



**UNIVERSITY**  
*of Prince Edward*  
**ISLAND**

TO: Members of Senate  
FROM: Andrea Trowbridge, Secretary to Senate  
DATE: October 11, 2024  
RE: Second Senate Meeting – October 18, 2024

The Senate of the University of Prince Edward Island will hold its second meeting for 2024-2025 on **Friday, October 18, 2024 at 3:00 p.m. at Alumni Hall in Rm 102.**

**OPEN AGENDA**

1. **Call to Order, Welcome, Land Acknowledgement and Opening Remarks from Chair and Vice-Chair** 5 min
2. **Approval of Agenda** 5 min  
*MOTION: That Senate approve the agenda as presented.*
3. **Approval of Minutes** 5 min  
a. **September 13, 2024**  
*MOTION: That Senate approve the minutes of September 13, 2024 as presented.*
4. **Business Arising from Minutes** 5 min
5. **President's Report** 30 min
  - a. **Review of Emergency/Crisis Response Plan**
  - b. **Vice-President Academic and Research Report**
  - c. **Vice-President People and Culture Report**
6. **Question Period** 10 min
7. **Senate Standing Committee Reports**
  - a. **Frequency of Senate Sub-Committee Reports – For Discussion – W. Rodgers** 5 min
  - b. **Academic Planning and Curriculum Committee – G. Naterer** 10 min
    - i. **Second Curriculum Report**  
*MOTION: That Senate approve the recommended motions.*
    - ii. **Annual Report – For Information Only**
  - c. **Student Academic and Student Discipline Appeals Committee – For Information**
    - i. **Annual Report**

## Agenda

Second Senate Meeting– October 18, 2024

**d. Senate Steering and Nominating Committee – W. Rodgers – For Information**

- i. Senate and Senate Committee Vacancies
  - *Senate:*
    - One Faculty member temporary replacement – Science
  - *Committee for Emerita/us Status:*
    - One Faculty member – IKERAS
  - *Graduate Studies Advisory Committee:*
    - One Representative, Post-Doctoral Fellows
  - *Senate Academic and Student Discipline Appeals:*
    - Two undergraduate students appointed by the Student Union
    - One graduate student appointed by the Graduate Student Association
  - *Senate Committee on Admissions and Degrees:*
    - One Faculty member temporary replacement – Nursing
    - One student nominated by the Student Union and elected by Senate
  - *Senate Library Committee:*
    - One student appointed by the SU President and elected by Senate
    - One Graduate student appointed by GSA and elected by Senate
  - *Senate Research and Advisory Committee:*
    - One Faculty member – Education
- ii. Senate and Senate Committee Appointments
  - *Senate Academic and Student Discipline Appeals:*
    - Amy Hsiao (3-year term)
    - Peter Foley (6-month sabbatical replacement)
  - *Senate Committee on Admissions and Degrees:*
    - Beibei Jia
  - *Senate Library Committee:*
    - Esther Wohlgemut
  - *Senate Research Advisory Committee:*
    - William Whelan

**8. Board Report to Senate – W. Montelpare/W. Waterman – For Information** 5 min

**9. Responsible Conduct of Research, Scholarly and Creative Work Policy – M. Sweeney-Nixon** 10 min  
*MOTION: That Senate approve the revised Responsible Conduct of Research, Scholarly and Creative Work Policy as presented.*

**10. New Item from SSNC**  
**Creation of Ad Hoc Senate Committee – G. Naterer** 5 min  
*MOTION: That Senate create a Senate Committee on Teaching Evaluation to investigate alternative holistic approaches to teaching evaluation that continue to include student feedback. The committee shall recommend a robust and unbiased method of evaluation of teaching effectiveness, which includes student voices and feedback in that evaluation. The committee shall include faculty, administration, and student representation.*

*MOTION: That Senate move to a closed agenda.*

**11. Adjournment**  
*MOTION: That the Senate meeting be adjourned.*

**Minutes of the First Meeting of Senate**  
**Friday, September 13, 2024**  
**3:00 – 5:00 pm**  
**Alumni Hall and Zoom**

**Present:** W. Rodgers (Chair), K. Mears (Vice-Chair), A. Trowbridge (Secretary to Senate), C. Adeyanju, N. R. Agunbiade, P. Bernard, S. Brown, M. Buote, A. Campbell, M. Clapson, R. Dennis, A. Doyle, P. Drake, N. Etkin, P. Foley, K. Gottschall-Pass, D. Griffon, S. Hamilton, A. Hsiao, R. Hoersting, G. Jiang, T. Judson, S. Kresta, A. MacKenzie, T. Mady, N. Mannholland, M. A. McMahon, W. Montelpare, D. Moses, S. Murray, S. Myers, G. Naterer, Y. Rashchupkina, F. Sadat, J. Sentance, P. Smith, M. Sweeney-Nixon, M. Turnbull, M. von Eccher, H. Wang, W. Waterman, A. Weenie, W. Whelan

**Regrets:** P. Augustine, A. Bourque, S. Connolly, A. Fenech, S. Fitzpatrick, R. Gauthier, A. MacLaren, R. McPhee

**Recorder:** K. Porter

**1. Call to Order, Welcome, Land Acknowledgement and Opening Remarks**

W. Rodgers called the meeting to order at 3:04 pm, welcomed everyone to the first Senate meeting of the academic year and gave a land acknowledgement. K. Mears updated Senators that work continues on a new Senate website for sharing Senate materials, as well as an orientation for Senators.

**2. Approval of Agenda**

**MOTION: (W. Montelpare/T. Mady) to approve the agenda as presented. CARRIED.**

**3. Approval of Minutes**

**MOTION: (M. Turnbull/M. A. McMahon) to approve the minutes of May 3, 2024 with amendments. CARRIED.**

Edits to the minutes include on page 5 the final motion on the Seven Sacred Teachings agenda item was passed and “CARRIED” is to be added to end of the motion. Also, on page 4 the new Senators reference Bhemmaluxmee Damry as the international student representative, however it is Hexi Wang that is the international student representative.

**4. Business Arising**

**a. Introduction of New Senators**

A. Trowbridge introduced and welcomed the new Senators: C. Adeyanju, R. Agunbiade, S. Brown, M. Buote, M. Clapson, R. Dennis, A. Doyle, A. Fenech, P. Foley, K. Gottschall-Pass, A. Hsiao, R. Hoersting, S. Kresta, R. McPhee, S. Murray, Y. Rashchupkina, F. Sadat, H. Wang, A. Weenie and W. Whelan

**b. UPEI Ethical Principles – Seven Sacred Teachings**

W. Rodgers reported that at the May Senate meeting the Seven Sacred Teachings ethical principles was discussed and there was a motion tabled with conditions. Following Robert’s Rules of Order, a Senator can take a motion off the table at the meeting in which it was

discussed or at the following meeting and if the motion is not taking off the table, the motion dies at that time. For the motion at the May 3<sup>rd</sup> meeting, there was a condition applied that legal counsel would be sought and/or that additional consultation would occur. At this time the conditions to take the item off the table have not been met, so the motion cannot automatically come back on the table. Should a Senator wish to take the motion off the table today, they are able to take the motions off the table, by making a motion to take it off with a seconder and a majority vote.

As the May 3<sup>rd</sup> minutes are confusing, it was asked for clarification on which motions from the previous meeting were being considered today. Senators have the option of considering tabling either motion from the previous meeting. It was acknowledged that it is important that further consultation and discussion occur on the topic.

There being no motions made to take the motions related to the Seven Sacred Teachings ethical principles off the table, the motions from the May 3, 2024 meeting died at the meeting.

W. Rodgers committed to Senators that while the motion has died, ethics and reconciliation with the University community will continue to be explored. G. Naterer also offered his commitment to work on this important priority with the University community.

## **5. President's Report**

W. Rodgers noted a few changes have been made to the standard agenda including a report from the Vice-President of People & Culture and the use of open, closed and in-camera agendas.

W. Rodgers spoke on the following items:

- the Action Plan Implementation Plans;
- the Board of Governors Governance Review that was released during the summer;
- hiring a University Secretary who will oversee the governance and policies at UPEI;
- hiring of Vice-President positions and the Chief Information Officer; and
- recognition of challenges impacting UPEI and acknowledgement that work continues on these challenges.

### **a. Vice-President Academic and Research Report**

G. Naterer shared recent successes and awards from the University community: Aitazaz Farooque and team, Xander Wang and team, Mark Fast, Jingen Liang, Xiao Chen, Joel Ross, Senator William Montelpare, Berry Genge, Josh Sealand, the McDougall Faculty of Business, Jean Mitchell and Suzanne Kresta.

The Questions Committee has completed their review of revised University-wide SOTS questions.

A new Graduate Student Fellowship Program has been launched. This will help to support Faculty researchers.

Under the Senate Quality Assurance Policy, an external review of first year courses - 1010, 1020, and 1030 - has been completed by a three-member panel. Their report has been reviewed by

APCC and their recommendation is to form a pan-University committee to develop an action plan in response to the recommendations from the panel.

The strategic enrollment management process is ongoing. Currently the Academic Units, Faculties and Schools are developing individual plans considering specific questions. These will inform the University plan.

#### **b. Vice-President People and Culture Report**

W. Rodgers, in the absence of S. Connolly, reported that because the Action Plan has implications for Senate as a governing body of the University, the Vice-President of People and Culture will provide, for information only, a report at Senate meetings to update Senators on the activities.

Recent activities have been the hiring of employees in the EDI and HR areas and promoting team building in these areas. They are also working on the development of the new Sexual Violence Policy and the implementation of training for the new policy.

#### **c. Question Period**

A question was asked if there are other options being explored to use a different evaluation instead of using the Student Opinion of Teaching Surveys. Feedback has been received and duly considered. Currently UPEI is following the mandate of the collective agreement but is open to further consideration and discussion.

### **6. Senate Reports**

#### **a. Academic Planning and Curriculum Committee**

##### **i. First Curriculum Report**

##### **FACULTY OF BUSINESS**

**1. MOTION: (G. Naterer/T. Mady) To approve the new course BUS 3970 Introduction to Case Competitions as the first course for case competition students. BUS 4970 is the second course in the case competition. CARRIED.**

(See details in the attached Curriculum Report – Pages 3-6)

##### **FACULTY OF VETERINARY MEDICINE**

**OMNIBUS MOTION: (G. Naterer/D. Griffon) that motions 2-4 be approved as noted below. CARRIED.**

**2. That a new course entitled VHM 8380, Large Animal Internal Medicine: Physiology I, be approved as proposed.**

(See details in the attached Curriculum Report – Pages 8-11)

**3. That a new course entitled VHM 8390, Large Animal Internal Medicine: Physiology II, be approved as presented.**

(See details in the attached Curriculum Report – Pages 12-15)

**4. To introduce a dedicated seat for Indigenous applicants in the PEI pool.**

(See details in the attached Curriculum Report – Pages 16-28)

A question was raised on motion #4 if the change to a dedicated seat for Indigenous applicants would be applicable to all of campus. Currently this change only applies to AVC.

**REGISTRAR'S OFFICE**

**OMNIBUS MOTION: (G. Naterer/M. Turnbull) that motions 5-8 be approved as noted below. CARRIED.**

**5. To update “Academic Regulation 20, Academic Integrity”, to prohibit the use of generative AI (genAI) detection tools to substantiate a claim of academic dishonesty.**  
(See details in the attached Curriculum Report – Pages 30-34)

Senators discussed what evidence a professor will need to confirm proof of the use of AI. A task force has been created and are examining all aspects of this. The Teaching and Learning Centre offers guidelines and resources on their website to support instructors in this area.

**6. To update Academic Dates for 2024-2025 – all programs except Doctor of Veterinary Medicine and Bachelor of Education.**  
(See details in the attached Curriculum Report – Pages 35-38)

Concern was raised on the language of “end of summer session” and the language in the regulation regarding incomplete grades. It was requested that this be reviewed to be clearer for those students that have incomplete grades.

**7. To update Academic Dates for 2025-2026 – all programs except Doctor of Veterinary Medicine and Bachelor of Education.**  
(See details in the attached Curriculum Report – Pages 39-42)

**8. To update Academic Dates for 2026-2027 – all programs except Doctor of Veterinary Medicine and Bachelor of Education.**  
(See details in the attached Curriculum Report – Pages 43-46)

**ii. First Report to Senate for 2024-2025**

**MOTION: (G. Naterer/M. Sweeney-Nixon) to approve in principle, the Master of Cleantech Leadership and Transformation Program at the University of Prince Edward Island. CARRIED.**

M. Sweeney-Nixon reported to Senators on a Maritime Provinces Higher Education Committee (MPHEC) proposal to create a new Master’s program: Master of Cleantech Leadership and Transformation Program at UPEI. A working group has followed extensive steps in the creation of the proposal.

Senators discussed and asked questions about the proposed new program. Suggestions were provided for consideration.

The next step after Senate approving this in principle today, will be to request approval by the MPHEC. The proposal will then return to the Senate agenda.

**b. Committee for Emerita/us Status**

G. Naterer provided an update on a request made to the Committee for Emerita/us by Senate to investigate the gender-neutral language for the title of Emerita/Emeritus. Emeriti is recognized elsewhere in Canada as gender-neutral and acceptable as plural form “they”. The Committee also suggests the inclusion of Lifetime before Professor Emerita/Emeritus.

**MOTION: (G. Naterer/S. Murray) to approve the modification of the designation of “Professor Emeritus/a” to “Lifetime Professor/Librarian Emeritus/Emerita/Emeriti” and allow the candidate to select among the three choices. CARRIED.**

**MOTION: (B. Whelan/M. Sweeney-Nixon) to extend the Senate meeting by 15 minutes. H. Wang OPPOSED. CARRIED.**

**c. Senate Committee on Admissions and Degrees – For Information Only**

A question was asked which program is the one graduate of the Bachelor of Arts at the Cairo Campus in. A. Trowbridge to follow-up on this.

**d. Senate Steering and Nominating Committee – For Information Only**

**7. Board Report to Senate**

W. Montelpare provided a report on the Board of Governors activities since the May Senate meeting.

- The Board held their regular meeting on May 21, 2024.
- On June 14, 2024 the Board held a special meeting to address time sensitive items.
- The Board held a special Closed Board meeting on July 15, 2024 to receive the Governance Review presentation.
- An e-vote was held on August 15, 2024 for the acceptance of a major gift and the corresponding naming of areas with the Robertson Library and the Faculty of Medicine.
- An e-vote was held on August 22, 2024 to approve a new Selection of Vice-Presidents and Senior Executives Policy and the repeal of Selection of Vice-President Administration and Finance Policy and the Senior Administrative Appointments Policy, as well as the approval of appointments in the Faculty and Staff Report.
- On August 27, 2024, the Board held an Education and Planning Session which included a session on Privacy and Access and discussion on strategic planning
- On September 12, 2024, the Board had Governance training with Cheryl Foy.

**8. UPEI Action Plan Year 0 and Year 1 Implementation Plan**

W. Rodgers reported there are specific items related to Senate in year 1, mostly related to training, meeting minutes and methods to attend Senate meetings. All of the information for the Action Plan Implementation Plans are available on the UPEI website. If anyone has any questions, they are welcome to reach out to Kate Richard. Kate will be invited to attend a future Senate meeting.

**9. UPEI Governance Review**

W. Rodgers reported the Governance Review is geared toward a more informed and transparent governance process and better informs Board members and Senators for their due diligence and have better decision-making. To date the review is more focused on the Board. One of the items to

be addressed soon is to have a stronger relationship between the Board and the Senate. A joint Board/Senate session will be organized for some time over the winter.

**10. Repeal of AIDS Policy**

**MOTION: (W. Rodgers/M. Turnbull) that Senate approves the repeal of the AIDS Policy. CARRIED.**

**MOTION: (W. Rodgers/G. Jiang) that the Senate meeting move to a Closed Agenda. CARRIED.**

**MEETING MOVED TO A CLOSED SESSION**

**MEETING RETURNED TO OPEN SESSION**

**11. Adjournment**

**MOTION: (W. Montelpare) to adjourn the Senate meeting at 5:00 pm. CARRIED.**



## **SUMMARY OF CHANGES**

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**SUMMARY OF CHANGES FACULTY OF NURSING**

**Motion #'s 1-2**

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**Summary of Motions**  
**Faculty of Nursing**

<b>#</b>	<b>Type of Motion</b>	<b>Motion</b>
1.	New Course Proposal	NURS 0001
2.	Calendar Entry Change	LPN Nursing Pathway

**NEW COURSE PROPOSAL**

**Motion# 1**

Faculty/School: **Nursing**

Department/Program(s): **Faculty of Nursing**

**MOTION: Approve NURS 0001- Evidence Informed Decision Making in Professional Nursing Practice as a required non-credit course for the LPN to BScN Pathway.**

Course Number and Title	NURS 0001 – Evidence Informed Decision Making in Professional Nursing Practice
Description	The non-credit course is offered to Licensed Practical Nurse (LPN) graduates who have been accepted in the LPN-BScN pathway program. This course will recognize and build on the concepts of professional nursing practice acquired in the LPN curricula to facilitate the transition to BScN curricula and the role of the Registered Nurse. There will be specific attention to the transition from the role of the LPN to BScN in a primary health care environment, interprofessional communication and collaboration, and fostering the registered nurse’s role identity. Scholarly writing development will be fostered and developed as students explore the topics in this course.
Cross-Listing	NA
Prerequisite/Co-Requisite	Acceptance in LPN to BScN Pathway
Credit(s)	0
Notation	Must be completed before or concurrently with N3060X – Nursing of Childbearing Families

**This is:** A Core Course (Pathway only)

**Grade Mode:** Pass/Fail

**Anticipated Enrolment:** 10    **Is there an Enrolment Cap:** No  
*If there is an enrolment limit, please explain. Click here to enter text.*

**Rationale for New Course:** The LPN to BScN pathway program has been redesigned. LPN graduates will enter late in the first year of the Accelerated BScN Program. This cohort of students will not have had opportunity to explore the role transition from LPN graduate to BScN student (including review of psychomotor skills and assessments) and to understand the differences in the role of the LPN and Registered Nurse in clinical practice. Also, LPN graduates will need support to increase their scholarly writing skills to support them as they complete third- and fourth-year level baccalaureate courses. This course will be a combination of synchronous and asynchronous learning with the asynchronous learning being predominant.

