

MINUTES OF THE MEETING OF SENATE

MARCH 13, 2020

The meeting was held at 1:30 p.m. in Room 1R40, Arts and Humanities Building.

SENATORS: 63

| | | |
|----------------|-------------------|---------------|
| S. Basu | K. Gibbons | S. Morrison |
| A. Baxter | M. Goodman | S. Mumm |
| L. Beres | M. Grenier | A. Nelson |
| S. Birdi | C. Harasym | C. Nolan |
| A. Borchert | L. Henderson | J. Nord |
| H. Boyi | K. Hibbert | K. Olson |
| D. Brou | S. Hodgson | P. Peddle |
| E. Chamberlain | A. Holm | V. Radcliffe |
| A. Chant | A. Hrymak | G. Read |
| D. Cheng | V. Joe | S. Roland |
| K. Cole | R. Kennedy | C. Roulston |
| K. Coley | J. Kitz | A. Rozovsky |
| J. Corrigan | L. Logan | A. Shepard |
| V. Dalal | D. Macpherson | C. Steeves |
| S. Datars Bere | D. Mallory | S. Taylor |
| M. Davison | A. Matchen | P. Thomlinson |
| J. Finegan | C. McLeod | J. Toswell |
| L. Frederking | L. Melnyk Gribble | S. Trosow |
| B. Garcia | K. Mequanint | J. Wilson |
| J. Garland | M. Milde | K. Yeung |
| L. Ghattas | L. Miller | B. Younker |

Observers: R. Bgeginski, K. Campbell, J. Doerksen, L. Gribbon, B. Jalayer, J. Kum, D. Laird, J. Massey, E. Ukposidolo.

Land Acknowledgement

C. Harasym read a Land Acknowledgement.

S.20-34 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of February 14, 2020 were approved as circulated.

S.20-35 **BUSINESS ARISING FROM THE MINUTES** [Exhibit I]

E. Morse, Executive Director, Pierre L. Morrissette Institute for Entrepreneurship, provided a Western Entrepreneurship presentation to Senators. [S.19-214]

A Senator asked whether the participation rates for students could be provided to Senate. E. Morse advised that the participation rates that he presently holds includes a broad cross section of the campus community members and does not distinguish amongst the participants. His hope was that the new entrepreneurship building on campus would provide a space for the community-at-large to engage in

various forms of entrepreneurship. The new building would be located between the Law building and the University Community Centre (UCC), and would serve a wide range of campus partners. He also noted that exploration has commenced to design certificate that will engage students with an interest in social entrepreneurship, further enhancing the links to the wider London community to increase engagement.

S.20-36

REPORT OF THE PRESIDENT [Exhibit II]

The Report of the President, distributed with the agenda, contained an update on the Anti-Racism Working Group, Coronavirus update, and the following senior academic and administrative appointments:

- Britta Baron has been appointed as the next Vice-Provost & Associate Vice-President (International), effective July 1, 2020 through June 30, 2025.
- Althea Blackburn-Evans has been appointed as Western's first-ever Chief Communications Officer, effective April 6, 2020.

The President additionally commented on the University's current response to the COVID-19 pandemic, and the potential changes that could take place on campus in the event of a government mandated closure. The President provided the following information to Senators:

- A Western student was diagnosed with COVID-19 in January. This student did not come to campus and self-isolated.
- A Western student was diagnosed with COVID-19 while studying abroad in Spain, and is in intensive care.
- New cases in the London area will impact the decisions that the University may be required to take in response to further protect the campus.
- The University is cancelling events across campus, including the March Break Open House.
- At this time, the University is not requiring students in residents to leave campus, but students may choose to leave and return home before the end of the term.
- The University will maintain increased security in specific areas of campus.
- Weldon Library and the gym facilities will not be required to close at this time.
- Classes will be moved to an online format for the remainder of the term. WTS is on hand over the weekend to assist faculty members with moving their course materials online.
- It is too early to make a final determination with respect to Spring Convocation. Details will be forthcoming subsequent to a meeting of the Convocation Board.
- J. Doerksen, Vice-Provost (Academic Programs) and the Registrar's Office will be working on protocols relating to final exams.
- The Faculty of Education has volunteered to assist colleagues with moving their course materials online.

A Senator raised concerns with respect to students completing professional designations, noting that there are requirements for completion relating to examinations and total number of in-class instruction. A Senator noted that in some faculties, accommodations would be made with respect to requirements in light of any campus closures due to the pandemic.

