



**ACADEMIC COUNCIL AGENDA**  
**Wednesday, September 24, 2:30 p.m.**  
**Labatt Hall 103**

MISSION: An engaged liberal arts university community in which our Catholic character, Catholic intellectual tradition, and commitment to reconciliation and equity inform unique learning experiences that promote critical thought, creativity, and articulate expression.

- 1.0 Land Acknowledgment
- 2.0 Opening Prayer
- 3.0 Academic Council Orientation Session Information
- 4.0 Committee Reports
  - 4.1 Governance and Nominations Committee (*Chair, M. Yenson*) Decision
- 5.0 Reports
  - 5.1 President (Interim) Information
  - 5.2 Vice-President and Academic Dean (Interim) Information
    - 5.2.1 Christy Bressette, Vice-Provost & Associate Vice-President Indigenous Initiatives, Western University
  - 5.3 King's University Council Students' Council Report Verbal Report
- 6.0 The Unanimous Consent Agenda
  - 6.1 Planning and Priorities Committee Report Information
  - 6.2 Strategic Enrolment Management Committee Information
  - 6.3 Educational Policy Committee Information
  - 6.4 Minutes of the Meeting of July 7, 2025 Decision
- 7.0 Items Removed from the Consent Agenda Discussion
- 8.0 New Business Information
- 9.0 Adjournment

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Paul Wilton



**Report to:** Academic Council  
**From:** Governance and Nominations Committee  
**Re:** Report of Committee Discussion  
**Date:** September 16, 2025

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Academic Council's Governance and Nominations Committee met on September 4 and September 12 and discussed the following matters.

### **Academic Council and Committees' Self-Evaluation**

The committee reviewed the results of the annual self-evaluation of Academic Council and its committees. The committee acknowledges that launching the Academic Council on short timelines last summer was a herculean task involving establishing bylaws, terms of reference, conducting elections, and navigating new practices in short order. The input of Council and Committee members along with lessons learned in the inaugural year of Council will inform process improvements this year and regularly in the future.

Feedback from survey respondents has helped inform the following **process improvements for 2025-2026:**

#### *Timeliness of Meeting Packages*

In the inaugural year of Council various Executive Assistants supported Academic Council's committees scheduling meetings according to their Chair's direction in isolation without coordination with the other bodies involved in decision-making. Chairs also approved their committee reports without standardized requirements. This process resulted in inconsistency in the quality of reports provided to Council. Further, the disjointed meeting schedule caused delays in Council receiving materials.

The inaugural year of Council made clear the need for better coordination between the Secretary and those supporting Academic Council's committees to ensure there are clear protocols based on good practices for scheduling and sequencing meetings, to adjust deadlines to receive materials submitted to Council to ensure there is adequate time for various decision-makers to review reports to make informed decisions.

#### *Role Clarity*

Feedback has been received that Council and Committee members would appreciate greater clarity on their roles. In 2024, three orientation sessions were offered to Council members with 19 of 43 Council members participating. To facilitate participation, the annual orientation will now be held during Council's September meeting.

A committee orientation session has also been offered to each of the Chairs of Academic Council's Committees.

Council members expressed that Council could enhance its work related to reviewing King's performance in academic areas. The Governance and Nominations Committee intends to hold a Council development session this year on how these processes currently work, engaging Council on how improvements to these processes may be made.

## *Procedures*

Respondents sought a better understanding of why Council's agenda is organized as such and additional information on voting procedures. These topics will be covered during September's orientation.

Council members sought clarity on Council's meeting times and a related motion passed by Council earlier this year. The Registrar's Office has blocked full-time faculty's schedules from 2:30pm-5:30pm on Wednesdays for the 2025-2026 academic year to support participation in Academic Council. Council's meeting time could not be moved earlier because some full-time faculty may be teaching before 2:30pm. Council directed that Council meetings normally last for two hours. This means Council meetings will end before 4:30pm unless a meeting is otherwise extended by a vote of Council.

## *New Business and Notice of Motions*

The committee also held productive discussion on developing a draft policy on how new business and notice of motions should be handled by Council. The Committee tabled further discussion on this item until its next meeting to allow for adequate discussion.

## *Draft Motions*

The committee also moves and seconds the following draft motions for Council:

**Draft Motion: To recommend an amendment to the Academic Council bylaw to the Board and Corporate Members to:**

- 1) Amend the Academic Council year from September 1 - August 31 to July 1 – August 31**
- 2) Grant the University Secretary authority to update titles of ex-officio roles on Academic Council and its committees as title changes occur, subject to the approval of the Corporate Members at the next Annual Members' Meeting**

**Rationale:** To better align terms of Academic Council and Committee members with those of academic appointments, sabbaticals, and retirements. To maintain up-to-date membership of Academic Council's committees and make this information available for the public.