**Effective Term:** Winter 2025

**Implications for Other Programs:** None anticipated



**NEW COURSE PROPOSAL**

**Motion# 1**

**Impact on Students Currently Enrolled:** The Faculty of Nursing does not anticipate any negative impact on students who are currently enrolled.

**Resources Required:**

**In offering this course will UPEI require facilities or staff at other institutions:** No  
*If yes, please explain.* Click here to enter text.

<b>Authorization</b>	<b>Date:</b>
Departmental Approval: Dr. Patrice Drake, Acting Dean of Nursing	March 3, 2024
Faculty/School Approval: Faculty of Nursing Curriculum Committee	March 1, 2024
Faculty Dean's Approval: Dr. Patrice Drake, Acting Dean of Nursing	March 3, 2024
Graduate Studies Dean's Approval: Click here to enter name of approver.	Click here to select approval date.
Registrar's Office Approval: Darcy McCardle	September 11, 2024

Form Version: September2023

**CALENDAR & CURRICULUM CHANGE**

**Motion# 2**

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Nursing**

Department/Program(s)/Academic Regulations: **Academic Regulations**

**MOTION: To make updates to BScN and LPN pathway articulation agreement**

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
<p><b>Holland College Articulated Agreement</b> Graduates of the Holland College LPN program applying to the BScN program at UPEI enter the program via the Accelerated BScN Program.</p> <p><b>Admission to First Year of Accelerated BScN</b></p> <p><b>Admission Criteria</b></p> <ul style="list-style-type: none"> <li>received at least a 80% average in the LPN program;</li> <li>have evidence of a strong clinical performance during the LPN program. A letter from a clinical nursing instructor from Holland College documenting clinical performance in the LPN program. The letter is to be sent directly to the Registrar's Office at UPEI;</li> <li>have completed academic grade 12 English, Math, Chemistry and Biology (Final high school transcript and upgrades if applicable);</li> <li>complete the CASPer test requirement.</li> <li>18 semester hours of credit must come from the list of courses below (at the credit weights noted), with a minimum average of 75% in these 6 courses (18 semester hours) with no individual course grade below 60%:</li> </ul> <p>Human Anatomy (3 semester hours) – lab required Human Physiology (3 semester hours) – lab required</p>	<p><b>Holland College Articulated Agreement</b> Graduates of the Holland College <u>Practical Nursing</u> <del>LPN</del> program applying to the BScN program at UPEI enter the program via the Accelerated BScN Program.</p> <p><b>Admission to First Year of Accelerated BScN</b></p> <p><b>Admission Criteria</b></p> <ul style="list-style-type: none"> <li>received at least a 80% average in the <u>LPN Practical Nursing</u> program;</li> <li>have evidence of a strong clinical performance during the <del>LPN</del> program. A letter from a clinical nursing instructor from Holland College documenting clinical performance in the LPN program. The letter is to be sent directly to the Registrar's Office at UPEI;</li> <li><u>have successfully completed at least 1800 clinical hours of practice as a Practical Nurse (documented by the applicant's employer)</u></li> <li><del>have completed academic grade 12 English, Math, Chemistry and Biology (Final high school transcript and upgrades if applicable);</del></li> <li>complete the CASPer test requirement.</li> <li>18 semester hours of credit must come from the list of courses below (at the credit weights noted), with a minimum average of 75% in these 6 courses (18 semester hours) with no individual course grade below 60%:</li> </ul> <p>Human Anatomy (3 semester hours) – lab required Human Physiology (3 semester hours) – lab required</p>

CALENDAR & CURRICULUM CHANGE

Motion# 2

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
<p>Microbiology (3 semester hours) – lab required Introductory Psychology (6 semester hours) Statistics (3 semester hours)</p> <p>(The above noted courses must be successfully completed at an undergraduate degree level at a recognized post-secondary institution. Courses must have been completed within the past 10 years and fulfill the criteria outlined for regular transfer credit equivalency review).</p> <p>Potential applicants who have met the admission criteria, except for the six degree-level university courses, may complete these courses at UPEI. Special permission from the Chair of Biology is required to enrol in Microbiology (BIO 1060). Permission is subject to availability of space in the course.</p> <p>Graduates of the Holland College LPN Program will receive credit (39 semester hours) for the following courses:</p> <p>NURS 1030 – Fundamentals of Nursing Practice FN 1020 – Nutrition for Nursing Students NURS 2130– Nursing of Young Families NURS 2320 – Introductory Pharmacology NURS 2230 – Adult Nursing: Transitions in Health NURS 2450– Health Assessment PSYCH 2010 – Developmental Psychology UPEI 1010 – Writing Studies 3 Electives</p> <p>Note: All students must complete IKE 1040 – Indigenous Teachings of Turtle Island</p> <p>The path to a BScN for the LPN Graduate is unique in that it recognizes their Holland College LPN courses toward completion of the BScN degree. Previous course work will be recognized (57 semester hours of credit required for admission) but will not be assigned as transfer credit if completed outside of UPEI or Holland College. Students in the LPN to BScN program</p>	<p>Microbiology (3 semester hours) – lab required Introductory Psychology (6 semester hours) Statistics (3 semester hours)</p> <p>(The above noted courses must be successfully completed at an undergraduate degree level at a recognized post-secondary institution. Courses must have been completed within the past 10 years and fulfill the criteria outlined for regular transfer credit equivalency review).</p> <p>Potential applicants who have met the admission criteria, except for the six degree-level university courses, may complete these courses at UPEI, <u>as a conditionally admitted student. Students are also encouraged to consider completing the IKE-1040 degree requirement during this period.</u> <del>Special permission from the Chair of Biology is required to enrol in Microbiology (BIO 1060). Permission is subject to availability of space in the course.</del></p> <p>Graduates of the Holland College LPN Program will receive <u>transfer credit</u> (<del>39</del> <u>27</u> semester hours) for the following courses:</p> <p>NURS 1030 – Fundamentals of Nursing Practice <del>FN 1020 – Nutrition for Nursing Students</del> NURS 2130– Nursing of Young Families NURS 2320 – Introductory Pharmacology NURS 2230 – Adult Nursing: Transitions in Health NURS 2450– Health Assessment <del>PSYCH 2010 – Developmental Psychology</del> <del>UPEI 1010 – Writing Studies</del> <del>3 Electives</del></p> <p>Note: All students must complete IKE 1040 – Indigenous Teachings of Turtle Island</p> <p>The path to a BScN for <u>the a Licensed Practical Nurse (LPN) Graduate</u> is unique in that it recognizes their Holland College LPN courses toward completion of the BScN degree. <del>Previous course work will be recognized (57 semester hours of credit required for admission) but will not be assigned as transfer credit if completed outside of UPEI or Holland College. Students in the LPN to BScN pathway</del></p>

CALENDAR & CURRICULUM CHANGE

Motion# 2

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
<p>will complete 51 semester hours of nursing specific courses to fulfill the degree requirements for the BScN.</p> <p>Graduates of the LPN Program will also complete Evidence Informed Decision Making in the Professional Nursing Practice in addition to the pre-nursing pre-requisites. This non-credit course will only be offered to LPN graduates entering the Accelerated BScN Program to facilitate role transition from LPN to BScN. Must be completed before entering N3060 – Nursing Childbearing Families.</p> <p>Graduates of the LPN Program will merge into the first year of the Accelerated BScN Program in N3060 – Nursing of Childbearing Families. They will then continue with the Accelerated BScN Students and merge with the year three Four Year BScN student cohort in N3230 and remain with this group until NURS 4020 4010.</p> <p>First Year Required:</p> <p>January to July IKE 1040 – Indigenous Teachings of Turtle Island NURS 2120 – Pathophysiology for Nursing Students</p> <p>July – August NURS 3060 – Nursing of Childbearing Families</p> <p>September – December NURS 3230 – Partnerships with Clients and Families Living with Chronic Illness NURS 3030 – Issues in Nursing and Health Care OR NURS 3040 – Nursing Research Methods NURS 3340 Psychiatric and Mental Health Nursing</p> <p>Second Year Required</p>	<p>program will complete 51 semester hours of nursing specific courses (<u>and 3 semester hours of IKE-1040</u>) to fulfill the degree requirements for the BScN.</p> <p><u>Graduates</u> <del>Students in of</del> the LPN <u>to BScN</u> pathway Program will also complete Evidence Informed Decision Making in the Professional Nursing Practice in addition to the pre-nursing pre-requisites. This non-credit course will only be offered to LPN graduates entering the Accelerated BScN Program to facilitate role transition from LPN to BScN, <u>and</u>. <del>It</del> <u>must</u> be completed before (<u>or concurrent with</u>) entering N3060 – Nursing of Childbearing Families.</p> <p><del>Graduates of the LPN Program will merge into the first year of the Accelerated BScN. Program in N3060 – Nursing of Childbearing Families. They will then continue with the Accelerated BScN Students and merge with the year three Four Year BScN student cohort in N3230 and remain with this group until NURS 4020 4010.</del></p> <p>First Year Required:</p> <p>January to July IKE 1040 – Indigenous Teachings of Turtle Island NURS 2120 – Pathophysiology for Nursing Students <u>NURS-0001- Evidence Informed Decision Making in the Professional Nursing Practice (non-credit)</u></p> <p>July – August NURS 3060 – Nursing of Childbearing Families</p> <p>September – December NURS 3230 – Partnerships with Clients and Families Living with Chronic Illness NURS 3030 – Issues in Nursing and Health Care OR NURS 3040 – Nursing Research Methods NURS 3340 Psychiatric and Mental Health Nursing</p> <p>Second Year Required</p> <p>January – April</p>

**CALENDAR & CURRICULUM CHANGE**

**Motion# 2**

<b><u>Reproduction of Current Calendar Entry</u></b>	<b><u>Proposed revision with changes underlined and deletions indicated clearly</u></b>
<p>January – April NURS 3130 – Developing Partnerships with Clients in the Community NURS 4030 – Leadership for Health Professionals in a Primary Health Care Context NURS 3030 – Issues in Nursing and Health Care OR NURS 3040 – Nursing Research Methods</p> <p>May – August NURS 4010 – Nursing and Population Health NURS 3100 – Integrated Clinical Experience September – December NURS 4020 – Integrated Clinical Experience II NURS 4040 – Conceptual Models and Nursing Theories</p> <p>Application for Articulated Agreement Holland College Articulated Agreement applicants must follow UPEI’s undergraduate application process for professional programs, and submit other requirements including:</p> <ul style="list-style-type: none"> <li>• UPEI Application Fee;</li> <li>• official high school and post-secondary transcript(s) for any post-secondary study taken. For those enrolled in courses, arrange to have transcripts sent when 1st semester final results can be reported;</li> <li>• if not currently enrolled (out one semester or more), a resume outlining a list of current activities is required;</li> <li>• if required, an acceptable English Language Proficiency Test result;</li> <li>• A letter from a clinical nursing instructor from Holland College documenting clinical performance in the LPN program.</li> </ul> <p>Please Note: The University of Prince Edward Island Nursing program is based on the “PEI Conceptual Model of Primary Health Care”. Students whose previous Nursing (LPN or BScN) program did not include Primary Health Care must apply to the first year of the program. If accepted students may receive transfer credit.</p>	<p>NURS 3130 – Developing Partnerships with Clients in the Community NURS 4030 – Leadership for Health Professionals in a Primary Health Care Context NURS 3030 – Issues in Nursing and Health Care OR NURS 3040 – Nursing Research Methods</p> <p>May – August NURS 4010 – Nursing and Population Health NURS 3100 – Integrated Clinical Experience September – December NURS 4020 – Integrated Clinical Experience II NURS 4040 – Conceptual Models and Nursing Theories</p> <p><b>Application for Articulated Agreement</b> <u>(application deadline: February 15)</u> Holland College Articulated Agreement applicants must follow UPEI’s undergraduate application process for professional programs, and submit other requirements including:</p> <ul style="list-style-type: none"> <li>• UPEI Application Fee;</li> <li>• official <del>high school and</del> post-secondary transcript(s) for any/<u>all</u> post-secondary study taken. For those enrolled in courses, arrange to have transcripts sent when 1st semester final results can be reported;</li> <li>• if not currently enrolled (out one semester or more), a resume outlining a list of current activities is required;</li> <li>• if required, an acceptable English Language Proficiency Test result;</li> <li>• A letter from a clinical nursing instructor from Holland College documenting clinical performance in the LPN program.</li> <li>• <u>Confirmation of at least 1800 clinical hours successfully completed</u></li> <li>• <u>Official CASPer test result</u></li> </ul> <p><del>Please Note: The University of Prince Edward Island Nursing program is based on the “PEI Conceptual Model of Primary Health Care”. Students whose previous Nursing (LPN or BScN) program did not include Primary Health Care must apply to the first year of the program. If accepted students may receive transfer credit.</del></p>



**CALENDAR & CURRICULUM CHANGE**

**Motion# 2**

**Rationale for Change:** This update is necessary to address some gaps and inconsistencies in the initial pathway submission that was approved in April 2024.

**Effective Term:** WINTER 2025

**Implications for Other Programs:** N/A

**Impact on Students Currently Enrolled:** N/A

**Authorization Date:**

<b>Departmental Approval:</b> Dr. Patrice Drake, Acting Dean of Nursing	March 3, 2024
<b>Faculty/School Approval:</b> Faculty of Nursing Curriculum Committee	March 1, 2024
<b>Faculty Dean’s Approval:</b> Dr. Patrice Drake, Acting Dean of Nursing	March 3, 2024
<b>Grad. Studies Dean’s Approval:</b> <a href="#">Click here to enter name of approver.</a>	<a href="#">Click here to select approval date.</a>
<b>Registrar’s Office Approval:</b> Darcy McCardle	September 19, 2024

Form Version: September 2023

## Summary of Motions

### Faculty of Science

#	Type of Motion	Motion
1.	Pre-req Addition/Change	PHYS 2030 Computational Physics - remove CS 1910 as a prereq
2.	Calendar Entry Change	Physics Major - remove CS 1910 and add IKE 1040 into first year course structure for both the Major and the specialization in Medical & Biological Physics
3.	Calendar Entry Change	Physics Honours - - remove CS 1910 and add IKE 1040 into first year course structure for both the Honours and the specialization in Medical & Biological Physics within the Honours program
4.	Course Description Change	RAD 2010 - separate RAD 2010/RAD2020 so they each have their own listing in the catalogue. Add prereq - admission to Radiography
5.	Course Description Change	RAD 2020 - separate RAD 2010/RAD2020 so they each have their own listing in the catalogue. Add prereq - admission to Radiography
6.	Course Description Change	RAD 2110 - separate RAD 2110/2120 so they each have their own listing in the catalogue. Add prereq - admission to Radiography
7.	Course Description Change	RAD 2120 - separate RAD 2110/2120 so they each have their own listing in the catalogue. Add prereq - admission to Radiography
8.	Calendar Entry Change	Second Year - to list RAD 2010/2020 and RAD 2110/2120 as separate courses, improve clarity

**CALENDAR & CURRICULUM CHANGE**

**Motion # 3**

Revision is for a: **Pre-requisite Addition/Change**

Faculty/School/Department: **Science**

Department/Program(s)/Academic Regulations: **Physics**

**MOTION: To have the change in pre-requisite PHYS-2030 Computational Physics be approved as proposed.**

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
2030 (formerly 3820) COMPUTATIONAL PHYSICS This course is designed to introduce students to basic computer-based techniques for modelling realistic physical systems. A variety of computational techniques are used to study a number of phenomena, including projectile motion, chaotic motion, planetary dynamics, electromagnetism, and wave motion, and to graphically visualize functions and data in 3D. PREREQUISITE: Physics 2010 or 2020, Mathematics 2910, and Computer Science 1910 Three hours lecture per week	2030 (formerly 3820) COMPUTATIONAL PHYSICS This course is designed to introduce students to basic computer-based techniques for modelling realistic physical systems. A variety of computational techniques are used to study a number of phenomena, including projectile motion, chaotic motion, planetary dynamics, electromagnetism, and wave motion, and to graphically visualize functions and data in 3D. PREREQUISITE: Physics 2010 or 2020, and Mathematics 2910, <del>and Computer Science 1910</del> Three hours lecture per week

**Rationale for Change:** Deleted CS-1910 as a required course since the course does not meet the needs of physics majors. Instead, student computational skills will be developed in existing physics courses such as PHYS-2030 Computational Physics.