A Senator asked whether the University and campus would be closed abruptly if the government made an announcement to close public buildings. The President noted that if there is a government issued closure then it may happen quickly.

A Senator voiced concerns relating to the implementation of online course instruction at this time, as it would be quite late in the academic term. Would instructors be given the option to give pass/fail marks? The President noted that professors would have some latitude to determine what would be the appropriate format in the current circumstances. It was important that measure be taken to preserve the academic year for students.

A Senator requested information on how the University intended to deal with thesis defences during this time. L. Logan, Vice President (Operations & Finance) noted that the university was working on implementing arrangements to permit thesis defences to continue remotely. J. Doerksen, Vice-Provost

(Academic Programs) added that the likelihood of the University holding in-person thesis defences would be low.

A Senator asked what would the likelihood be that they would be called back for final exams, if students were permitted to leave campus? Specifically, the concern was that international and out-of-province students may incur exceptional costs to return to London in order to take final exams. J. Doerksen, Vice-Provost (Academic Programs) advised that students that need to go home should go home, and that at this time alternative arrangements for exam were being evaluated.

A Senator asked whether research efforts at the University would continue. The President advised that research would be permitted to continue on campus at this time.

Senators raised concerns with respect to the use of OWL and copyright of course materials. The President advised that the Vice-Provost (Academic Programs) would address these concerns following further discussions.

S.20-37 **UNANIMOUS CONSENT AGENDA** [Exhibit III]

It was moved by K. Mequanint, seconded by J. Garland

That the 12 items listed in the Unanimous Consent Agenda (Exhibit III) be approved or received for information by Senate by unanimous consent.

CARRIED

REPORT OF THE OPERATIONS/AGENDA COMMITTEE [Exhibit IV]

S.20-38 **Notice of Motion: Navitas**

Senate, at its meeting on February 14, 2020, received the following Notice of Motion regarding Navitas.

It was moved by J. Compton, seconded by A. Chant,

Whereas, in response to negotiations between The University of Western Ontario and Navitas, a for-profit recruiter and educator of international students, to establish a 10-year contract for services; and

Whereas, Section 29 of the University of Western Ontario Act (the "Act") provides "The Senate is responsible for the academic policy of the University."

Senate notes that the potential partnership with Navitas involves the academic work of the University, which explicitly falls under the remit of Senate in the UWO Act; and therefore the articulation agreement/partnership/credit transfer/affiliation agreement/ contract to engage in the academic work of Western must come to Senate for approval.

CARRIED

M. Milde, (Chair, Operations/Agenda Committee) noted for clarification, that the Operations/Agenda Committee noted in its discussions, that it would support details relating to the academic components progressing to Senate, with the financial arrangements not being within Senate's remit.

When questioned what the timing might be for the proposal to come to Senate, the President indicated the timeline had not yet been determined. If the University needs urgent assistance to recruit students that could impact the timing of the proposal.

S.20-39 **Senate Vacancies Filled by Appointment**

It was moved by M. Milde, seconded by A. Chant,

That the Senate seats be filled for the terms indicated below, by the appointment of the following individuals, (terms from July 1, 2020 – June 30, 2022) at the recommendation of the units concerned:

- Jun Li, Faculty of Education
- Bertha Garcia, Dentistry (Schulich School of Medicine & Dentistry)
- Tania Granadillo, Faculty of Social Science
- Wolfgang Lehmann, Faculty of Social Science
- Jamie Baxter, Faculty of Social Science (SGPS)
- Lauren Cipriano, Ivey School of Business (SGPS)

CARRIED

M. Milde, (Chair, Operations/Agenda Committee) advised Senators that a procedural amendment to the Senate election procedures would be brought to Senate to align this process with the processes used for the filling of mid-year vacancies.

S.20-40 **Information Items Reported by the Operations/Agenda Committee**

Exhibit IV, Report of the Operations/Agenda Committee, contained the following items that were received for information by unanimous consent:

- Results of the Spring 2020 Elections for Membership on Senate 2018-2019
- Senate Membership – Education

REPORT OF THE UNIVERSITY RESEARCH BOARD [EXHIBIT V]

S.20-41 **URB Report (February 2020)**

S. Prichard, Acting Vice-President (Research) presented the URB Report (February 2020) contained in Exhibit V, Appendix 1.