**Draft Motion: To recommend to the Board the amendment of the following terms of reference for Academic Council's Committees as attached:**

- **Mission Integration and Inclusion Committee**
- **Research Committee**
- **Research Ethics Review Committee**
- **Strategic Enrolment Management Committee**

**Rationale:** Whereas the Governance and Nominations Committee has carefully considered requests for amendments to terms of reference submitted by committees and King's Students' Council, and vetted these requests to ensure they are consistent with good governance practices.

Consistent with the committee's terms of reference, the committee continues to consider policies and procedures to support Council's governance throughout the year.

## **Referred Motion from July's Academic Council Meeting**

The Governance and Nominating Committee met with Alison Meek and Peter Ibbott regarding the deferred motion referred to committee. A productive conversation was had which helped those involved to understand each other's concerns, and various options to revise the motion were discussed. The committee decided it needed extra time to work on the motion before it could report back to Council in October.

### **Academic Council's September Agenda**

The Committee reviewed and approved the agenda for Academic Council's September meeting.

A handwritten signature in black ink, appearing to read 'M. Yenson', written in a cursive style.

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M. Yenson (Chair)

**MISSION INTEGRATION AND INCLUSION COMMITTEE  
OF ACADEMIC COUNCIL**

**TERMS OF REFERENCE**

**Effective Date:** September 1, 202<sup>54</sup>

**Supersedes:** September 1, 2024

**Date of Next Review:**

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**TERMS OF REFERENCE**

The Mission Integration and Inclusion Committee advises and supports the Academic Council, and by extension the President and the Board of Directors, on fulfilling the purpose of King's, which is to operate a Roman Catholic co-educational liberal arts university college affiliated with Western University and St. Peter's Seminary which is dedicated to academic teaching, research and the education of the whole person intellectually, morally, physically, spiritually and aesthetically, as set out in the General By-Law Number 3A of the Board of Directors.

**Areas of responsibility**

**Promote King's as a Catholic liberal arts institution**

- Promote the integration of King's mission into the educational policies and life of King's students, faculty, staff and senior administrators.
- Provide ongoing mission-related orientation to members of Academic Council, and to the broader King's community.
- Develop resources and networks that support and sustain the mission of King's.
- Provide meaningful opportunities for the King's community to learn about and engage with the Catholic intellectual tradition, and the mission of King's as a Catholic University.
- Develop and promote opportunities to celebrate feast days and to observe the liturgical season in creative ways.
- Ensure committee members understand the Ordinances issued by the Canadian Conference of Catholic Bishops in view of the Apostolic Constitution, as cited in the following link [Ex Corde Ecclesiae](#)

### **Equity, diversity and inclusion**

- With a focus on King's as a Catholic liberal arts institution, promote strategic institutional commitments to Indigenization and decolonization, truth and reconciliation, equity, diversity and inclusion within educational and research program, and among Academic Council members.
- Develop and promote ecumenically sensitive and inclusive celebrations of College-Wide events.
- Advise Office of Equity, Diversity, Inclusion and Decolonization and Campus Ministry and in consultation with other members of the College on an annual lecture series that is inspired by a critical engagement with the diversity of Catholic thought and teaching.

### **Orientation**

- Take part in the orientation of new faculty and staff hires to the mission, vision and values of King's, including the core values of equity, diversity and inclusion.

### **COMPOSITION**

#### **Voting**

- ~~Two~~ Three faculty members elected by the faculty, at least one of whom is a member of Academic Council;
- One Professional Officer as elected by Academic Council
- One Non-Academic Staff Member as elected by Academic Council
- One student appointed by Students' Council.

#### **Ex officio (voting)**

- President
- ~~Director, Office of Equity, Diversity, Inclusion and Decolonization (or designate)~~
- ~~Director, Campus Ministry (or designate)~~ Campus Minister
- Vice-President of Student Issues from King's University College Students' Council

#### **Ex officio (non-voting resource persons):**

- Vice-President and Academic Dean (or designate)
- Dean of Students (or designate)

#### **Chair**

The Chair of the Committee shall be elected by members of the Committee from among the faculty members.

#### **Terms**

The terms of faculty members professional officers, and non-academic staff shall be three years renewable. One, two, and three year appointments will be used upon the initial election of the committee to create a staggered term for the elected members. The terms of all students shall be one -year renewable,

## **GENERAL PROCESS FOR COMMITTEES**

The Committee shall develop an annual work plan for approval by Academic Council.