**Effective Term:** WINTER 2025

**Implications for Other Programs:** None.

**Impact on Students Currently Enrolled:** None.

**Authorization**

**Date:**

Departmental Approval: James Polson (Chair)	August 6, 2024
Faculty/School Approval: Science Council	September 4, 2024
Faculty Dean's Approval: Nola Etkin	September 4, 2024
Grad. Studies Dean's Approval: n/a	
Registrar's Office Approval: Darcy McCardle	September 11, 2024

Form Version: September 2023

**CALENDAR & CURRICULUM CHANGE**

**Motion # 4**

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Science**

Department/Program(s)/Academic Regulations: **Physics/Major in Physics**

**MOTION: To have the changes in the Requirements for the Majors in Physics be approved as proposed.**

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
<p><b>REQUIREMENTS FOR A MAJOR IN PHYSICS</b></p> <p>Students who intend to major in Physics are advised to consult the Department before registration. The normal University requirements must be met in addition to the Departmental requirements listed below. In exceptional cases, courses may be taken in a different sequence provided that the pertinent prerequisites are fulfilled or permission is granted by the Department. NOTE: As per Academic Regulation #1 h), all undergraduate degree programs require successful completion of IKE-1040, one of UPEI-1010, 1020 or 1030, and a Writing Intensive Course.</p>	<p><b>REQUIREMENTS FOR A MAJOR IN PHYSICS</b></p> <p>Students who intend to major in Physics are advised to consult the Department before registration. The normal University requirements must be met in addition to the Departmental requirements listed below. In exceptional cases, courses may be taken in a different sequence provided that the pertinent prerequisites are fulfilled or permission is granted by the Department. NOTE: As per Academic Regulation #1 h), all undergraduate degree programs require successful completion of IKE-1040, one of UPEI-1010, 1020 or 1030, and a Writing Intensive Course.</p>
Semester hours of credit	<b>Semester hours of credit</b>
First Year	<b>First Year</b>
6	6
Physics 1110-1120 Physics for Physical Sciences I and II	Physics 1110-1120 Physics for Physical Sciences I and II
8	8
Mathematics 1910-1920 Single Variable Calculus I and II	Mathematics 1910-1920 Single Variable Calculus I and II
6	6
Chemistry 1110-1120 General Chemistry I and II	Chemistry 1110-1120 General Chemistry I and II

CALENDAR & CURRICULUM CHANGE

Motion # 4

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
Computer Science 1910 Computer Science I 3	<del>Computer Science 1910 Computer Science I</del> 3
UPEI 1010, 1020 OR 1030 3	UPEI 1010, 1020 OR 1030 3
Electives (Biology 1310-1320 are highly recommended) 6	<u>IKE 1040 Indigenous Teachings of Turtle Island</u> 3  Electives (Biology 1310-1320 are highly recommended) 6
Second Year	<b>Second Year</b>
Physics 2010 Waves and Oscillations 3	Physics 2010 Waves and Oscillations 3
Physics 2020 Mechanics 3	Physics 2020 Mechanics 3
Physics 2120 Electricity, Magnetism, and Circuits 3	Physics 2120 Electricity, Magnetism, and Circuits 3
Physics 2210 Modern Physics 3	Physics 2210 Modern Physics 3
Physics 2820 Mathematical Physics 3	Physics 2820 Mathematical Physics 3
Physics 2030 Computational Physics 3	Physics 2030 Computational Physics 3
Mathematics 2610 Linear Algebra I 3	Mathematics 2610 Linear Algebra I 3
Mathematics 2910 Multivariable and Vector Calculus 4	Mathematics 2910 Multivariable and Vector Calculus 4
Electives 6	Mathematics 2910 Multivariable and Vector Calculus 4

CALENDAR & CURRICULUM CHANGE

Motion # 4

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
Third and Fourth Years	Electives 6
Physics 3120 Electromagnetism I 3	<b>Third and Fourth Years</b>
Physics 3220 Quantum Physics I 3	Physics 3120 Electromagnetism I 3
Physics 3330 Experimental Physics I 3	Physics 3220 Quantum Physics I 3
Physics 3720 Statistical Physics I 3	Physics 3330 Experimental Physics I 3
Physics 4430 Experimental Physics II 3	Physics 3720 Statistical Physics I 3
Physics- Three additional Physics courses taken at the 3000 level or above, but at least one must be above the 3000 level 9	Physics 4430 Experimental Physics II 3
IKE 1040 Indigenous Teachings of Turtle Island 3	Physics- Three additional Physics courses taken at the 3000 level or above, but at least one must be above the 3000 level 9
Electives (Mathematics 3010 is highly recommended) 30	<del>IKE 1040 Indigenous Teachings of Turtle Island</del> 3
Total 120	Electives (Mathematics 3010 is highly recommended) <del>30</del> <u>33</u>
SPECIALIZATION IN MEDICAL AND BIOLOGICAL PHYSICS Students can specialize in Medical and Biological Physics within the Major in Physics program	<b>Total 120</b>

**CALENDAR & CURRICULUM CHANGE**

**Motion # 4**

<u>Reproduction of Current Calendar Entry</u>		<u>Proposed revision with changes underlined and deletions indicated clearly</u>	
First Year	Semester hours of credit	<b>SPECIALIZATION IN MEDICAL AND BIOLOGICAL PHYSICS</b> Students can specialize in Medical and Biological Physics within the Major in Physics program	
Physics 1110-1120 Physics for Physical Sciences I and II	6		
Mathematics 1910-1920 1920 Single Variable Calculus I and II	8	<b>First Year</b>	<b>Semester hours of credit</b>
Chemistry 1110-1120 General Chemistry I and II	6	Physics 1110-1120 Physics for Physical Sciences I and II	6
Computer Science 1910 Computer Science I	3	Mathematics 1910-1920 1920 Single Variable Calculus I and II	8
Biology 1210-1230 OR Biology 1310-1320	6	Chemistry 1110-1120 General Chemistry I and II	6
UPEI 1010, 1020 OR 1030	3	<del>Computer Science 1910 Computer Science I</del>	<del>3</del>
Second Year		Biology 1210-1230 OR Biology 1310-1320	6
Physics 2010 Waves and Oscillations	3	UPEI 1010, 1020 OR 1030	3
Physics 2020 Mechanics	3	<u>IKE 1040 Indigenous Teachings of Turtle Island</u>	<u>3</u>
Physics 2120 Electricity, Magnetism, and Circuits	3	<b>Second Year</b>	
Physics 2210 Modern Physics	3	Physics 2010 Waves and Oscillations	3

CALENDAR & CURRICULUM CHANGE

Motion # 4

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
Physics 2430 Physics of the Human Body 3	Physics 2020 Mechanics 3
Physics 2820 Mathematical Physics 3	Physics 2120 Electricity, Magnetism, and Circuits 3
Physics 2030 Computational Physics 3	Physics 2210 Modern Physics 3
Mathematics 2610 Linear Algebra I 3	Physics 2430 Physics of the Human Body 3
Mathematics 2910 Multivariable and Vector Calculus 4	Physics 2820 Mathematical Physics 3
Electives 3	Physics 2030 Computational Physics 3
Third and Fourth Years	Mathematics 2610 Linear Algebra I 3
Physics 3120 Electromagnetism I 3	Mathematics 2910 Multivariable and Vector Calculus 4
Physics 3220 Quantum Physics I 3	Electives 3
Physics 3330 Experimental Physics I 3	<b>Third and Fourth Years</b>
Physics 3420 Introduction to Medical Physics 3	Physics 3120 Electromagnetism I 3
Physics 3520 Biomedical Imaging 3	Physics 3220 Quantum Physics I 3
Physics 3720 Statistical Physics I 3	Physics 3330 Experimental Physics I 3
Physics 4430 Experimental Physics II 3	



**CALENDAR & CURRICULUM CHANGE**

**Motion # 4**

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
Physics—One additional Physics course taken at the 3000 level or above 3	Physics 3420 Introduction to Medical Physics 3
IKE – 1040 Indigenous Teachings of Turtle Island 3	Physics 3520 Biomedical Imaging 3
Electives (Biology 2260 and Biology 4010 are highly recommended. Mathematics 3010 is highly recommended) 30	Physics 3720 Statistical Physics I 3
Total 120	Physics 4430 Experimental Physics II 3
	Physics—One additional Physics course taken at the 3000 level or above 3
	<del>IKE —1040 Indigenous Teachings of Turtle Island 3</del>
	Electives (Biology 2260 and Biology 4010 are highly recommended. Mathematics 3010 is highly recommended) <del>30</del> <u>33</u>
	<b>Total 120</b>

**Rationale for Change:** Deleted CS-1910 since the course does not meet the needs of physics majors. Instead, student computational skills will be developed in existing physics courses such as PHYS-2030 Computational Physics. IKE-1040 more appropriate to be in first year since it is a 1000 level course.

**Effective Term:** WINTER 2025

**Implications for Other Programs:** None.

**Impact on Students Currently Enrolled:** None.

**Authorization**

**Date:**

Departmental Approval: James Polson (Chair)	August 6, 2024
Faculty/School Approval: Science Council	September 4, 2024



**CALENDAR & CURRICULUM CHANGE**

**Motion # 4**

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Faculty Dean's Approval: Nola Etkin	September 4, 2024
Grad. Studies Dean's Approval: n/a	
Registrar's Office Approval: Darcy McCardle	September 11, 2024

Form Version September 2023

**CALENDAR & CURRICULUM CHANGE**

**Motion # 5**

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Science**

Department/Program(s)/Academic Regulations: **Physics/Honours in Physics**

**MOTION: To have the changes in the Requirements for the Honours in Physics be approved as proposed.**

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>																
<p>REQUIREMENTS FOR HONOURS IN PHYSICS The Honours program in Physics is intended to provide research experience at the undergraduate level. It is designed for students who are interested in continuing their studies at the graduate level in Physics or related fields, or who are planning careers where research experience would be an asset. The Honours program comprises a total of 126 semester hours of course credit, including a research project and thesis worth 12 semester hours. A total of at least 60 semester hours of Physics is required. NOTE: As per Academic Regulation #1 h), all undergraduate degree programs require successful completion of IKE-1040, one of UPEI-1010, 1020 or 1030, and a Writing Intensive Course.</p> <p>COURSE REQUIREMENTS The normal University requirements must be met in addition to the Departmental requirements listed below. Biology 1310 and 1320 are highly recommended electives.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right; vertical-align: bottom;">Semester hours of credit</td> </tr> <tr> <td colspan="2">First Year</td> </tr> <tr> <td>Physics 1110-1120 Physics for Physical Sciences I and I</td> <td style="text-align: right;">6</td> </tr> <tr> <td>Mathematics 1910-1920 Single Variable Calculus I and II</td> <td style="text-align: right;">8</td> </tr> </table>		Semester hours of credit	First Year		Physics 1110-1120 Physics for Physical Sciences I and I	6	Mathematics 1910-1920 Single Variable Calculus I and II	8	<p>REQUIREMENTS FOR HONOURS IN PHYSICS The Honours program in Physics is intended to provide research experience at the undergraduate level. It is designed for students who are interested in continuing their studies at the graduate level in Physics or related fields, or who are planning careers where research experience would be an asset. The Honours program comprises a total of 126 semester hours of course credit, including a research project and thesis worth 12 semester hours. A total of at least 60 semester hours of Physics is required. NOTE: As per Academic Regulation #1 h), all undergraduate degree programs require successful completion of IKE-1040, one of UPEI-1010, 1020 or 1030, and a Writing Intensive Course.</p> <p>COURSE REQUIREMENTS The normal University requirements must be met in addition to the Departmental requirements listed below. Biology 1310 and 1320 are highly recommended electives.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right; vertical-align: bottom;">Semest er hours of credit</td> </tr> <tr> <td colspan="2">First Year</td> </tr> <tr> <td>Physics 1110-1120 Physics for Physical Sciences I and II</td> <td style="text-align: right;">6</td> </tr> <tr> <td>Mathematics 1910-1920 Single Variable Calculus I and II</td> <td style="text-align: right;">8</td> </tr> </table>		Semest er hours of credit	First Year		Physics 1110-1120 Physics for Physical Sciences I and II	6	Mathematics 1910-1920 Single Variable Calculus I and II	8
	Semester hours of credit																
First Year																	
Physics 1110-1120 Physics for Physical Sciences I and I	6																
Mathematics 1910-1920 Single Variable Calculus I and II	8																
	Semest er hours of credit																
First Year																	
Physics 1110-1120 Physics for Physical Sciences I and II	6																
Mathematics 1910-1920 Single Variable Calculus I and II	8																

**CALENDAR & CURRICULUM CHANGE**

**Motion # 5**

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
Computer Science 1910 Computer Science I 3	<del>Computer Science 1910 Computer Science I</del> 3
Chemistry 1110-1120 General Chemistry I/II 6	Chemistry 1110-1120 General Chemistry I/II 6
UPEI 1010, 1020 OR 1030 First Year Experience 3	UPEI 1010, 1020 OR 1030 First Year Experience 3
Electives (Biology 1310-1320 are highly recommended) 6	<u>IKE 1040 Indigenous Teachings of Turtle Island</u> 3
	Electives (Biology 1310-1320 are highly recommended) 6
Second Year	Second Year
Physics 2010 Waves and Oscillations 3	Physics 2010 Waves and Oscillations 3
Physics 2020 Mechanics 3	Physics 2020 Mechanics 3
Physics 2120 Electricity, Magnetism, and Circuits 3	Physics 2120 Electricity, Magnetism, and Circuits 3
Physics 2210 Modern Physics 3	Physics 2210 Modern Physics 3
Physics 2030 Computational Physics 3	Physics 2030 Computational Physics 3
Physics 2820 Mathematical Physics 3	Physics 2820 Mathematical Physics 3
Mathematics 2610 Linear Algebra I 3	Mathematics 2610 Linear Algebra I 3
	Mathematics 2910 Multivariable and Vector Calculus 4

**CALENDAR & CURRICULUM CHANGE**

**Motion # 5**

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
Mathematics 2910 Multivariable and Vector Calculus 4	Electives 6
Electives 6	Third and Fourth Years
Third and Fourth Years	Physics 3010 Advanced Mechanics 3
Physics 3010 Advanced Mechanics 3	Physics 3120 Electromagnetism I 3
Physics 3120 Electromagnetism I 3	Physics 3220 Quantum Physics I 3
Physics 3220 Quantum Physics I 3	Physics 3330 Experimental Physics I 3
Physics 3330 Experimental Physics I 3	Physics 3720 Statistical Physics I 3
Physics 3720 Statistical Physics I 3	Physics 4020 Statistical Physics II 3
Physics 4020 Statistical Physics II 3	Physics 4120 Electromagnetism II 3
Physics 4120 Electromagnetism II 3	Physics 4210 Quantum Physics II 3
Physics 4210 Quantum Physics II 3	Physics 4430 Experimental Physics II 3
Physics 4430 Experimental Physics II 3	Physics 4901 Honours Project I: Research 6
Physics 4901 Honours Project I: Research 6	Physics 4902 Honours Project II: Thesis 6
Physics 4902 Honours Project II: Thesis 6	Mathematics 3010 Differential Equations 3
	<del>IKE 1040 Indigenous Teachings of Turtle Island 3</del>

CALENDAR & CURRICULUM CHANGE

Motion # 5

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
Mathematics 3010 Differential Equations 3	At least one additional Math course at the 3000 or 4000 level 3
IKE 1040 Indigenous Teachings of Turtle Island 3	Electives, at least one of which must be an additional Physics Course at the 3000 level or above <del>45</del> 18
At least one additional Math course at the 3000 or 4000 level 3	Total 126
Electives, at least one of which must be an additional Physics Course at the 3000 level or above 15	
Total 126	
<p><b>ENTRANCE REQUIREMENTS</b> For admission to the program, students must normally have a minimum average of 70% in all previous courses. First-class or high second-class standing in all previous Physics courses is expected. Permission of the Department is required. Acceptance will be contingent upon the student's finding a project supervisor, approval of the research project topic, and the Department's assessment of the student's suitability for the program. Students interested in doing Honours should consult the Department Chair as early as possible, normally before the beginning of the student's third year, and no later than January 31 of the third year. Before registering for Physics 4901, the student must have been accepted into the Honours program, and the project topic must be approved by the Department. To graduate with Honours in Physics, the student must maintain a minimum average of 75% in all Physics courses combined. Students must also maintain a minimum overall average of 70% in each of the four years of study.</p> <p><b>SPECIALIZATION IN MEDICAL AND BIOLOGICAL PHYSICS</b></p>	<p><b>ENTRANCE REQUIREMENTS</b> For admission to the program, students must normally have a minimum average of 70% in all previous courses. First-class or high second-class standing in all previous Physics courses is expected. Permission of the Department is required. Acceptance will be contingent upon the student's finding a project supervisor, approval of the research project topic, and the Department's assessment of the student's suitability for the program. Students interested in doing Honours should consult the Department Chair as early as possible, normally before the beginning of the student's third year, and no later than January 31 of the third year. Before registering for Physics 4901, the student must have been accepted into the Honours program, and the project topic must be approved by the Department. To graduate with Honours in Physics, the student must maintain a minimum average of 75% in all Physics courses combined. Students must also maintain a minimum overall average of 70% in each of the four years of study.</p> <p><b>SPECIALIZATION IN MEDICAL AND BIOLOGICAL PHYSICS</b></p>