The Acting Vice-President (Research) advised Senators that research at the University would continue unless the work is in contravention of any mandates from Public Health, at which time the research would cease. Currently, Western Research offices are functioning as normal and preparations are being made in the event that the university is closed.

REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS [Exhibit VI]

S.20-42 **Faculty of Arts and Humanities: Revisions to the “Dean’s Honour List and Graduation ‘With Distinction’” Policy and the “Honours Specialization in the Faculty of Arts and Humanities / HBA” Policy**

S.20-42(a) **Revisions to the “Dean’s Honour List and Graduation ‘With Distinction’” Policy**

It was moved by A. Borchert, seconded by G. Read,

That effective September 1, 2020, the “Dean’s Honour List and Graduation ‘With Distinction’” policy be revised as shown in Exhibit VI, Appendix 1.

CARRIED

S.20-42(b) **Revisions to the “Honours Specialization in the Faculty of Arts and Humanities / HBA”**

It was moved by A. Borchert, seconded by G. Read,,

That effective September 1, 2020, the “Honours Specialization in the Faculty of Arts and Humanities / HBA” policy be revised as shown in Exhibit VI, Appendix 2.

CARRIED

S.20-43 **Faculty of Engineering: Revisions to the Structure of the Biomedical Engineering Program**

It was moved by K. Mequanint, seconded by J. Garland,

That the three program options of Biomedical Engineering with Chemical Engineering Foundations, Biomedical Engineering with Electrical Engineering Foundations, and Biomedical Engineering with Mechanical Engineering Foundations be withdrawn effective September 1, 2019, and,

That the Biomedical Engineering Program be structured to have one option effective September 1, 2019, as outlined in Exhibit VI, Appendix 3.

CARRIED (Unanimous Consent)

S.20-44 **School of Graduate and Postdoctoral Studies: Introduction of a Graduate Diploma (GDip) in Pathology and Laboratory Medicine**

It was moved by D. Cheng, seconded by L Miller,

That the new Graduate Diploma (GDip) in Pathology and Laboratory Medicine be introduced in the School of Graduate and Postdoctoral Studies, effective September 1, 2020, as shown in Exhibit VI, Appendix 4.

CARRIED

S.20-45 **School of Graduate and Postdoctoral Studies: Introduction of a Collaborative Graduate Specialization in Music Cognition**

It was moved by C. Nolan, seconded by B. Younker,

That a new Collaborative Graduate Specialization in Music Cognition be introduced effective September 1, 2020, as shown in Exhibit VI, Appendix 5.

CARRIED

S.20-46 **School of Graduate and Postdoctoral Studies: Revisions to the Master of Arts (MA) in Musicology and the Master of Arts (MA) in Music Theory**

It was moved by K. Mequanint, seconded by J. Garland,

That the Master of Arts (MA) in Musicology and the Master of Arts (MA) in Music Theory be revised as shown in Exhibit VI, Appendix 6, effective September 1, 2021.

CARRIED (Unanimous Consent)

S.20-47 **School of Graduate and Postdoctoral Studies: Revisions to the Master of Clinical Science (MCISc), Communication Sciences and Disorders, Audiology Field**

It was moved by K. Mequanint, seconded by J. ,Garland

That the Master of Clinical Science (MCISc), Communication Sciences and Disorders, Audiology field be revised as shown in Exhibit VI, Appendix 7, effective January 1, 2020.

CARRIED (Unanimous Consent)

S.20-48 **School of Graduate and Postdoctoral Studies: Revisions to the Master of Clinical Science (MCISc), Advanced Health Care Practice, Manipulative Therapy Field**

It was moved by K. Mequanint, seconded by J. Garland,

That the Master of Clinical Science (MCISc), Advanced HealthCare Practice, Manipulative Therapy field be revised as shown in Exhibit VI, effective September 1, 2020.

CARRIED (Unanimous Consent)

S.20-49 **Don Wright Faculty of Music: Renaming of the Bachelor of Musical Arts (BMusA) and Bachelor of Musical Arts (Honours Music) programs as the Bachelor of Music and Bachelor of Music (Honours)**

It was moved by K. Mequanint, seconded by J. Garland,

That effective September 1, 2020, the Bachelor of Musical Arts (BMusA) and Bachelor of Musical Arts (Honours Music) be renamed to the Bachelor of Music and Bachelor of Music (Honours), and,

That all related references to the Bachelor of Musical Arts (BMusA) degree, modules and courses in the Academic Calendar be revised to reflect this change, and,

That all students currently enrolled in any BMusA program or combined program that includes the BMusA degree, be transferred effective September 1, 2020 into a BMus degree program (with Honours as appropriate).

