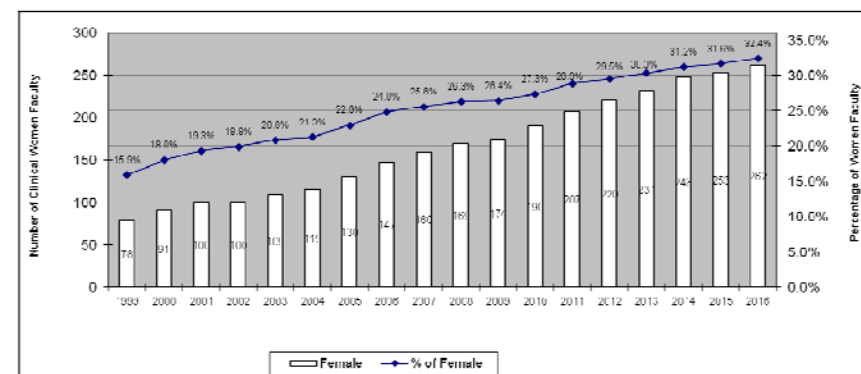
- October 1 Count
- Includes Physicians in Schulich under one of:
 - Continuing Clinical Appointment
 - Clinical Limited Term Appointment

Full Time Clinical Faculty (Physicians in Schulich) at Western, 1999 – 2016



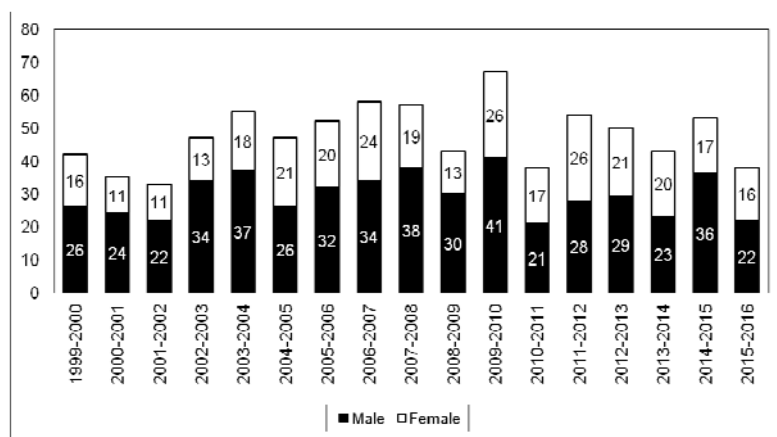
Source: Western Human Resources Information Systems

Full-Time Female Clinical Faculty at Western, 1999 – 2016



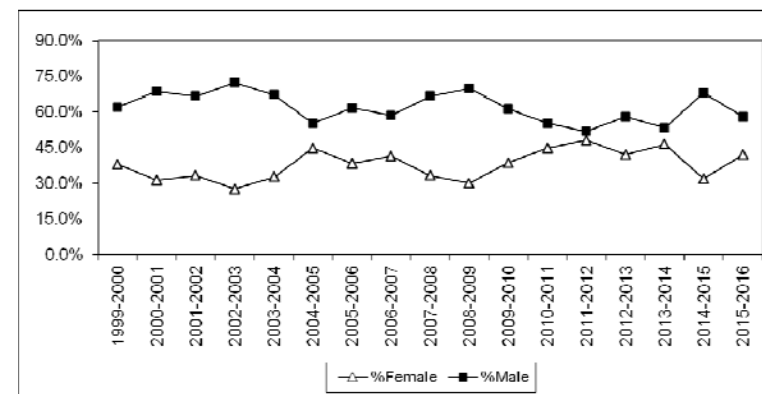
Source: Western Human Resources Information Systems

New Clinical Full Time Faculty (Physicians in Schulich) at Western by Gender: 2000 – 2016