CALENDAR & CURRICULUM CHANGE

Motion # 5

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
Students can specialize in Medical and Biological Physics within the Honours in Physics program.	Students can specialize in Medical and Biological Physics within the Honours in Physics program.
Semester hours of credit	Semester hours of credit
First Year	First Year
Physics 1110-1120 Physics for Physical Sciences I and II 6	Physics 1110-1120 Physics for Physical Sciences I and II 6
Mathematics 1910-1920 Single Variable Calculus I and II 8	Mathematics 1910-1920 Single Variable Calculus I and II 8
Chemistry 1110-1120 General Chemistry I and II 6	Chemistry 1110-1120 General Chemistry I and II 6
Computer Science 1910 Computer Science I 3	<del>Computer Science 1910</del> <del>Computer Science I</del> 3
Biology 1210-1230 OR Biology 1310-1320 6	Biology 1210-1230 OR Biology 1310-1320 6
UPEI 1010, 1020 OR 1030 First Year Experience 3	UPEI 1010, 1020 OR 1030 First Year Experience 3
	<u>IKE 1040 Indigenous Teachings of Turtle Island</u> 3
Second Year	Second Year
Physics 2010 Waves and Oscillations 3	Physics 2010 Waves and Oscillations 3
Physics 2020 Mechanics 3	Physics 2020 Mechanics 3

**CALENDAR & CURRICULUM CHANGE**

**Motion # 5**

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
Physics 2120 Electricity, Magnetism, and Circuits 3	Physics 2120 Electricity, Magnetism, and Circuits 3
Physics 2210 Modern Physics 3	Physics 2210 Modern Physics 3
Physics 2430 Physics of the Human Body 3	Physics 2430 Physics of the Human Body 3
Physics 2030 Computational Physics 3	Physics 2030 Computational Physics 3
Physics 2820 Mathematical Physics 3	Physics 2820 Mathematical Physics 3
Mathematics 2610 Linear Algebra I 3	Mathematics 2610 Linear Algebra I 3
Mathematics 2910 Multivariable and Vector Calculus 4	Mathematics 2910 Multivariable and Vector Calculus 4
Electives 3	Electives 3
Third and Fourth Years	Third and Fourth Years
Physics 3010 Advanced Mechanics 3	Physics 3010 Advanced Mechanics 3
Physics 3120 Electromagnetism I 3	Physics 3120 Electromagnetism I 3
Physics 3220 Quantum Physics I 3	Physics 3220 Quantum Physics I 3



**CALENDAR & CURRICULUM CHANGE**

**Motion # 5**

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
Physics 3330 Experimental Physics I 3	Physics 3330 Experimental Physics I 3
Physics 3420 Introduction to Medical Physics 3	Physics 3420 Introduction to Medical Physics 3
Physics 3520 Biomedical Imaging 3	Physics 3520 Biomedical Imaging 3
Physics 3720 Statistical Physics I 3	Physics 3720 Statistical Physics I 3
Physics 4020 Statistical Physics II 3	Physics 4020 Statistical Physics II 3
Physics 4120 Electromagnetism II 3	Physics 4120 Electromagnetism II 3
Physics 4210 Quantum Physics II 3	Physics 4210 Quantum Physics II 3
Physics 4430 Experimental Physics II 3	Physics 4430 Experimental Physics II 3
Physics 4901 Honours Project I: Research 6	Physics 4901 Honours Project I: Research 6
Physics 4902 Honours Project II: Thesis 6	Physics 4902 Honours Project II: Thesis 6
Mathematics 3010 Differential Equations 3	Mathematics 3010 Differential Equations 3

**CALENDAR & CURRICULUM CHANGE**

**Motion # 5**

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
At least one additional Math course at the 3000 or 4000 level 3	At least one additional Math course at the 3000 or 4000 level 3
IKE 1040 Indigenous Teachings of Turtle Island 3	<del>IKE 1040 Indigenous Teachings of Turtle Island</del> 3
Electives, at least one of which must be an additional Physics course at the 3000 level or above (Biology 2260 and Biology 4010 are highly recommended, if Biology 1210-1230 NOT taken.) 9	Electives, at least one of which must be an additional Physics course at the 3000 level or above (Biology 2260 and Biology 4010 are highly recommended, if Biology 1210-1230 NOT taken.) <u>9</u> <u>12</u>
Total 126	Total 126
The honours research project will be relevant to Medical or Biological physics.	The honours research project will be relevant to Medical or Biological physics.

**Rationale for Change:** Deleted CS-1910 since the course does not meet the needs of physics majors. Instead, student computational skills will be developed in existing physics courses such as PHYS-2030 Computational Physics. IKE-1040 more appropriate to be in first year since it is a 1000 level course. Fixed typo in calendar entry for Physics 1120.

**Effective Term:** WINTER 2025

**Implications for Other Programs:** None.

**Impact on Students Currently Enrolled:** None.

**Authorization**

**Date:**

Departmental Approval: James Polson (Chair)	August 6, 2024
Faculty/School Approval: Science Council	September 4, 2024
Faculty Dean's Approval: Nola Etkin	September 4, 2024
Grad. Studies Dean's Approval: n/a	
Registrar's Office Approval: Darcy McCardle	September 11, 2024

Form Version September 2023

**CALENDAR & CURRICULUM CHANGE**

**Motion # 6**

Revision is for a: **Course Description Change**

Faculty/School/Department: **Science**

Department/Program(s)/Academic Regulations: **Radiography**

**MOTION: To have the change in course description of RAD 2010 be approved as proposed**

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
2010/2020 ANATOMY AND PHYSIOLOGY I & II  These courses introduce students to the study of human anatomy. There is a strong focus on organ systems commonly imaged in radiography. The use of proper medical terminology while describing the location of anatomical structures is emphasized as well as identifying structures on both radiographs and CT images. LECTURES/DEMONSTRATIONS: 3 hours Three hours of credit	2010/ <del>2020</del> ANATOMY AND PHYSIOLOGY I & <del>II</del>  <del>These courses</del> -This course introduces students to the study of human anatomy. There is a strong focus on organ systems commonly imaged in radiography. The use of proper medical terminology while describing the location of anatomical structures is emphasized as well as identifying structures on both radiographs and CT images. <u>PRE-REQUISITE: Acceptance into the Radiography Program</u> LECTURES/DEMONSTRATIONS: 3 hours Three hours of credit

**Rationale for Change:** RAD 2010 and RAD 2020 appear in the Academic Calendar as a single entry. This change will separate them

**Effective Term:** FALL 2025

**Implications for Other Programs:** None

**Impact on Students Currently Enrolled:** None

<b>Authorization</b>	<b>Date:</b>
Departmental Approval: Radiography Advisory Committee	July 4, 2024
Faculty/School Approval: Science Council	September 4, 2024
Faculty Dean's Approval: Nola Etkin	September 4, 2024
Grad. Studies Dean's Approval: na	
Registrar's Office Approval: Darcy McCardle	September 11, 2024

Form Version: September 2023

**CALENDAR & CURRICULUM CHANGE**

**Motion # 7**

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Science**

Department/Program(s)/Academic Regulations: **Radiography**

**MOTION: To have the course description change for RAD2020 be approved as proposed**

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
<p>2010/2020 ANATOMY AND PHYSIOLOGY I &amp; II</p> <p>These courses introduce students to the study of human anatomy. There is a strong focus on organ systems commonly imaged in radiography. The use of proper medical terminology while describing the location of anatomical structures is emphasized as well as identifying structures on both radiographs and CT images. LECTURES/DEMONSTRATIONS: 3 hours Three hours of credit</p>	<p><del>2010/2020</del> ANATOMY AND PHYSIOLOGY I &amp; II</p> <p><del>These courses</del> <u>This course is a continuation of RAD 2010.</u> There is a continued <del>strong</del> focus on organ systems commonly imaged in radiography. The use of proper medical terminology while describing the location of anatomical structures is emphasized as well as identifying structures on both radiographs and CT images. LECTURES/DEMONSTRATIONS: 3 hours Three hours of credit <u>Pre-requisite: RAD 2010 and Acceptance into the Radiography Program</u></p>

**Rationale for Change:** RAD2010 and RAD 2020 appear in the Academic calendar as a single entry. This change will separate them .

**Effective Term:** FALL 2025

**Implications for Other Programs:** None

**Impact on Students Currently Enrolled:** None

<b>Authorization</b>	<b>Date:</b>
Departmental Approval: Radiography Advisory Committee	July 4, 2024
Faculty/School Approval: Science Council	September 4, 2024
Faculty Dean's Approval: Nola Etkin	September 4, 2024
Grad. Studies Dean's Approval: na	
Registrar's Office Approval: Darcy McCardle	September 11, 2024

Form Version: September 2023

**CALENDAR & CURRICULUM CHANGE**

**Motion # 8**

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Science**

Department/Program(s)/Academic Regulations: **Radiography**

**MOTION: To have the course description change for RAD2110 be approved as proposed**

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
<p>2110/2120 RADIOGRAPHIC TECHNIQUE I &amp; II</p> <p>These courses provide students with the theory and practical skills necessary to produce diagnostic radiographs of all body parts with and without contrast media. Students learn to operate radiographic equipment, position patients, set technical factors, prepare and administer and/or assist with administration of contrast media, deliver radiation within the diagnostic range as prescribed by physicians, and use radiation protective devices.</p> <p>LECTURES/LABORATORIES: 4 hours, plus approximately 6 hours a week of “hands on” clinical experience.</p> <p>Three hours of credit</p>	<p>2110/2120 RADIOGRAPHIC TECHNIQUE I &amp; II</p> <p><del>These courses provides students with the theory and practical skills necessary to produce diagnostic radiographs of all body parts with and without contrast media. Students learn to operate radiographic equipment, position patients, set technical factors, prepare and administer and/or assist with administration of contrast media, deliver radiation within the diagnostic range as prescribed by physicians, and use radiation protective devices.</del></p> <p><u>This course introduces students to the fundamental principles of radiography positioning. In order to produce high quality radiographs, students must understand the importance of several radiographic principles including: patient position, part position, central ray(CR) direction, source to image distance(SID), object to image distance(OID), image receptor(IR) selection, and collimation. Students will learn the basic steps of radiography and then apply these to radiography of the upper &amp; lower limb, thoracic viscera and abdomen. In addition to positioning principles, students will practice critically evaluating radiographs.</u></p> <p><del>LECTURES/LABORATORIES: 4 3 hours, plus approximately 6 hours a week of “hands on” clinical experience.</del></p> <p>Three hours of credit</p> <p><u>PRE-REQUISITE: Acceptance into the Radiography Program</u></p>

**Rationale for Change:** RAD2110 and RAD 2120 appear in the Academic calendar as a single entry. This change will separate them into two distinct entries. The course description is updated to provide an improved description of course content. Also, the clinical component of the Radiography Program now has separate Calendar entries negating the need to include it in the course descriptions for RAD2110 and RAD 2120



**CALENDAR & CURRICULUM CHANGE**

**Motion # 8**

**Effective Term:** FALL 2025

**Implications for Other Programs:** None

**Impact on Students Currently Enrolled:** None

**Authorization**

**Date:**

Departmental Approval: Radiography Advisory Committee	July 4, 2024
Faculty/School Approval: Science Council	September 4, 2024
Faculty Dean’s Approval: Nola Etkin	September 4, 2024
Grad. Studies Dean’s Approval: na	
Registrar’s Office Approval: Darcy McCardle	September 11, 2024

Form Version: September 2023

**CALENDAR & CURRICULUM CHANGE**

**Motion # 9**

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Science**

Department/Program(s)/Academic Regulations: **Radiography**

**MOTION: To have the course description change for RAD2120 be approved as proposed**

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
<p>2110/2120 RADIOGRAPHIC TECHNIQUE I &amp; II</p> <p>These courses provide students with the theory and practical skills necessary to produce diagnostic radiographs of all body parts with and without contrast media. Students learn to operate radiographic equipment, position patients, set technical factors, prepare and administer and/or assist with administration of contrast media, deliver radiation within the diagnostic range as prescribed by physicians, and use radiation protective devices.</p> <p>LECTURES/LABORATORIES: 4 hours, plus approximately 6 hours a week of “hands on” clinical experience.</p> <p>Three hours of credit</p>	<p>2110/2120 RADIOGRAPHIC TECHNIQUE I &amp; II</p> <p><del>These courses provides students with the theory and practical skills necessary to produce diagnostic radiographs of all body parts with and without contrast media. Students learn to operate radiographic equipment, position patients, set technical factors, prepare and administer and/or assist with administration of contrast media, deliver radiation within the diagnostic range as prescribed by physicians, and use radiation protective devices.</del></p> <p><u>This course is a continuation of RAD 2110. Students learn the proper patient positioning, part position, central ray orientation, collimation, radiation protection, and image receptor placement required in order to demonstrate a number of different body structures including shoulder girdle and humerus, pelvic girdle and femur, vertebral column, and bony thorax. There is also a portion of each week spent performing image analysis and critique.</u></p> <p><del>LECTURES/LABORATORIES: 4-3 hours, plus approximately 6 hours a week of “hands on” clinical experience.</del></p> <p>Three hours of credit</p> <p><u>Pre-requisite: RAD 2110 and Acceptance into the Radiography Program</u></p>

**Rationale for Change:** RAD2110 and RAD 22120 appear in the Academic calendar as a single entry. This change will separate them into two distinct entries . The course description is updated to provide an improved description of course content. Also, the clinical component of the Radiography Program now has separate Calendar entries negating the need to include it in the course descriptions for RAD2110 and Rad 2120

**Effective Term:** FALL 2025

**Implications for Other Programs:** None



**CALENDAR & CURRICULUM CHANGE**

**Motion # 9**

**Impact on Students Currently Enrolled:** None

**Authorization**

**Date:**

Departmental Approval: Radiography Advisory Committee	July 4, 2024
Faculty/School Approval: Science Council	September 4, 2024
Faculty Dean's Approval: Nola Etkin	September 4, 2024
Grad. Studies Dean's Approval: na	
Registrar's Office Approval: Darcy McCardle	September 11, 2024

Form Version September 2023



**CALENDAR & CURRICULUM CHANGE**

**Motion # 10**

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Science**

Department/Program(s)/Academic Regulations: **Radiography**

**MOTION: To have the Calendar entry for the second year of the Radiography Program be approved as proposed**

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
<b>Second Year (after admission to the program)</b> FN 2610 Communications RAD 2010/2020 Anatomy & Physiology I & II RAD 2110/2120 Radiographic Technique I & II RAD 2210 Patient Care I RAD 2310 Radiography Physics RAD 2420 Digital Imaging RAD 2510 Clinical Experience I RAD 2520 Clinical Experience II RAD 2720 Image Quality RAD 2820 Computed Tomography I RAD 2920 Clinical Rotation Total Credit Hours = 30	<b>Second Year (after admission to the program)</b> FN 2610 Communications RAD 2010/ <del>2020</del> Anatomy & Physiology I & <del>II</del> <u>RAD 2020 Anatomy &amp; Physiology II</u> RAD 2110/ <del>2120</del> Radiographic Technique I & <del>II</del> <u>RAD2120 Radiographic Technique II</u> RAD 2210 Patient Care I RAD 2310 Radiography Physics RAD 2420 Digital Imaging RAD 2510 Clinical Experience I RAD 2520 Clinical Experience II RAD 2720 Image Quality RAD 2820 Computed Tomography I RAD 2920 Clinical Rotation Total Credit Hours = 30

**Rationale for Change:** To list RAD 2010, RAD 2020, RAD 2110, & RAD 2120 as separate courses

**Effective Term:** Fall 2025

**Implications for Other Programs:** None

**Impact on Students Currently Enrolled:** None

**Authorization Date:**

Departmental Approval: Radiography Advisory Committee	July 4, 2024
Faculty/School Approval: Science Council	September 4, 2024
Faculty Dean's Approval: Nola Etkin	September 4, 2024
Grad. Studies Dean's Approval: na	
Registrar's Office Approval: Darcy McCardle	September 11, 2024

Form Version: September 2023

Date: October 1, 2024  
To: Senate, University of Prince Edward Island  
From: Senate Academic Planning and Curriculum Committee (APCC)  
Subject: **Annual Report to Senate – Summary of 2023/24 Activities**

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**Terms of Reference**

1. To review existing programs and policies with a focus on quality assurance and developing initiatives.
2. To report to Senate the results of reviews carried out under (1) and, as appropriate, to make policy and program recommendations to Senate.
3. To consider curriculum issues of general academic interest and make recommendations to Senate regarding these issues.
4. To review course offerings, inter-faculty offerings and curriculum requirements where appropriate and to consider new courses and changes in courses and make appropriate recommendations to Senate.
5. To draw Senate’s attention to, and make recommendations regarding, those changes in curriculum which have implications in terms of staffing or affect other Departments, Schools, Faculties, or support areas such as the Library and Information Technology Systems and Services.
6. The Committee will report as needed and submit an annual summary report of activities to Senate in September.