CARRIED (Unanimous Consent)

S.20-50 **Brescia University College: Revisions to the Honours Specialization, Specialization, and Major in Food Management and Marketing**

It was moved by K. Mequanint, seconded by J. Garland,

That the Honours Specialization, Specialization and Major in Food Management and Marketing at Brescia University College be revised as shown in Exhibit VI, Appendix 8, effective September 1, 2020.

CARRIED (Unanimous Consent)

S.20-51 **Huron University College: Introduction of a Minor in Chinese History**

It was moved by M. Goodman, seconded by G. Read,

That effective September 1, 2020, a new Minor in Chinese History be introduced at Huron University College, as shown in Exhibit IV.

CARRIED

S.20-52 **King's University College: Revisions to the Admission Requirements of the Honours Specialization, Major, and Minor in French Language and Literature, and the Specialization in French Studies**

It was moved by K. Mequanint, seconded by J. Garland

That the admission requirements of the Honours Specialization, Major, and Minor in French Language and Literature, and the Specialization in French Studies at King's University College be revised as shown in Exhibit VI, Appendix 9, effective September 1, 2020.

CARRIED (Unanimous Consent)

S.20-53 **Revisions to the "Letter of Permission" Policy**

It was moved by G. Tigert, seconded by A. Borchert,

That effective March 1, 2020 the "Letter of Permission" Policy be revised as shown in Exhibit VI, Appendix 10.

CARRIED

S.20-54 **Report of the Subcommittee on Teaching Awards (SUTA)**

The Report of the Subcommittee on Teaching Awards (SUTA) was provided for information in Exhibit VI, Appendix 11.

S.20-55 **Information Items Reported by the Senate Committee on Academic Policy and Awards**

Exhibit VI, Report of the Senate Committee on Academic Policy and Awards, contained the following items that were received for information by unanimous consent:

- SUPR-G Report: Cyclical Review of the Graduate Program in Master of Public Health (MPH)
- New Scholarships and Awards

REPORT OF THE SENATE COMMITTEE ON UNIVERSITY PLANNING [EXHIBIT VII]

S.20-56 **2020-2025 Draft Strategic Mandate Agreement**

The 2020-2025 Draft Strategic Mandate Agreement was received for information in Exhibit VII, Appendix 1.

S.20-57 **Information Items Reported by the Senate Committee on University Planning**

Exhibit VII, Report of the Senate Committee on University Planning, contained the following items that were received for information by unanimous consent:

- Vice-Provost's Annual Report on Faculty Recruitment and Retention February 2020

S.20-58 **REPORT OF THE ACADEMIC COLLEAGUE** [EXHIBIT VIII]

Exhibit VIII, Report of the Academic Colleague, was received for information. The following items were included in the report:

- SMA3
- Collaborative Nursing
- IP Strategy
- Digital Learning

In addition to the items noted in the report, E. Chamberlain further noted the following items to Senators:

- Advocacy effort to the provincial government had gained increased opportunities for the reweighting for the SMA3 metrics.
- The innovation metric can now include funds from foundations and not for profit groups.
- Government will now permit colleges to offer stand-alone bachelor degrees in Nursing.
- There are no indications that Western and Fanshawe College will change their joint program offerings at this time.

S.20-59

DISCUSSIONS AND QUESTION PERIOD

Q1 J. Toswell, Senator

The Weldon library and the library system in general are in a process of transformational change. This change was not reflected in the "report" the library system provided for Senate recently. The loan system has radically changed, with no signs posted or mention made at the circulation desk (as I found out to my personal cost). The new OMNI catalogue system continues to suffer massive numbers of broken links, and students engaging in research are finding it extremely difficult both because OMNI is such an ugly and unhelpful interface and because they cannot access databases and online items that they need. Books are disappearing from both the fourth and fifth floors of the Weldon Library, where shelves are rapidly being disassembled--students searching for books cannot find them. On one of those floors, posters on the ends of the empty shelves advise that reorganization is taking place and students wanting to find books should "ask a librarian." The circulation desk is not staffed by librarians, and librarians do not, to the best of my knowledge, roam the shelves looking to help hapless undergraduates (or frustrated faculty members either). And so I find myself looking for something concrete, and this is the only concrete document I can find, from the Western Office of Institutional Planning and Budgeting, Western Facts, as of 30 April 2019:

| LIBRARY HOLDINGS | | | |
|--|------------------|------------------|------------------|
| Book Holdings at April 30 | | | |
| | 2016-17 | 2017-18 | 2018-19 |
| Service Location | | | |
| The D.B. Weldon Library | 1,260,647 | 1,199,719 | 1,068,611 |
| C.B. "Bud" Johnston Library (Business) | 14,640 | 14,501 | 14,773 |
| Education Library | 30,568 | 28,711 | 23,235 |
| John and Dotsa Bitove Family Law Library | 111,944 | 114,058 | 110,092 |
| Music Library | 237,228 | 300,922 | 389,788 |
| Allyn and Betty Taylor Library | 177,148 | 169,385 | 159,129 |
| Archives & Research Collections Centre | 2,086,224 | 2,105,190 | 1,591,585 |
| Online Books | 1,513,203 | 1,760,261 | 1,954,417 |
| TOTAL | 5,431,602 | 5,692,747 | 5,311,630 |
| Other Holdings | | | |
| Print Serial Subscriptions | 4,569 | 4,585 | 4,149 |
| Online Serial Subscriptions | 140,837 | 155,442 | 156,899 |

From this information I deduce that the library is reducing its holdings in Weldon, Education, Law, Taylor, the ARCC (by 500,000 items?), and increasing its holdings in Business, Music (perhaps a transfer from Weldon, if I recall correctly?), and online books.

Are these numbers correct? What will appear in 2020?

C. Steeves (Vice-Provost & Chief Librarian), advised Senators that in 2018-2019, the reported numbers represented a reporting error due to a change in staff and a different approach to counting holdings. The University has not been reducing its investment in library holdings. Bibliographic records – books, physical items, microfiche, maps, musical scores, tapes, films, etc. were previously reported and were not included in this report. From 2015-16 through 2018-19, the University added 28,000 books to the collection. This will be clarified on the website.

With respect to concerns relating to broken links subsequent to the change over the OMNI system, C. Steeves noted that the library had provided notice to users that the system was changing for a period of time prior to the migration. Broken links will be addressed on an ongoing basis.

Concerns with respect to fee changes were also communicated to users, specifically one fee that did go up, was the cost for late materials that are recalled. These changes were communicated via posters and the library's website. Users that are having difficulty locating items may avail themselves of the chat function on the library's website to track down resources.

Q2 J. Toswell, Senator

Navitas and Internationalization at Western:

Simon Fraser University recently renewed its agreement with Navitas (26 February 2020), as announced on the Navitas and SFU websites, but not mentioned in the minutes of either the Senate or the Board of Governors, as best I can tell, in January or February 2020), extending an agreement first made in 2006 through to 2030. The Navitas contribution to student numbers is not separated out in SFU's documents on enrolment planning, so the role of Navitas at SFU is unclear (except for the very large and beautiful building on the campus): see the Fraser International College website here: <https://www.fraseric.ca/about>. As much discussed by the Western Senate, the University of Manitoba renewed its Navitas agreement for a further ten years in 2018. The vote on the second Navitas agreement carried at Senate, opposed by one-third of those voting according to the university president in his report to the Board of Governors during its decision to approve the renewed agreement.

Ryerson University is also pursuing an agreement with Navitas according to a press release on 2 February 2020 found here: <https://www.ryerson.ca/news-events/news/2020/02/a-new-pathway-to-ryerson-for-international-students/>.

The document provided to Senate in February carefully described the agreement with Navitas as "One Element of Western's Internationalization Aspirations: Undergraduate International Enrolments." I note that Ryerson held two town hall meetings as part of its Navitas consultations in February 2020, and also carefully placed its engagement with Navitas in terms of its new and quite fully-developed "Internationalization Strategy," found here:

<https://www.ryerson.ca/ri/internationalization-strategy/>. Western on its Western International website (which is not easy to find) has an international strategy for 2014-2019: see it here: <https://international.uwo.ca/pdf/International%20Strategy%202014-2019.pdf>.

My question is, Does the Western senior administration plan to organize a partnership with Navitas as the first element of its new international strategy? We have only just appointed a new vice-provost and associate vice-president (international). Is she already apprised of the proposed relationship with Navitas (I note that she does seem to have delivered some conference papers in sessions with Navitas executives, so she is presumably aware of their work), and prepared to move forward with this part of her remit already complete?