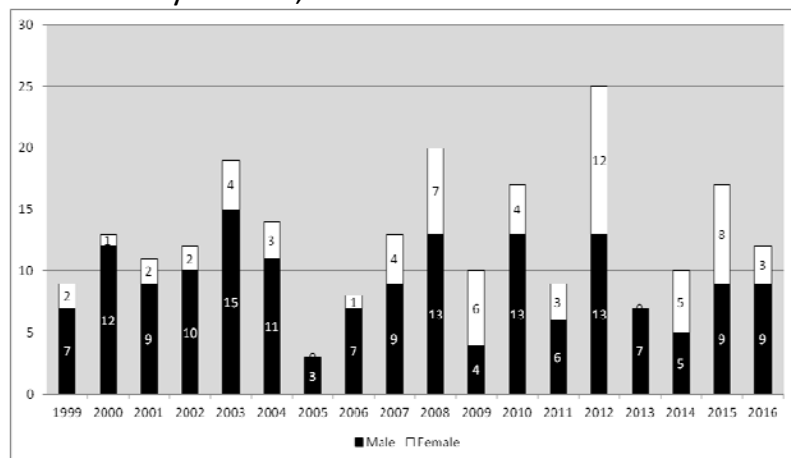
Source: Western Human Resources Information Systems

Percentage of New Full Time Clinical Faculty at Western by Gender: 1999-00 – 2015-16



Source: Western Human Resources Information Systems

Full Time Clinical Faculty Resignations by Gender, 1999-00 – 2015-2016



Source: Western Human Resources Information System

For future reference:

- This report can be found at:
 - http://uwo.ca/facultyrelations/pdf/Recruitment_Retention_Report_January_2017.pdf
- Additional information on full-time faculty, and other Western data, can be found on the Institutional Planning and Budgeting (IPB) website at <https://www.ipb.uwo.ca/>

Note: definitions of faculty categories and the dates to which counts pertain will influence the actual counts in any category, so this should be considered when extracting and interpreting data from these sources and others

ANNOUNCEMENTS

FOR INFORMATION

The Office of Faculty Relations provided the following list of academic administrative posts approved on behalf of the Board of Governors during the month of November 2016.

Name	Department/School	Faculty	Admin Post	Effective Date	End Date
Janice Polgar	Occupational Therapy	Health Sciences	Acting Director	January 1-2017	June 30-2017
Gary Tithecott		Schulich	Associate Dean (Undergraduate Medical Education)	October 1-2016	June 30-2018
Robert Stein		Schulich	Assistant Dean (Learner Equity & Wellness Undergraduate)	October 1-2016	September 30-2019
Gerry Cooper		Schulich	Associate Dean (Windsor Campus)	September 1-2016	August 31-2018
Laura Murray	CDS	Health Sciences	School Director	January 1-2017	June 30-2022
Michael Motolko	Ophthalmology	Schulich	Clinical Dept. Chair	December 1 – 2016	November 30-2021

REPORT OF THE ACADEMIC COLLEAGUE

FOR INFORMATION

The COU Academic Colleagues met on 6-7 December 2016. The following were the main discussion items.

MAESD Subgroup on Experiential Learning: this subgroup is currently discussing definitions of experiential learning and is preparing a draft report. Some of the current difficulties include: measuring the quality of student learning in work experiences; counting “inputs” as opposed to assessing “outputs;” using NSSSE data of student perceptions, which may under-report experiential learning; assessing learning outcomes at large institutions with large class sizes; and assessing learning that happens across programs (and not in individual courses).

Colleagues also discussed the potential problems associated with measuring specific items, in that it may lead institutions to “do the thing that it is being measured,” without necessarily ensuring that the learning is meaningful. Colleagues expressed a hope that the government will not focus solely on experiential learning, but will consider other high impact practices as well.

The COU is creating a Highly Skilled Workforce Steering Committee to help shape its response to the recommendations in the Highly Skilled Workforce report, and to the government’s ongoing efforts at implementing those recommendations.

OSAP/Net Billing: the government has not yet produced an implementation plan for these important initiatives. It is expected that the OSAP changes will begin in the 2017-18 academic year, with net billing to follow in 2018-19. To begin, net tuition will be processed only for first year, first entry programs. The COU also hopes to work with MAESD on coherent, consistent messaging to the public and to high school guidance counsellors about these initiatives.

Strategic Engagement Campaign Update: the focus of the campaign has so far been on students and their parents; to date, about 2200 people have completed the online survey. When asked about the future, respondents were generally optimistic (average 6.97 out of 10). In terms of skills and abilities that are important for students, respondents ranked highest: critical thinking skills, problem-solving skills, and communication skills.

In January 2017, the focus will shift to a second audience: business and the arts and cultural sectors.

Erika Chamberlain, January 2017