**2023/24 Membership**

Vice-President, Academic and Research (Chair).....	Greg Naterer
Interim Dean of Arts.....	Sharon Myers
Dean of Business .....	Tarek Mady
Dean of Education .....	Miles Turnbull
Dean of Graduate Studies .....	Marva Sweeney-Nixon
Interim Dean of IKERAS .....	Gary Evans/Erin Reid
Dean of Nursing .....	Christina Murray
Dean of Science .....	Nola Etkin
Interim Dean of Sustainable Design Engineering .....	Wayne Peters

Dean of Veterinary Medicine .....	John VanLeeuwen / Dominique Griffon
Associate Registrar .....	Darcy McCardle
University Librarian .....	Donald Moses
Undergraduate Student (SU) .....	Noah Mannholland
Graduate Student (GSA) .....	Leah Gauthier

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The Academic Planning and Curriculum Committee met ten times during the 2023-24 academic year. The committee provided seven curriculum reports to Senate.

### **UPEI Internal QA Program Reviews in 2023/24**

Efforts to increase the priority for and culture of quality assurance has continued over the past year. This commitment to quality assurance of academic programming aligns with UPEI’s mission, as well as the University’s vision and commitment to developing our students to their full potential in both the classroom and the community.

The following program reviews were completed or initiated in 2023/24:

- Modern Languages
- Psychology
- Sociology / Anthropology
- Kinesiology
- MSc Sustainable Design Engineering
- Master of Arts in Island Studies
- University 1000 courses
- MBA in Global Leadership/Executive MBA
- Bachelor of Science in Applied Climate Change and Adaptation

### **Internal Participation**

Internal quality assurance reviews take several months to complete and require data from various University units. Information needs for each review are coordinated by the Office of the VPAR in collaboration with the UPEI Registrar’s Office, the Office of Institutional Data, Office of Research Services, and UPEI Financial Services. In addition, UPEI’s Robertson Library and APCC are involved in each review at different stages.

The participation of faculty members as internal reviewers on Advisory Teams is also required for UPEI quality assurance reviews. The following UPEI faculties had members participate as internal QA program reviewers over the past year:

- Faculty of Science - School of Mathematical and Computational Sciences
- MacDougall Faculty of Business
- Faculty of Arts – Department of History

### **External Participation**

Expert external reviewers from universities across Canada participated as Advisory Team members in UPEI internal quality assurance reviews completed or initiated in 2023/24. Universities represented include:

- Brock University
- St. Mary's University (x2)
- University of New Brunswick
- Acadia University
- Royal Roads University

### **Annual Progress Reports on Quality Assurance Action Plans**

Within one month of a QA program review site visit, the Advisory Team provides a review report and recommendations. This report is shared with the program being reviewed and APCC. Program leads (such as the Dean, Chair or Coordinator) are then invited to APCC to present the program area's response to the report and recommendations through an action plan. The action plan outlines the program's approach to implementing recommendations and/or priority initiatives that enable continuous improvement to student education and experience. Action plans require an annual update to APCC.

Annual progress reports provided to APCC in 2023/24 for reviews carried out in previous years include:

- Faculty of Science (School of Mathematical and Computational Sciences)
- Faculty of Science (Paramedicine Programming)
- Faculty of Science (Environmental Studies)
- Faculty of Science (Physics)
- Faculty of Arts (Economics)
- Faculty of Arts (Diversity and Social Justice)

Annual progress reports that are currently overdue or pending presentation to APCC include:

- Faculty of Arts – Bachelor of Integrated Studies

### **Upcoming Reviews**

Faculty Deans were advised of upcoming internal quality assurance reviews for programs for the next two years in a memo from the VPAR/Chair of APCC on November 21, 2022. This memo also provided programming deliverables related to the Senate policy (such as annual progress report deadlines) and MPHEC program-related deadlines (such as conditional approval follow up items).

Internal Quality Assurance Academic Program Reviews to be initiated in 2024/25 include:

- BSc Chemistry (Accreditation)
- BSc Biotechnology
- Philosophy
- Applied Communication, Leadership, and Culture
- Religious Studies

### **Acknowledgements**

Contributions by Rachel Hasan, Quality Assurance and Planning Officer, to the oversight, administration and support for Quality Assurance processes and above program reviews and documentation are gratefully acknowledged.



**TO:** UPEI Senate

**FROM:** Bill Waterman, Acting Chair, Senate Academic and Student Discipline Appeals Committee

**RE:** Annual Report (2023-2024)

**DATE:** October 8, 2024

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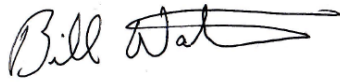
**Meetings:** The committee met eight times during the academic year (2023-2024) to deliberate general appeals (suspension, probation, grade appeals and program dismissals). The results are summarized below, and the committees' terms of reference and membership follow this summary.

\*\*UCE - Universities of Canada in Egypt.

**Summary of appeal deliberations in 2023-2024 (with a comparison to 2022-2023):**

<b><u>Total Number of Appeals</u></b>	<b><u>2023-2024</u></b>	<b><u>2022-2023</u></b>
	<b>59</b>	<b>13</b>
<b><u>*Appeal of Suspensions</u></b>	<b>9</b>	<b>0</b>
Suspensions overturned	<b>5</b>	<b>0</b>
Suspensions upheld	<b>4</b>	
<b><u>*Appeal of Suspensions (**UCE)</u></b>	<b>25</b>	<b>2</b>
Suspensions overturned	<b>24</b>	<b>2</b>
Suspensions upheld	<b>1</b>	
<b><u>*Appeal of conditions of Probation</u></b>	<b>13</b>	<b>0</b>
Conditions overturned	<b>1</b>	
Conditions upheld	<b>3</b>	
Probation appeals supported <i>partially*</i>	<b>9</b>	
<i>*(Remain on probation but allowed more courses)</i>		
<b><u>*Appeal of conditions of Probation (**UCE)</u></b>	<b>1</b>	
Conditions overturned	<b>1</b>	
Conditions upheld		
Probation appeals supported <i>partially*</i>		
<i>*(Remain on probation but allowed more courses)</i>		
<b><u>Other appeals</u></b>	<b>11</b>	<b>11</b>
Decision upheld	<b>3</b>	<b>3</b>
Decision overturned	<b>7</b>	<b>7</b>
Decision partially overturned	<b>1</b>	<b>1</b>

Respectfully submitted,



Mr. Bill Waterman, Acting Chair, Senate Academic and Student Discipline Appeals Committee

## **SENATE ACADEMIC AND STUDENT DISCIPLINE APPEALS COMMITTEE<sup>1</sup>**

### **Terms of Reference:**

1. Regularly, to review the student academic appeal procedures and the student discipline appeal procedures within the University and, as needed, to make recommendations to Senate;
2. To receive appeals from decisions on any academic matter affecting students where such decisions are made within a Faculty or School, by committees of Senate, or through University administrative procedures, and to render judgment on these appeals within the guidelines approved by Senate;
3. To serve as an appeal body of the University on decisions made regarding the discipline of students, and, to that end, to hear and render judgment on appeals from decisions of the Student Discipline Committee.
4. To relay all decisions of this appeals committee to the appellant, the appropriate administrative official(s) or Senate committee Chair, and, without disclosure of the appellant's identity, to the Senate.
5. The Committee will report to Senate annually.

### **Composition:**

- 5 Faculty members from different Faculties elected by and from the Senate, reflecting the diversity of faculty membership in Senate and to serve only while members of Senate (3-year term).
- 3 students; two student senators, and one a graduate student or a student in a professional program where possible from different faculties or schools. Students will be appointed by the Student Union by 15 May and report to Senate in September.
- Registrar's Office, Academic Records representative

**Chair: A chair will be elected from the committee membership, normally with a term of two years.**

**The Chair will identify an Equity, Diversity, and Inclusion champion for the committee. Senators are asked to consider the principles of EDI in the nominating and selecting of committee members.**

<b>POSITION</b>	<b>INCUMBENT</b>	<b>EXPIRY DATE</b>	<b>APPOINTMENT</b>
Faculty Member	Richard Raiswell (Arts)	June 30, 2026	Elected by and from Senate
Faculty Member	Alyson Campbell (Nursing)	June 30, 2025	Elected by and from Senate
Faculty Member	Bill Waterman (Business)	June 30, 2025	Elected by and from Senate
Faculty Member	Melanie Buote (AVC)	June 30, 2024	Elected by and from Senate
Faculty Member	Bill Montelpare (Science)	June 30, 2025	Elected by and from Senate
1 Student Senator	George Jiang		Appointed by Student Union

1 Student Senator	N/A		Appointed by Student Union
1 Graduate student or a student from a professional program	N/A		
Reg's office, Academic Records (non-voting)	Emily Walsh		

<sup>1</sup>Last Updated: October 19, 2022, and March 10, 2023.



Senate Academic Policy Summary Sheet

<b>Policy Title:</b>	
<b>Policy Number:</b> <i>(if new policy leave blank)</i>	
<b>Creation Date:</b> <i>(if new policy leave blank)</i>	
<b>History of Amendments:</b> <i>(if new policy leave blank)</i>	
<b>Who amended the Policy:</b>	
<b>Purpose of Change(s):</b>	
<b>Section(s) of Policy that have been amended:</b>	
<b>Possible Issue(s) for Discussion:</b>	

University of Prince Edward Island

Senate Academic Policy Tracking Form

Input boxes for New Policy, Revised Policy, and Cancellation of Existing Policy.

Policy Title Responsible Conduct of Research, Scholarly and Creative Work

In a separate document, please describe the personnel, department, and committee (if applicable) involved in drafting this document and the purpose thereof. If an amendment, please provide a highlighted copy reflecting the changes.

Originating Person/Department

1 Vice-President, Academic & Research

2

X Originating Dept's Head recommendation for review and approval: VPAR
September 19th, 2024
Date
Signature: JFW Watson

Reviewed by:
Secretary of Senate/ Chair of Senate
University Auditor
Date
Signature

X Vetted by legal counsel (Optional)
July 8th, 2024
Date
Jacob Zelman
Name of Legal Counsel

Authorized for Approval by the President
Date
Signature

Senate Approval
Date Approved by Senate
(Return Approved Policy to the Senate Assistant)

For Office Use
Date of Receipt of Approved Policy
Assigned Policy Number
Date of Approval of Policy Changes
Date of Posting Policy to Policy Website
Signature
Check box if not to be posted to website

This is a major revision of the Responsible Conduct of Research, Scholarly and Creative Work policy. Below is a description of the personnel, departments, and committee (if applicable) involved in drafting this document and the purpose thereof:

The VPAR is responsible for this policy which falls under the research part of this portfolio. The policy was supposed to be reviewed in January 2019; as it currently stands, it is not in compliance with Tri-Agency Framework: Responsible Conduct of Research (2021). So, this is the main **purpose** of these major revisions (see attached with tracked changes) and why VPAR, AVPR and Office of Research Services (ORS) were involved in the review.

According to article F6.22 in the UPEIFA Collective Agreement, the policy cannot be modified without written consent of the UPEIFA. As a Senate policy, it should be reviewed by Senate Research Advisory Committee (RAC). Input from Deans was also sought. So this represents the **purpose** of review by those units and committees.

- VPAR initiated revision (2022).
- AVPR and ORS reviewed revisions (2023-24).
- AVPR took to RAC for discussion 3 times (November 2023, May 2024, October 2024)
- VPAR took to Deans' Council for discussion (December 12, 2023)
- Legal review (June-July 2024)
- UPEIFA Executive (2022-2024, approval Thursday September 19<sup>th</sup>, 2024; modified Tuesday October 1st, 2024)

<b>University of Prince Edward Island</b>	<b>Policy No.</b> admordgn10004	<b>Revision No:</b> 1
<b>Policy Title:</b> Responsible Conduct of Research, Scholarly and Creative Work		<b>Page</b> 1 of 13
<b>Creation Date:</b> May 3, 1995	<b>Version Date:</b> September 24, 2024	
<b>Authority:</b> Senate	<b>Review Date:</b> January 2029	
<b>Responsibility:</b> Vice-President, Academic and Research		<b>Access :</b> W

## 1. Principle

1.1 The University of Prince Edward Island is committed to excellence in scholarly activities and as such is committed to ensuring that the highest standards of ethical conduct and scholarly integrity are understood and practiced.

## 2. Purpose

2.1 The purpose of this policy is to set forth the standards for Research Integrity for all those involved in any capacity in research, scholarly and creative work at the University.

## 3. Scope

3.1 This policy applies to all University Members (as defined in section 5.1.10) who pursue research, scholarly and/or creative work, regardless of the geographic location of the research.

3.2 Where required, the minimum requirements set out in the [Tri-Agency Framework: Responsible Conduct of Research](#) (the “Tri-Agency Framework”), as it is amended from time to time, must be met in the conduct of research at the University. The Tri-Agency Framework describes Agency policies and requirements related to applying for and managing Agency funds, performing research, and disseminating results, and the processes that Institutions and Agencies follow in the event of an allegation of a breach of an Agency policy. The Agencies require that all researchers applying for, or in receipt of, Agency funds comply with the Tri-Agency Policy.

## 4. Interpretation

4.1 Members of the University will follow the Tri-Agency Framework and, to the extent of any inconsistency, this policy will be interpreted in a manner consistent with the Tri-Agency Framework.

4.2 This Policy should be read in conjunction with the Tri-Agency Framework and University policies, as applicable. Allegations of research misconduct brought against Members of the University will be dealt with, in a timely manner, through the *Responsible Conduct of Research, Scholarly, and Creative Work* policy or the

*Regulations on Student Academic Misconduct*, as determined by the Vice-President Academic and Research.

## 5. Definitions

5.1 In this Policy:

5.1.1 **Agency** means any one of the three agencies below listed under the definition of “Agencies” applicable to the situation, as it may arise.

5.1.2. **Agencies** means Canada’s three federal granting agencies: the Canadian Institutes of Health Research (CIHR); the Natural Sciences and Engineering Research Council of Canada (NSERC); and the Social Sciences and Humanities Research Council of Canada (SSHRC).

5.1.3. **Allegation** means a declaration, statement, or assertion communicated in writing to an institution or Agency to the effect that there has been, or continues to be, a breach of one or more Agency policies, the validity of which has not been established.

5.1.4. **Applicant (including co-applicant)** means an individual who has submitted an application, individually or as part of a group or team, for funding from the Agencies.

5.1.5. **Breach** means a failure to comply with this policy or the Tri-Agency Framework (as it is amended from time to time) throughout the life cycle of a research project – from application for funding, to the conduct of the research and the dissemination of research results. It includes all activities related to the research, including the management of Agency funds.

5.1.6. **Complainant** means an individual or representative from an organization who has notified the University or Agency of a potential Breach of policy.

5.1.7 **Conflict of Interest** may arise when activities or situations place an individual in a real, potential or perceived conflict between the duties or responsibilities related to research, and personal, institutional or other interests. These interests include, but are not limited to, business, commercial or financial interests pertaining to the individual, their family members, friends, or their former, current or prospective professional associates.

5.1.8. **Inquiry** means the process of reviewing an allegation to determine whether the allegation is responsible, the particular policy or policies that may have been breached, and whether an investigation is warranted based on the information provided in the allegation.

5.1.9. **Investigation** means a systematic process, conducted by the University's Complaint Investigation Committee (CIC), of examining an allegation, collecting and examining the evidence related to the allegation, and making a decision as to whether a breach of a policy(ies) has occurred.

5.1.10 **Member(s) of the University** includes, but is not limited to faculty, administrators, professors emeriti, sessional instructors, librarians, staff, trainees, clinical faculty, graduate and undergraduate students, adjunct professors, visiting professors, visiting scholars, professional affiliates, associate members, residents, and postdoctoral fellows at the University.

5.1.11 **Research:** An undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.

5.1.12 **Research Integrity** means the coherent and consistent application of values and principles essential to encouraging and achieving excellence in the search for, and dissemination of, knowledge. The core values of Research Integrity include honesty, fairness, trust, accountability, openness and principles outlined in the Tri-Agency Framework. The academic community advances the quest for knowledge and understanding in accord with these values.

5.1.13 **Respondent** means an individual who is identified in an allegation as having possibly Breached Agency and/or this policy.