In short, should Western proceed with a partnership with Navitas when two and possibly three other Canadian universities have such partnerships (which will make us one of four Canadian universities for which those vaunted Navitas recruiters are recruiting, so not obviously set apart from the other Canadian universities), when the senior administrator who will have to administer all or part of the partnership is only just appointed, and when we do not have a current international strategy?

A. Hrymak, Provost & Vice-President (Academic), noted that the University of Manitoba model would be similar to the model proposed at Western. With respect to the ongoing process at Western, currently, consultations with faculties are ongoing and will continue. Another information session will be coordinated at a later date for those faculties that would be interested in participating in the Navitas program. He noted that the operational aspects and academic structure of an international college model would require oversight. He commented that diversification of international student recruitment, with a specific focus on the diversification of source country and program is an underlying goal of this process. Whatever decision is taken in relation to international recruitment, it will fit with Western's governance structures.

J. Weese, Acting Vice-Provost and Associate Vice-President (International) indicated that while the international strategy had expired last year, Western was continuing to attract international students and engage in the international landscape.

Q3 A. Chant, Senator

I wish to raise a concern regarding a fee being charged of students by Western that appears both unethical and impermissible under the current Board approved fee schedule.

On December 11, 2019, the Registrar's Office e-mailed students and others to advise them that they must provide their social insurance number (SIN) to Western for inclusion on tax forms for students and recent graduates. A copy of the e-mail is included below. The e-mail details changes by the Government to the T2202A and T4A forms such that they must now bear a student's SIN. The e-mail indicates that students must enter their SIN on Student Centre no later than December 31, 2019 or face a fee of \$27.50. I have concerns regarding this e-mail and the penalty, specifically:

1. The e-mail was sent on Wednesday, December 11th at the end of the business day. This gave students only 20 days and a few hours in which to receive this e-mail, review it, and carry out the instructions therein to avoid incurring the penalty threatened.
2. At the time the e-mail was sent out, the undergraduate population was in the thick exams, while many undergraduates and graduates had left for the holidays.
3. Following the examination period, the University closed for the holidays until after the deadline had passed.
4. When the e-mail was received, Student Centre did not appear to allow students to view/update their SIN, despite following the instructions in the e-mail that was distributed. Indeed, I received an e-mail from a student reporting this issue, and I myself attempted to do so without any luck.
5. The Board of Governors has not approved a fee for updating a student's record such that a compliant T2202A and/or T4A can be printed. The only fee on the 2019-2020 Supplemental Fees and Other Charges, which has been approved by the Board for \$27.50 is "Duplicate Tax Receipts (T2202A/T4A)". This is out-dated fee that is no longer applicable, as Western updated Student Centre to allow students to print their own tax forms directly. Moreover, the updating of an account such that a student may print a compliant tax receipt is not equivalent to printing a duplicate receipt, and the 2019-2020 Supplemental Fees and Other Charges listing further stipulates that the fee is "per paper receipt".
6. The Canadian Revenue Agency will accept tax forms that do not bear the student's SIN, as such, the update is not required.

As such, it is evident that the Registrar's Office did not notify students of the requirement to update their accounts in a timely fashion (particularly in light of exams and the holiday season), did not ensure that the infrastructure was able to allow students who acted promptly to update their information as directed, and has threatened to levy a fee which has not been approved by the Board of Governors. Furthermore, there is no actual obligation for students to provide their SIN to Western for tax form purposes.

In light of these revelations, I would like assurance that Western will not be assessing fees of any student who did not update Student Centre with his/her SIN on or before December 31, 2019 and that any fees already charged for students who updated their SIN thereafter will be returned.

Supporting information:

For the information of senators, Western's 2019-2020 Supplemental Fees and Other Charges can be viewed here: https://registrar.uwo.ca/student_finances/fees_refunds/pdfsfeeschedule/2019-20%20Supplemental%20Fees.pdf

The fee in question ("Duplicate Tax Receipts (T2202A/T4A)") is listed at line 33.

G. Tigert (University Registrar) advised Senators that Revenue Canada requires Western to obtain the social insurance numbers of students, and that a fine could be assessed if Western is found to not have made significant efforts to obtain these. Charges would only be applied if a student needs a replacement form. At this point, the Registrar's Office have not applied any charges to students and only had 4 fees for duplicate T4(A) forms to date. These fees would be refunded to students.

ADJOURNMENT

The meeting adjourned at 3:43 p.m.

A. Shepard
Chair

K. Kwan
Secretary