5.1.14 **University** means the University of Prince Edward Island.

## 6. Integrity in Research, Scholarly, and Creative Work

- 6.1 Scholarly activity varies among the disciplines. It includes the actual conduct of research as well as publication of original work, artistic or engineering design, and performance in the arts or in professional areas.
- 6.2 As a scholarly community, the University and Members of the University have a responsibility to maintain the highest standards of academic integrity and scholarship, specifically:
  - 6.2.1 citing the contributions of others;
  - 6.2.2 obtaining permission to use the unpublished work of others and duly acknowledging the work;
  - 6.2.3 respecting the privileged access to information or ideas obtained from confidential manuscripts or applications;

6.2.4 ensuring that primary data resulting from scholarly activity are available for a reasonable period of time, except where such access could violate the anonymity of subjects or the confidentiality of data;

6.2.5 using all University and research resources responsibly, including support staff as well as funds, equipment, materials, and research subjects;

6.2.6 being rigorous in scholarly activity including experimental design and interpretation of research results.

6.3 The researcher is responsible for the safe storage of primary data resulting from scholarly activity. They will ensure that such material will be available (except where such access could violate the anonymity of subjects or the confidentiality of data) for a period of five years unless a funding council or agency specifies a longer time.

6.4 Before a researcher leaves the University, they must arrange access and safe storage of records with their immediate supervisor.

6.5 No Member of the University should exploit students. Specific examples of exploitation of students include, but are not limited to:

6.5.1 engaging students to perform services not related to their program of study, or using human subjects in cases where individuals might reasonably fear that refusal would be detrimental to their interests;

6.5.2 failing to give proper recognition to the ideas, work or assistance of individuals or to obtain, where appropriate, prior permission for the use of work done;

6.5.3 encouraging graduate students to prolong research beyond the point necessary for successful completion of a thesis, and solely to further the interests of the faculty member.

## **7. Responsibilities of the University**

7.1 The University is responsible for establishing, applying and monitoring research conduct policies, and promoting and administering research, scholarly, and creative work at the University so that it is conducted in accordance with the highest standards of research integrity. The University is also responsible for:

7.1.1 Dealing expeditiously and fairly with any known instances or allegations of research misconduct.

7.1.2 Establishing a Standing Committee (the “Scholarly Integrity Committee” or “SIC”), elected by Senate, from which the Vice-President, Academic

and Research, will draw when constituting a Complaint Investigation Committee (“CIC”) or performing an initial inquiry. The SIC will consist of not less than seven faculty members and librarians elected by the Senate, but not necessarily from Senate. To ensure a diversity of view and backgrounds, no two members should be elected from the same Faculty. The chair will be elected from the committee membership, normally with a term of two years. The SIC shall meet at least once per year to discuss any issues arising from this policy, and to recommend revisions of this policy when necessary.

7.1.3 Encouraging activities that support research integrity among Members of the University.

7.2 Under this policy, the Vice-President, Academic and Research, is responsible for such duties as set out under section 9.2 of this Policy and such further obligations as may arise under the Tri-Agency Framework, as it is amended from time to time.

## **8. Responsibilities of Members of the University**

8.1 Ensuring adherence to conduct that maintains generally accepted standards of scholarly integrity is the shared responsibility of all Members of the University.

8.2 All Members of the University are required to cooperate in any investigation process initiated under this Policy.

8.3 In creating an environment that respects research integrity, Members of the University shall act in accord with the following set of principles (which arise from the core values defined above):

8.3.1 Comply with regulatory requirements and legislation: Individuals must obtain all necessary approvals from the University, respective granting agencies and other relevant organizations, including, but not limited to, research involving humans or animals, biohazards, radioactive materials, fieldwork, and research having potential effects on the environment;

8.3.2 Conduct research in an honest search for knowledge: Take a fair, open, and reliable approach to all activities that support, fund, or otherwise encourage research;

8.3.3 Foster an environment of research integrity, accountability, and public trust: Individuals should take responsibility for creating, implementing, maintaining, and complying with policies and practices designed to ensure accountability and the maintenance of public trust;



- 8.3.4 Provide accurate and complete information in applications for research funding: Researchers should not misappropriate their identity and/or academic credentials. Research activities and accomplishments should be clearly and accurately represented in accordance with the norms of the discipline, and all co-applicants must be aware of and must agree to participate in funding applications;
- 8.3.5 Report conflicts of interest and address them in an ethical manner: Personal and institutional conflicts of interest, or the appearance of conflict of interest, should be avoided. When unavoidable, each instance should be identified, disclosed, carefully examined, and mitigated in accordance with the University's Conflict of Interest Policy;
- 8.3.6 Use research funds responsibly: Individuals should ensure the responsible allocation and management of research funds in accordance with sound academic and financial principles and in accordance with the policies of the University and appropriate funding agencies;
- 8.3.7 Review the work of others with integrity: Individuals should engage in peer review and the evaluation of the work of others in a manner that reflects the highest scholarly, professional, and scientific standards of fairness and confidentiality;
- 8.3.8 Deal with data in a scholarly manner: Researchers should propose, perform, record, analyze, interpret, report, publish, and archive research data and findings, in accordance with applicable funding agreements, regulations, laws, or standards.
- 8.3.9 Acknowledge all contributors and contributions in research: All persons who have made a substantial contribution to and take responsibility for some aspect of the research and scholarly work reported in a publication, presentation or patent, should be acknowledged fairly and accurately. Further, all contributors should be made aware of a publication, presentation, or patent bearing their names;
- 8.3.10 Reference other research in a responsible way: The published and unpublished works of others, including methodologies, research findings, figures/images should be accurately referenced, and if applicable, with permission obtained;
- 8.3.11 Engage in the responsible training of researchers: Research investigators, particularly new scholars, should have access to education, mentoring, and support to develop and maintain the skills and capacities required for conducting and managing research in accordance with relevant scholarly

and ethical standards. An individual's level of responsibility should be commensurate with their competence and experience;

8.3.12 All Members of the University performing research at the University shall conscientiously supervise and train all research staff including postdoctoral fellows, graduate and undergraduate students, technical and other support staff for whom they have responsibility. This is especially important in the case of personnel who have just commenced their training.

## **9. Addressing Allegations of Policy Breach**

### **9.1 Allegations**

- 9.1.1 Allegations of scholarly misconduct are submitted to the Vice President, Academic and Research, unless they involve the President (9.1.5) or the Vice President, Academic and Research (9.1.6). They may be received from within or outside the University.
- 9.1.2 The allegation of scholarly misconduct must be formulated in writing and shall include evidence in sufficient detail to make clear the nature of the scholarly activity which is regarded as being the subject of misconduct, together with a brief description of the facts, names of the complainant(s) and respondent(s), events and circumstances which describe the allegations.
- 9.1.3 The investigative process will follow the principle to protect, to the extent possible, the individual making an allegation in good faith or providing information related to an allegation from reprisals in a manner consistent with relevant legislation.
- 9.1.4 An anonymous allegation may be considered only if accompanied by sufficient information to enable the assessment of the allegation and the credibility of the facts and evidence on which the allegation is based, without the need for further information from the complainant.
- 9.1.5 Allegations involving the President shall be forwarded to the Chair of the Board of Governors or their designate who shall then be responsible for ensuring that these procedures are followed.
- 9.1.6 Allegations involving the Vice-President, Academic and Research, shall be forwarded to the President or their designate who shall then be responsible for ensuring that these procedures are followed.

## 9.2 Responsibilities of the Vice-President, Academic and Research

- 9.2.1 The Vice-President, Academic and Research, shall be responsible for ensuring that the procedures in this document and in the Tri-Agency Framework are followed.
- 9.2.2 Upon receipt of an allegation of scholarly misconduct, the Vice-President, Academic and Research, shall initiate an inquiry by member(s) of the SIC to establish whether a reasonable basis exists to proceed to an investigation.
- 9.2.3 The Vice-President, Academic and Research, may independently or at an Agency's request in exceptional circumstances take immediate action to protect the administration of Agency funds if they conclude that the risk to the University is in some way untenable without action. Immediate actions could include freezing grant accounts, requiring a second authorized signature from an institutional representative on all expenses charged to the researcher's grant accounts, or other measures, as appropriate.
- 9.2.4 Where the allegation is related to conduct that occurred at another institution (whether as an employee, a student or in some other capacity), the Vice-President, Academic and Research will contact the other institution and determine with that institution's designated point of contact which institution is best placed to conduct the inquiry and investigation, if warranted. The institution that receives the allegation must communicate to the complainant which institution will be the point of contact for the allegation.
- 9.2.5 The Vice-President, Academic and Research, shall provide affected parties with relevant information about the process and outcome of the inquiry and investigation.
- 9.2.6 Where the Vice-President, Academic and Research, may be in a real, potential or perceived conflict of interest, a designate shall be assigned to fulfill the responsibilities of the Vice-President, Academic and Research.

## 9.3 Inquiry

- 9.3.1 The SIC will receive the allegation (9.2.2) and then one or more members of the SIC, who are qualified to assess whether the allegation is responsible, conducts an initial inquiry to assess whether there is sufficient merit for the allegation to be investigated, and reports back to the Vice-President, Academic and Research.
- 9.3.2 The initial inquiry process provides the complainant and respondent with an opportunity to be heard as part of the inquiry.
- 9.3.3 The inquiry shall normally be completed within fifteen (15) days and will recommend rejection of the allegation if it meets any of the following criteria:

- (i) Allegation was not made in good faith;
- (ii) Allegation is not responsible, as per the Tri-Agency Framework; and/or
- (iii) Allegation is regarding a matter being dealt with under another University policy or procedure, or would be more appropriately directed to other bodies or offices to deal with aspects of the allegation that are beyond the scope of this policy.

9.3.4 The Vice-President, Academic and Research, will consider the information gathered during the inquiry and submitted in a report from the SIC, and any other factors that promote both fairness and the best interests of the University, before deciding to proceed to an investigation.

#### 9.4 Investigation

9.4.1 If a reasonable basis exists to proceed to an investigation, then within fifteen (15) days of receipt of the report from the SIC that the allegation of scholarly misconduct is responsible, the Vice-President, Academic and Research, shall:

- (i) Inform the complainant and the respondent of the procedures under this Policy;
- (ii) Send a copy of the allegation to the respondent and to the Dean (or equivalent) of the Faculty or School of record of the respondent; and
- (iii) Appoint a CIC to conduct an investigation.

9.4.2 The CIC will consist of three members reflecting a diversity of views and backgrounds and shall include members who have the necessary expertise and who do not have a conflict of interest, whether real or perceived. The CIC will consist of two (2) members from the SIC with the requisite knowledge to address the complaint and one (1) external member who has no current affiliation with the University.

9.4.3 The CIC Chair will be the SIC member selected.

9.4.4 The Vice-President, Academic and Research, shall immediately notify both the respondent and complainant of the composition of the CIC.

9.4.5 Any objection to the composition of the CIC on the part of the respondent or complainant shall be made to the Vice-President, Academic and Research, within six (6) days. The disposition regarding any such objection and decision by the Vice-President, Academic and Research, shall be final.

- 9.4.6 The CIC shall invite the respondent, accompanied by an advisor if the respondent so desires, to address the composition of the CIC prior to its seeking or obtaining any other information or submissions. Thereafter, the respondent may attend other meetings of the Committee only by invitation of the Chair until the Committee has received all the information or submissions it deems appropriate.
- 9.4.7 The respondent has the right to choose an advisor who may be a colleague, friend, legal counsel, or a person recommended by the appropriate union or association.
- 9.4.8 Prior to meeting to consider its decision, the CIC shall advise the respondent of the evidence being considered by the CIC, and shall invite the respondent, accompanied by an advisor if the respondent so desires, to meet with it and to respond fully to that evidence.
- 9.4.9 Prior to receiving evidence from any person not already identified in the complaint or identified to the respondent during the assessment, the CIC shall advise that person that it is necessary in the interest of justice to reveal that person's identity to the respondent.
- 9.4.10 Once the CIC determines that it has collected all the relevant evidence for consideration, the draft summary of evidence will be provided to the respondent and the respondent shall be invited to respond fully to that evidence, declaring factual errors and omissions. The CIC shall invite the respondent (accompanied by an advisor if the respondent so chooses) to provide this response during an in-person meeting, but the respondent may alternatively elect to respond in writing.
- 9.4.11 Within thirty (30) days of being appointed, the CIC shall complete its investigation, and shall submit an Investigation Report to the Vice-President, Academic and Research. Under exceptional circumstances, the 30-day period may be exceeded, in which case the CIC shall immediately inform the Vice-President, Academic and Research as to the reason(s) for the delay.
- 9.4.12 The Investigation Report shall include:
- (i) details of the allegation;
  - (ii) a summary of the investigation process, including individuals interviewed and evidence obtained;
  - (iii) written responses from the respondent (if any);
  - (iv) a determination of whether there has been a breach of this Policy;
  - (v) reason(s) for any delay in the procedures; and
  - (vi) the CIC's reasoned decision regarding the investigation:

- a) that the Respondent is not guilty of any misconduct and the matter is dismissed; or
- b) that the allegation is substantiated in whole or in part.

9.4.13 The report must be supported by a CIC majority. If the CIC is unable to reach a majority decision, the CIC Chair may submit an advisory recommendation to the Vice-President, Academic and Research, of the next course of action to reach a decision. Options may include, but are not limited to, initiating a new investigation with an entirely new CIC or abandoning the investigation.

9.4.14 The Vice-President, Academic and Research, shall forward the Investigation Report to the Respondent, and the Dean (or equivalent) of the Faculty or School of record of the respondent.

9.4.15 A version of the Investigation Report may be partially redacted (in accordance with applicable privacy legislation and procedures) if required to protect confidentiality and identity of persons involved in the investigation.

9.4.16 The Vice-President, Academic and Research, shall, upon receiving the Investigation Report, make a recommendation to the President or designate as to whether formal disciplinary action is recommended in accordance with the applicable collective agreement and/or employment contract, where one exists, and taking into consideration contractual and other obligations to external organizations within five (5) days. If the Vice-President, Academic and Research, accepts the advice of the CIC to dismiss the allegation, the Vice-President, Academic and Research, shall so advise any person identified in the allegation, the respondent and the President. Otherwise the notification requirements of the applicable collective agreement and/or employment contract, where one exists, shall be followed.

9.4.17 Timeline extension under section 9.4 may be granted at the discretion of the Vice-President, Academic and Research, if deemed to support a fair and rigorous process and when those affected by the allegation(s) will not be unduly prejudiced.

9.4.18 For Allegations determined to be unfounded, every effort will be made by the University to protect or restore the reputation of those wrongly subjected to an unfounded allegation.

## 9.5 Appeal

9.5.1 If the Respondent disagrees with the disposition or the investigative process, the Respondent may appeal the decision of the Vice-President, Academic and Research by filing a written notice of appeal and statement of appeal to the President or Designate within thirty (30) days of the delivery of the decision.

- 9.5.2 The President or designate will review the Investigation Report and written statement of appeal, and determine whether or not the grounds for appeal are valid. The President or designate will rule on the appeal within fifteen (15) days of its submission.
- 9.5.3 Should the President or designate determine there are no valid grounds for the appeal, it shall be dismissed.
- 9.5.4 Should the President or designate determine there are valid grounds for the appeal, the President or designate shall inform the complainant(s) and respondent(s) that an Ad-Hoc Appeals Committee shall be constituted in the same fashion as the CIC, except that the members shall not have been members of the CIC.
- 9.5.5 The Ad-Hoc Appeals Committee shall conduct its task in the same manner as the CIC, except that the decision shall be made in writing to the President or designate.
- 9.5.6 The President or designate shall, upon receipt of the report of the Ad-Hoc Appeals Committee, decide whether or not the formal disciplinary action recommended by the Vice-President, Academic and Research, is to be overturned, upheld or otherwise modified. If the President or designate accepts the advice of the Ad-Hoc Appeals Committee to overturn or modify the sanctions, the President or designate shall so advise any person identified in the complaint, the respondent and the Vice-President, Academic and Research.
- 9.6 Notification of Funding Agencies and Research Collaborators
- 9.6.1 The Vice-President, Academic and Research, shall advise the relevant Tri-Council Agency if the allegation is substantiated, and is related to activities funded by a Tri-Council Agency that may involve significant financial, health and safety, or other risks. The notification will include the name of the respondent and the nature of the misconduct.

## **10. Confidentiality**

- 10.1 All parties involved in a complaint Investigation with respect to Research Integrity shall fully protect the confidentiality of information regarding a potential violation of this Policy. The University's commitment to protecting personal information and privacy is outlined in its *Access to Information and Protection of Personal Information and Privacy* policy.
- 10.2 If the allegation is substantiated, the University reserves the right to use or disclose information in accordance with the Tri-Agency Framework, that may include disclosing the discipline, if any, imposed on Members of the University.

10.3 Until an allegation is substantiated, all proceedings take place in the strictest confidentiality.

## **11. Education**

11.1 To promote a greater understanding of research ethics, integrity issues and the consequences of unethical behavior, the University will offer workshops, seminars, web-based materials, courses, and/or research ethics training for Members of the University through the Office of Research Services, along with orientation for those members who are new to the University.

## **12. Retention of Documentation**

12.1 The process and its outcomes shall be fully documented, and those records must be retained as a confidential file in the Office of the Vice-President, Academic and Research, for a period of ten (10) years following the disposition of a complaint.

## **13. Responsibility**


13.1 The Senate is responsible for establishment and amendment of this policy.

13.2 The Vice-President, Academic and Research, is responsible for the administration of this policy.

13.3 Approval and implementation of any changes in the policy and procedures are to be carried out in accordance with the provisions of applicable collective agreements.

13.4 This policy will be reviewed every five (5) years. The review shall be initiated by the Vice-President, Academic and Research.



 <b>University of Prince Edward Island</b>	<b>Policy No.</b> admordgn10004	<b>Revision No:</b> 1
<b>Policy Title:</b> Responsible Conduct of Research, Scholarly and Creative Work	<b>Page</b> 1 of <del>18</del> 136	
<b>Creation Date:</b> May 3, 1995	<b>Version Date:</b> <del>January 10, 2014</del> <del>November</del> <del>January</del> <del>July</del> <del>17</del> <del>September</del> <del>1924</del> <del>304, 2022</del> <del>2023</del> <del>4</del>	
<b>Authority:</b> Senate	<b>Review Date:</b> <del>January 10, 2019</del> <del>January 2029</del>	
<b>Responsibility:</b> Vice-President, <del>Academic and Research &amp; Graduate Studies</del>	<b>Access :</b> W	

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## 1. IntroductionPrinciple

1.1 The University of Prince Edward Island is committed to excellence in scholarly activities and as such is committed to ensuring that the highest standards of ethical conduct and scholarly integrity are understood and practiced. The search for knowledge is the essence of University scholarly work — research and publication — and integrity is fundamental to that activity. It is important for the credibility of the University that the scholarly activities of University members are held in the highest regard, and are seen as rigorous and scrupulously honest.

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## 2. Purpose

2.1 The purpose of this policy is to set forth the standards for Rresearch Integrity for all those involved in any capacity in research, scholarly and creative work at the University of ~~Prince Edward Island~~.

## 3. Scope

3.1 This policy applies to all ~~persons~~University Members (as defined in section 5.1.10) who pursue ~~scholarly~~research, scholarly and/or creative work, ~~including students, faculty members, and staff of the University, and all research conducted by those persons~~ regardless of the geographic location of the research. ~~For purposes of this document “research” encompasses the creation and dissemination of new knowledge and understanding through research, scholarly and creative work.~~

3.2 Where required, the minimum requirements set out in the *Tri-Agency Framework: Responsible Conduct of Research* (the “Tri-Agency Framework”), as it is amended from time to time, must be met in the conduct of research at the University. The Tri-Agency Framework describes Agency policies and requirements related to applying for and managing Agency funds, performing research, and disseminating results, and the processes that Institutions and Agencies follow in the event of an allegation of a ~~b~~Breach of an Agency policy. The Agencies require that all researchers applying for, or in receipt of, Agency funds comply with the Tri-Agency Policy. ~~This policy applies to all members of the University involved in research, in any capacity whatsoever.~~

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3.3 This policy includes two procedural documents entitled “*Procedures for Addressing Allegations of Misconduct in Scholarly Activity at UPEU*” and “*Procedures for Stewardship of Research Records and Materials at UPEU*”. Allegations of research misconduct brought against graduate or undergraduate students will be dealt with, in a timely manner, either through the “*Responsible Conduct of Research, Scholarly, and Creative Work*” policy, or through the “*Regulations on Student Academic Misconduct*”, as determined by the Vice-President, Research and Graduate Studies.

#### 4. Responsibility Interpretation

4.1 ~~Responsibility for establishment and amendment of this policy rests with the Vice President, Research and Graduate Studies. Members of the University will follow the Tri-Agency Framework and, to the extent of any inconsistency, this policy will be interpreted in a manner consistent with the Tri-Agency Framework. The University and Members of the University will follow the Tri-Agency Framework.~~

4.2. This Policy should be read in conjunction with the Tri-Agency Framework and University policies, as applicable. –Allegations of research misconduct brought against Members of the University will be dealt with, in a timely manner, through the *Responsible Conduct of Research, Scholarly, and Creative Work* policy or the *Regulations on Student Academic Misconduct*, as determined by the Vice-President Academic and Research.

~~4.3 Members of the University will follow the Tri-Agency Framework and, to the extent of any inconsistency, this policy will be interpreted in a manner consistent with the Tri-Agency Framework.~~

#### 5. Definitions

5.1 ~~Research Integrity is the coherent and consistent application of values and principles essential to encouraging and achieving excellence in the search for, and dissemination of, knowledge. The core values of research integrity include honesty, fairness, trust, accountability and openness. The academic community advances the quest for knowledge and understanding in accord with these values. In this Policy:~~

5.1.1 Agency means any one of the three agencies below listed under the definition of “Agencies” applicable to the situation, as it may arise.

5.1.2. Agencies means Canada’s three federal granting agencies: the Canadian Institutes of Health Research (CIHR); the Natural Sciences and Engineering Research Council of Canada (NSERC); and the Social Sciences and Humanities

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Research Council of Canada (SSHRC).

5.1.3. **Allegation** means a declaration, statement, or assertion communicated in writing to an institution or Agency to the effect that there has been, or continues to be, a breach of one or more Agency policies, the validity of which has not been established.

5.1.4. **Applicant (including co-applicant)** means an individual who has submitted an application, individually or as part of a group or team, for funding from the Agencies.

5.1.5. **Breach** means a failure to comply with this policy or the Tri-Agency Framework (as it is amended from time to time) throughout the life cycle of a research project – from application for funding, to the conduct of the research and the dissemination of research results. It includes all activities related to the research, including the management of Agency funds.

5.1.6. **Complainant** means an individual or representative from an organization who has notified the University or Agency of a potential Breach of policy.

5.1.7 **Conflict of Interest** may arise when activities or situations place an individual in a real, potential or perceived conflict between the duties or responsibilities related to research, and personal, institutional or other interests. These interests include, but are not limited to, business, commercial or financial interests pertaining to the individual, their family members, friends, or their former, current or prospective professional associates.

5.1.8. **Inquiry** means the process of reviewing an allegation to determine whether the allegation is responsible, the particular policy or policies that may have been breached, and whether an investigation is warranted based on the information provided in the allegation.

5.1.9. **Investigation** means a systematic process, conducted by the University's Complaint Investigation Committee (CIC), of examining an allegation, collecting and examining the evidence related to the allegation, and making a decision as to whether a breach of a policy(ies) has occurred.

5.1.10 **Member(s) of the University** includes, but is not limited to faculty, administrators, professors emeriti, sessional instructors, librarians, staff, trainees, clinical faculty, graduate and undergraduate students, adjunct professors, visiting professors, visiting scholars, professional affiliates, associate members, residents, and postdoctoral fellows at the University.

5.1.11 **Research:** An undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.

5.1.12 **Research Integrity** means the coherent and consistent application of values and principles essential to encouraging and achieving excellence in the search for, and dissemination of, knowledge. The core values of Research Integrity include honesty, fairness, trust, accountability, openness and principles outlined in the Tri-Agency Framework. The academic community advances the quest for knowledge and understanding in accord with these values.

5.1.13 **Respondent** means an individual who is identified in an allegation as having possibly Breached Agency and/or this policy.

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5.1.14 **University** means the University of Prince Edward Island.

5.2 Members of the University include, but are not limited to faculty, administrators, professors emeriti, sessional instructors, librarians, staff, trainees, clinical faculty, graduate and undergraduate students, adjunct professors, visiting professors, visiting scholars, professional affiliates, associate members, residents, and postdoctoral fellows at the University of Prince Edward Island.

5.3 Research Misconduct includes, but is not limited to:

5.3.1 The intentional fabrication or falsification of data, research procedures, or data analysis; misappropriation of data; plagiarism; or other forms of fraudulent or improper behaviour in proposing, conducting, reporting, or reviewing research;

5.3.2 Failure to comply with international, federal, provincial or University guidelines for the protection of researchers, human subjects, or the public, or for the welfare of all animals, or failure to meet other legal requirements that relate to the conduct of research;

5.3.3 Failure to comply with the policies of the University and external funding agencies on the appropriate use of research funds;

5.3.4 Failure to reveal to the sponsors any conflict of interest when asked to undertake reviews of research grant applications or to test products for sale or distribution to the public;

5.3.5 Failure to reveal to the University any financial interest in a business that contracts with the University of Prince Edward Island to undertake research, particularly research involving the company's products, or to provide research related materials or services. Financial interest means ownership, direct or indirect beneficial interest, substantial stock holding, a directorship, and significant honoraria or consulting fees;

but does not include minor stock holding in publicly traded corporations.

6. Responsibilities of Members of the University Integrity in Research, Scholarly, and Creative Work

6.1 ~~6.1~~ Scholarly activity varies among the disciplines. It includes the actual conduct of research as well as publication of original work, artistic or engineering design, and performance in the arts or in professional areas.

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6.2 As a scholarly community, the University and Members of the University have a responsibility to maintain the highest standards of academic integrity and scholarship, specifically:

6.2.1 citing the contributions of others;

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6.2.2 obtaining permission to use the unpublished work of others and duly acknowledging the work;

6.2.3 respecting the privileged access to information or ideas obtained from confidential manuscripts or applications;

6.2.4 ensuring that primary data resulting from scholarly activity are ~~access~~ available for a reasonable period of time, except where such access could violate the anonymity of subjects or the confidentiality of data;

6.2.5 using all University and research resources responsibly, including support staff as well as funds, equipment, materials, and research subjects;

6.2.6 being rigorous in scholarly activity including experimental design and interpretation of research results.

6.3 The researcher is responsible for the safe storage of primary data resulting from scholarly activity. They will ensure that such material will be ~~access~~ available (except where such access could violate the anonymity of subjects or the confidentiality of data) for a period of five years unless a funding council or agency specifies a longer time.

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6.4 ~~Before~~ When a researcher leaves the University, they must arrange access and safe storage of records with their immediate supervisor.

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6.5 No Member of the University should exploit students. Specific examples of exploitation of students ~~would be~~ include, but are not limited to:

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6.5.1 engaging students to perform services not related to their program of study, or using human subjects in cases where individuals might reasonably fear that refusal would be detrimental to their interests:-

6.5.2 failing to give proper recognition to the ideas, work or assistance of individuals or to obtain, where appropriate, prior permission for the use of work done;

6.5.3 encouraging graduate students to prolong research beyond the point necessary for successful completion of a thesis, and solely to where an acceptable thesis could be submitted, in order to further the interests of the faculty member.

~~In creating an environment that respects research integrity, members of the research community shall act in accord with the following set of principles, which arise from the core values defined above:~~

~~6.1.1 Comply with regulatory requirements and legislation: Individuals must obtain all necessary approvals from the University, respective granting agencies and other relevant organizations, including, but not limited to, research involving humans or animals, biohazards, radioactive materials, fieldwork, and research having potential effects on the environment;~~

~~6.1.2 Conduct research in an honest search for knowledge: Take a fair, open, and reliable approach to all activities that support, fund, or otherwise encourage research;~~

~~6.1.3 Foster an environment of research integrity, accountability, and public trust: Individuals should take responsibility for creating, implementing, maintaining, and complying with policies and practices designed to ensure accountability and the maintenance of public trust;~~

~~6.1.4 Provide accurate and complete information in applications for research funding: Research activities and accomplishments should be clearly and accurately represented in accordance with the norms of the discipline, and all co-applicants must be aware of and must agree to participate in funding applications;~~

~~6.1.5 Report conflicts of interest and address them in an ethical manner: Personal and institutional conflicts of interest, or the appearance of conflict of interest, should be avoided. When unavoidable, each instance should be identified, disclosed, carefully examined, and managed in accordance with the University Policy on *Conflict of Interest in Research*;~~

~~6.1.6 Use research funds responsibly: Individuals should ensure the responsible allocation and management of research funds in accordance with sound academic and financial principles and in accordance with the policies of the university and appropriate funding agencies;~~

~~6.1.7 Review the work of others with integrity: Individuals should engage in, and organize peer review and the evaluation of the work of others in a manner that reflects the highest scholarly, professional, and scientific standards of fairness and confidentiality;~~

~~6.1.8 Deal with data in a scholarly manner: Researchers should propose, perform, record, analyze, interpret, report, publish, and archive research data and findings, in accordance with applicable funding agreements, regulations, laws, or standards;~~

~~6.1.9 Acknowledge all contributors and contributions in research: All individuals who have made a substantial contribution to and take responsibility for some aspect of the research reported in a publication or presentation, should be acknowledged fairly and accurately. Further, all contributors should be made aware of a publication or presentation bearing their names;~~

~~6.1.10 Reference other research in a responsible way: The published and unpublished works of others, including methodologies, research findings, figures/images should be accurately referenced, and if applicable, permission obtained;~~

~~6.1.11 Engage in the responsible training of researchers: Research investigators, particularly new scholars, should have access to education, mentoring, and support to develop and maintain the skills and capacities required for conducting and managing research in accordance with relevant scholarly and ethical standards. An individual's level of responsibility should be commensurate with his or her competence and experience;~~

~~6.1.12 All members of the University performing research at the University of Prince Edward Island shall carefully supervise all research staff including postdoctoral fellows, graduate and undergraduate students, technical and other support staff for whom they have responsibility. This is especially important in the case of personnel who have just commenced their training.~~

## 7. **Responsibilities of ~~The~~ Institution University**

7.1 The ~~Institution~~ University is responsible for establishing, applying and monitoring

research conduct policies, and promoting and administering research, scholarly, and creative work at the University so that it is conducted in accordance with the highest standards of ~~r~~Research ~~i~~Integrity. ~~The Institution-University~~ is also responsible for:

7.1.1 Dealing expeditiously and fairly with any known instances or allegations of research misconduct; ~~and~~

7.1.2 Establishing a Standing Committee (the “Scholarly Integrity Committee” or “SIC”), elected by Senate, from which the Vice-President, Academic and Research, will draw when constituting a Complaint Investigation Committee (“CIC”) or performing an initial inquiry. –The SIC will consist of not less than seven faculty members and librarians from different Faculties elected by the Senate, but not necessarily from Senate. To ensure a diversity of view and backgrounds, no two members should be elected from the same Faculty. The chair will be elected from the committee membership, normally with a term of two years. at least five persons elected by Senate for staggered three year terms such that they represent a diversity of views and backgrounds. –The SIC shall meet at least once per year to discuss any issues arising from this policy, and to recommend revisions of this policy when necessary.

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7.1.3~~2~~ Encouraging activities that support ~~r~~Research ~~i~~Integrity among ~~University Members~~. Members of the University.

7.2 Under this policy, the Vice-President, ~~Research and Graduate Studies Academic and Research.~~ is responsible for: such duties as set out under section 9.2 of this Policy and such further obligations as may arise under the Tri-Agency Framework, as it is amended from time to time.

~~7.2.1 Determining whether a formal investigation will occur; and~~

~~7.2.2 Directing and overseeing formal investigations, as outlined in the Procedures for Addressing Allegations of Misconduct in Scholarly Activity at UPEI and Procedures for the Stewardship of Research Records and Materials at UPEI.~~

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## 8. Responsibilities of Members of the University

8.1 Ensuring adherence to conduct that maintains generally accepted standards of scholarly ~~conduct~~ integrity is the shared responsibility of all Members of the University.

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8.2 All Members of the University are required to cooperate in any ~~i~~Investigation process initiated under this Policy.



8.3 In creating an environment that respects rResearch iIntegrity, –Members of the University shall act in accord with the following set of principles; (which arise from the core values defined above):

8.3.1 Comply with regulatory requirements and legislation: Individuals must obtain all necessary approvals from the University, respective granting agencies and other relevant organizations, including, but not limited to, research involving humans or animals, biohazards, radioactive materials, fieldwork, and research having potential effects on the environment;

8.3.2 Conduct research in an honest search for knowledge: Take a fair, open, and reliable approach to all activities that support, fund, or otherwise encourage research;

8.3.3 Foster an environment of rResearch iIntegrity, accountability, and public trust: Individuals should take responsibility for creating, implementing, maintaining, and complying with policies and practices designed to ensure accountability and the maintenance of public trust;

8.3.4 Provide accurate and complete information in applications for research funding: Researchers should not misappropriate their identity and/or academic credentials. Research activities and accomplishments should be clearly and accurately represented in accordance with the norms of the discipline, and all co-applicants must be aware of and must agree to participate in funding applications;

8.3.5 Report cConflicts of iInterest and address them in an ethical manner: Personal and institutional cConflicts of iInterest, or the appearance of Cconflict of iInterest, should be avoided. When unavoidable, each instance should be identified, disclosed, carefully examined, and manaitigated in accordance with the University’s Conflict of Interest Policy;

8.3.6 Use research funds responsibly: Individuals should ensure the responsible allocation and management of research funds in accordance with sound academic and financial principles and in accordance with the policies of the University and appropriate funding agencies;

8.3.7 Review the work of others with integrity: Individuals should engage in peer review and the evaluation of the work of others in a manner that reflects the highest scholarly, professional, and scientific standards of fairness and confidentiality;

8.3.8 Deal with data in a scholarly manner: Researchers should propose, perform, record, analyze, interpret, report, publish, and archive research

data and findings, in accordance with applicable funding agreements, regulations, laws, or ~~standards;standards.~~

8.3.9 Acknowledge all contributors and contributions in research: All persons who have made a substantial contribution to and take responsibility for some aspect of the research and scholarly work reported in a publication, ~~or~~ presentation or patent, should be acknowledged fairly and accurately. Further, all contributors should be made aware of a publication, ~~or~~ presentation, or patent bearing their names;

8.3.10 Reference other research in a responsible way: The published and unpublished works of others, including methodologies, research findings, figures/-images should be accurately referenced, and if applicable, with permission obtained;

8.3.11 Engage in the responsible training of researchers: Research investigators, particularly new scholars, should have access to education, mentoring, and support to develop and maintain the skills and capacities required for conducting and managing research in accordance with relevant scholarly and ethical standards. An individual's level of responsibility should be commensurate with their competence and experience;

8.3.12 All Members of the University performing research at the University shall conscientiously supervise and train all research staff including postdoctoral fellows, graduate and undergraduate students, technical and other support staff for whom they have responsibility. This is especially important in the case of personnel who have just commenced their training.

## 9. Addressing Allegations of Policy Breach

### 9.1 Allegations

9.1.1 Allegations of scholarly misconduct are submitted to the Vice President, Academic and Research, unless they involve the President (9.1.5) or the Vice President, Academic and Research VPAR (9.1.6). ~~and~~They may be received from within or outside the University.

9.1.2 The ~~a~~Allegation of scholarly misconduct must be formulated in writing and shall include evidence in sufficient detail to make clear the nature of the ~~research~~scholarly ~~activity~~activity which is regarded as being the subject of misconduct, together with a brief description of the facts, names of the ~~c~~Complainant(s) and ~~r~~Respondent(s), events and circumstances which describe the allegations.

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9.1.3 The investigative process will follow the principle to protect, to the extent possible, the individual making an allegation in good faith or providing information related to an allegation from reprisals in a manner consistent with relevant legislation.

9.1.4 An anonymous allegation may be considered only if accompanied by sufficient information to enable the assessment of the allegation and the credibility of the facts and evidence on which the allegation is based, without the need for further information from the complainant.

9.1.5 Allegations shall be forwarded to the involving the President or Vice President, Academic and Research.

Where a Respondent is the President, allegations shall be forwarded to the Chair of the Board of Governors or their Designate. The Board Chair or their Designate who shall then be responsible for ensuring that these procedures are followed.

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9.1.6 Allegations involving the Where a Respondent is the Vice-President, - Academic and Research, - allegations shall be forwarded to the President or their Designate. The President or their Designate who shall then be responsible for ensuring that these procedures are followed.

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~~Where a Respondent is a graduate student, the Vice President, Academic and Research, will confidentially inform the appropriate Graduate Coordinator. In cases where a graduate student is a Complainant or where a graduate student's program may be affected by an allegation of misconduct, the Graduate Coordinator shall be informed by confidential memoranda of all assessments and investigations and the outcome thereof.~~

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## 9.2 Responsibilities of the Vice-President, Academic and Research

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~~9.2.1 The Vice-President, Academic and Research, shall be responsible for ensuring that the procedures in this document and in the Tri-Agency Framework are followed.~~

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~~9.2.2 Upon receipt of an allegation of scholarly misconduct, the Vice-President, Academic and Research, shall initiate an inquiry by member(s) of the SIC to establish whether a reasonable basis exists to proceed to an investigation. The results of the Inquiry will be reported back to the Vice-President, Academic and Research, who determines the next steps.~~

~~9.2.2 The Vice-President, Academic and Research, shall confidentially inform the Dean (or equivalent) of the Faculty or School of record of the Respondent and involve the Dean, as appropriate, in the Inquiry.~~

~~9.2.3 The Vice-President, Academic and Research, may, independently or at the Agency's request, in exceptional circumstances take immediate action to protect the administration of Agency funds if they conclude that the risk to the University is in some way untenable without action. Immediate actions could include freezing grant accounts, requiring a second authorized signature from an institutional representative on all expenses charged to the researcher's grant accounts, or other measures, as appropriate.~~

~~9.2.4 Where the allegation is related to conduct that occurred at another institution (whether as an employee, a student or in some other capacity), the Vice-President, Academic and Research, will contact the other institution and determine with that institution's designated point of contact which institution is best placed to conduct the inquiry and investigation, if warranted. The institution that receives the allegation must communicate to the Complainant which institution will be the point of contact for the allegation.~~

~~9.2.5 The Vice-President, Academic and Research, shall be responsible for ensuring that the procedures in this document and in the Tri-Agency Framework are followed.~~

~~9.2.56~~ The Vice-President, Academic and Research, shall provide affected parties s-with relevant information about the process and outcome of the ~~i~~nquiry and ~~i~~nvestigation.

~~9.2.67~~ Where the Vice-President, Academic and Research, may be in a real, potential or perceived conflict of interest, a designate shall be assigned to fulfill the responsibilities of the Vice-President, Academic and Research.

### 9.3 Inquiry

~~9.3.1~~ The SIC will receive the allegation (9.2.2) and then one or more members of the SIC, who are qualified to assess whether the allegation is responsible, conducts an initial ~~i~~nquiry ~~will~~ to assess whether there is sufficient merit for the ~~a~~llegation to be investigated, and reports back to the Vice-President, Academic and Research.

~~9.3.2~~ The initial inquiry process provides the ~~c~~omplainant and ~~R~~espondent with an opportunity to ~~b~~e heard as part of the ~~i~~nquiry, and an opportunity for the ~~R~~espondent to appeal if a breach of policy is confirmed.

~~9.3.3~~ The Inquiry may be conducted by one or more individuals who are qualified to assess whether the allegation is responsible.

~~9.3.4~~ The Vice President, Academic and Research, will consider the information gathered during the Inquiry, and any other factors that promote both fairness and the best interests of the University, before deciding to proceed to an Investigation.

~~9.3.35~~ The ~~i~~nquiry shall normally be completed within fifteen (15) days and will recommend rejection of the allegation if it meets any of the following criteria:

- (i) ~~—~~ Allegation was not made in good faith;
- (ii) ~~—~~ Allegation is not responsible, as per the Tri-Agency Framework; and/or
- (iii) ~~—~~ Allegation is regarding a matter being dealt with under another University policy or ~~procedure, or procedure, or~~ would be more appropriately directed to other bodies or offices to deal with aspects of the ~~a~~llegation that are beyond the scope of this policy.

~~9.3.4~~ The Vice-President, Academic and Research, will consider the information gathered during the ~~i~~nquiry and submitted in a report from the SIC, and any other factors that promote both fairness and the best interests of the University, before deciding to proceed to an ~~i~~nvestigation.

### 9.4 Investigation

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9.4.1 If a reasonable basis exists to proceed to an **i**nvestigation, then within fifteen (15) days of receipt of ~~an~~ the report from the SIC that the **a**llegation of possible scholarly misconduct is responsible, the Vice-President, Academic and Research, shall:

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(i) Inform the **c**omplainant and the **r**espondent of the procedures under this Policy;

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(ii) Send a copy of the **a**llegation to the **r**espondent and to the Dean (or equivalent) of the Faculty or School of record of the **r**espondent; and

(iii) Appoint a CIC to conduct an **i**nvestigation.

9.4.2 ~~In consultation with the Dean of the Faculty or School and the Chair of the SIC, a CIC will be established by the Vice-President, Academic and Research. The CIC will consist of three members reflecting a diversity of views and backgrounds and shall include members who have the necessary expertise, reflecting diversity of views and backgrounds, and who do not have a **c**onflict of **i**nterest, whether real or perceived. The CIC will consist of two (2) members from the SIC with the requisite knowledge to address the complaint and one (1) external member who has no current affiliation with the University.~~

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9.4.3 The CIC Chair will be the SIC member selected.

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9.4.4 The Vice-President, Academic and Research, shall immediately notify both the **r**espondent and **c**omplainant of the composition of the CIC.

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9.4.5 Any objection to the composition of the CIC on the part of the **r**espondent or **c**omplainant shall be made to the Vice-President, Academic and Research, within six (6) days. The disposition regarding any such objection and decision by the Vice-President, Academic and Research, ~~shall deal with disposition of any such objection, and their decision shall be final.~~

9.4.6 The CIC shall invite the **r**espondent, accompanied by an advisor if the **r**espondent so desires, to address the composition of the CIC prior to its seeking or obtaining any other information or submissions. Thereafter, the **r**espondent may attend other meetings of the Committee only by invitation of the Chair until the Committee has received all the information or submissions it deems appropriate.

9.4.7 The **r**espondent has the right to choose an advisor who may be a colleague, friend, legal counsel, or a person recommended by the appropriate union or association.

9.4.8 Prior to meeting to consider its decision, the CIC shall advise the **r**espondent of the evidence being considered by the CIC, and shall invite the **r**espondent.

accompanied by an advisor if the rRespondent so desires, to meet with it and to respond fully to that evidence.

9.4.9 Prior to receiving evidence from any person not already identified in the complaint or identified to the rRespondent during the assessment, the CIC shall advise that person that it is necessary in the interest of justice to reveal that person's identity to the rRespondent.

9.4.10 Once the CIC determines that it has collected all the relevant evidence for consideration, the draft summary of evidence will be provided to the Rrespondent and the rRespondent shall be invited to respond fully to that evidence, declaring factual errors and omissions. The CIC shall invite the rRespondent (accompanied by an advisor if the rRespondent so chooses) to provide this response during an in-person meeting, but the rRespondent may alternatively elect to respond in writing.

9.4.11 Within thirty (30) days of being appointed, the CIC shall complete its iInvestigation, and shall submit an Investigation Report to the Vice-President, Academic and Research. Under exceptional circumstances, the 30-day period may be exceeded, in which case the CIC shall immediately inform the Vice-President, Academic and Research as to the reason(s) for the delay.

9.4.12 The Investigation Report shall include:

- (i) details of the aAllegation;
- (ii) a summary of the iInvestigation process, including individuals interviewed and evidence obtained;
- (iii) written responses from the rRespondent (if any);
- (iv) a determination of whether there has been a bBreach of this Ppolicy;
- (v) reason(s) for any delay in the pProcedures; and
- (vi) the CIC's reasoned decision regarding the investigation:

a) that the Respondent is not guilty of any misconduct and the matter is dismissed; or

b) that the aAllegation is substantiated in whole or in part.

9.4.13 The report must be supported by a CIC majority. If the CIC is unable to reach a majority decision, the CIC Chair may submit an advisory recommendation to the Vice-President, Academic and Research, of the next course of action to reach a decision. Options may include, but are not limited to, initiating a new

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~~iInvestigation with an entirely new CIC or abandoning the iInvestigation. The CIC Chair's recommendation to the Vice-President, Academic and Research, is advisory.~~

9.4.14 The Vice-President, Academic and Research, shall forward the Investigation Report to the Respondent, and the Dean (or equivalent) of the Faculty or School of record of the rRespondent.

9.4.15 A version of the Investigation Report may be partially redacted (in accordance with applicable privacy legislation and procedures) if required to protect confidentiality and identity of persons involved in the iInvestigation.

9.4.16 The Vice-President, Academic and Research, shall, upon receiving the Investigation Report, make a recommendation to the President or dDesignate as to whether formal disciplinary action is recommended in accordance with the applicable collective agreement and/or employment contract, where one exists, and taking into consideration contractual and other obligations to external organizations within five (5) days. If the Vice-President, Academic and Research, accepts the advice of the CIC to dismiss the aAllegation, the Vice-President, Academic and Research, shall so advise any person identified in the aAllegation, the rRespondent and the President. Otherwise the notification requirements of the applicable collective agreement and/or employment contract, where one exists, shall be followed.

9.4.17 Timeline extension under section 9.4 may be granted at the discretion of the Vice-President, Academic and Research, if deemed to support a fair and rigorous process and when those affected by the aAllegation(s) will not be unduly prejudiced.

9.4.18 For Allegations determined to be unfounded, every effort will be made by the University to protect or restore the reputation of those wrongly subjected to an unfounded aAllegation.

## 9.5 Appeal

9.5.1 If the Respondent disagrees with the disposition or the investigative process, the Respondent may appeal the decision of the Vice-President, Academic and Research by filing a written notice of appeal and statement of appeal to the President or Designate within thirty (30) days of the delivery of the decision.  
~~The Respondent may appeal the decision of the Vice-President, Academic and Research by filing a written notice of appeal and statement of appeal to the President or Designate within thirty (30) days of the delivery of the decision.~~

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~~9.5.2 Grounds for appeal shall be limited to purported violations of procedural fairness by the CIC, if a breach of policy is confirmed, or that the Vice President, Academic and Research, lacked jurisdiction to render a decision.~~

~~9.5.3 The President or dDesignate will review the Investigation Report and written statement of appeal, and determine whether or not the grounds for appeal are valid. The President or dDesignate will rule on the appeal within fifteen (15) days of its submission.~~

~~9.5.43 Should the President or dDesignate determine there are no valid grounds for the appeal, it shall be dismissed.~~

~~9.5.54 Should the President or dDesignate determine there are valid grounds for the appeal, the President or dDesignate shall inform the cComplainant(s) and cRespondent(s) that an Ad-Hoc Appeals Committee shall be constituted in the same fashion as the CIC, except that the members shall not have been members of the CIC.~~

~~9.5.65 The Ad-Hoc Appeals Committee shall conduct its task in the same manner as the CIC, except that the decision shall be made in writing to the President or dDesignate.~~

~~9.5.76 The President or dDesignate shall, upon receipt of the report of the Ad-Hoc Appeals Committee, decide whether or not the formal disciplinary action recommended by the Vice-President, Academic and Research, is to be overturned, upheld or otherwise modified. If the President or dDesignate accepts the advice of the Ad-Hoc Appeals Committee to overturn or modify the sanctions, the President or dDesignate shall so advise any person identified in the complaint, the rRespondent and the Vice-President, Academic and Research.~~

## 9.6 Notification of Funding Agencies and Research Collaborators

~~9.6.1 The Vice-President, Academic and Research, shall advise the relevant Tri-Council Agency if the aAllegation is substantiated, and is related to activities funded by a Tri-Council Agency that may involve significant financial, health and safety, or other risks. The notification will include the name of the rRespondent and the nature of the misconduct.~~

## 10. Confidentiality

~~8.1 All Members of the University involved with investigations with respect to research integrity shall protect the confidentiality of information regarding a potential violation of this Policy to the fullest extent possible. If the allegation is substantiated, the University reserves the right to use or disclose information in~~

~~accordance with the Tri-Agency Framework: Responsible Conduct of Research that may include disclosing the discipline, if any, imposed on members of the University~~

10.1 ~~All parties involved in a complaint Investigation with respect to Research Integrity shall protect the confidentiality of information regarding a potential violation of this Policy to the fullest extent~~ fully protect the confidentiality of information regarding a potential violation of this Policy possible. The University's commitment to protecting personal information and privacy is outlined in its *Access to Information and Protection of Personal Information and Privacy* policy.

10.2 ~~If the aAllegation is substantiated, the University reserves the right to use or disclose information in accordance with the Tri-Agency Framework, that may include disclosing the discipline, if any, imposed on Members of the University.~~

10.3 ~~Until an aAllegation is substantiated, all proceedings take place in the strictest confidentiality.~~

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## 119. **Education**

~~9~~11.1 To promote a greater understanding of research ethics, integrity issues and the consequences of unethical behavior, the University will offer workshops, seminars, web-based materials, courses, and/or research ethics training for Members of the University through the Office of Research Services, members along with orientation for those members who are new to the University.

## 120. **ImplementationRetention of Documentation**

~~120.1 Approval and implementation of any changes in the policy and procedures are to be carried out in accordance with the provisions of the collective agreements. The process and its outcomes shall be fully documented, and those records must be retained as a confidential file in the Office of the Vice-President, Academic and Research, for a period of ten (10) years following the disposition of a complaint.~~

~~10.2 This policy and supporting procedures will be reviewed after five (5) years. The review is to be initiated by the Vice-President, Research and Graduate Studies.~~

### 13. Responsibility

13.1 The Senate is responsible for establishment and amendment of this policy.

13.2 The Vice-President, Academic and Research, is responsible for the administration of this policy.

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13.3 Approval and implementation of any changes in the policy and procedures are to be carried out in accordance with the provisions of applicable collective agreements.

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13.4 This policy will be reviewed every five (5) years. The review shall be initiated by the Vice-President, Academic and Research.

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*References / Sources (Passages of the Policy were adapted from the following):*

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3. Research Integrity Policy. 2010. University of Saskatchewan.  
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