The Committee shall determine the frequency of meetings required to achieve its annual work plan. However, the Committee must meet at least once in the fall semester and once in the winter semester.

The Chair of the Committee shall report as required to the Academic Council, or to the Board if requested, either individually or through the President.

The Committee shall conduct an annual self-evaluation as developed by the Governance and Nominating Committee for all Academic Council committees, and report results to its members for their review.

### **Quorum**

50 percent of voting members from September.

Non-voting ex officio resource persons shall not be counted towards quorum.

**RESEARCH COMMITTEE  
OF ACADEMIC COUNCIL**

**TERMS OF REFERENCE**

**Effective Date:** September 1, 202~~5~~<sup>4</sup>

**Supersedes:** September 1, 2024

**Date of Next Review:**

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The primary role of the Research Committee (RC) is to advise the Academic Council and, by extension, the President and the Board of Directors on priorities and policies to promote and support research, and to advance King's distinct research value proposition centered on a commitment to social justice, ethical action, and community engagement. Central to this work is the integration of King's research with the delivery of a world-class Catholic liberal arts ~~undergraduate~~ education.

**AREAS OF RESPONSIBILITY**

**Institutional Research Strategy:**

- The RC assists in developing long-term institutional research plans that are representative of the uniqueness and diversity of King's led research. The RC provides advice and support with respect to communication of King's research strategy and work with units across campus to raise the profile of King's-led research.

**Research Policies Development:**

- The RC develops, reviews, and revises, as needed, institutional research policies.

**Research Data Management and Research Security:**

- The RC develops, reviews, and revises policies on Research Data Management and Research Security, as needed, to ensure that data collected and generated by researchers at King's is securely, efficiently, and ethically managed. The RC also collaborates and consults with various relevant stakeholders responsible for developing and implementing Research Data Management infrastructure (i.e., Library, Information Technology Services, Communications, etc.)



**Research Partnership Development:**

- The RC helps identify strategic priorities related to research partnership development that foster collaboration, innovation, and interdisciplinary.
- The RC helps identify key research-related issues for review and consideration and provides feedback on initiatives and programs which will develop and promote research integrity and the conduct of quality research in a scholarly environment.

**Research Centreers and Institutes:**

- The RC reviews and recommends to the Academic Council for approval the establishment of Research Centreers and Institutes. The RC receives and forwards to the Academic Council, at least annually, notice(s) of the establishment ~~of Research Centers and of the~~ renewal, or discontinuance of Research Centreers and Institutes and Centers.
- ~~• The RC establishes or recommends the establishment of advisory committees, subcommittees and working groups as required to develop and review policy with respect to research matters.~~
- ~~• Each elected voting member of the RC will serve on at least one operational committee under the Research Office (i.e., Research Grants and Awards Adjudication Committee, and Knowledge Mobilization and Impact Committee).~~

**COMPOSITION****Elected (voting)\*:**

~~Seven~~ix full-time Faculty Members, at least three of whom are members of the Academic Council ~~and who come from different disciplines within the institution including, as follows:-~~

One member from Psychology

One member from Social Work

One member from ~~Managment~~Management, Economics, and Math

One member from Philosophy, Religious Studies, or English, French, and Writing

One member from Politics and International Relations or History

One member from Sociology

One member from Social Justice and Peace Studies, Childhood and Youth Studies, Disability Studies, or Thanatology

One Community Member (optional)

**Ex officio (voting):**

- Associate Dean of Research (Chair)
- Director of Libraries (or designate)
- ~~Director of EDID~~
- Chair of RERC (or designate)
- President, KUCSC (or designate)

**Ex officio (non-voting):**

- Research Facilitator(s)

**Chair:**

The Chair of the committee shall be the Associate Dean of Research.

**Vice-Chair:**

~~The Vice Chair shall be elected from among the voting members and will be a full-time Faculty Member.~~

**Subcommittees:**

- The RC establishes or recommends the establishment of advisory committees, subcommittees and working groups as required to develop and review policy with respect to research matters.
- Each elected voting member of the RC will serve on at least one operational committee under the Research Office (i.e., Research Grants and Awards Adjudication Committee, and Knowledge Mobilization and Impact Committee).

**GENERAL PROCESS FOR COMMITTEES**

The Committee shall develop an annual work plan for approval by Academic Council.

The Committee shall determine the frequency of meetings required to achieve its annual work plan.

The Chair of the Committee shall report regularly to Academic Council, or the Board, if requested, either individually or through the President.

The Committee shall conduct an annual self-evaluation as developed by the Governance and Nominating Committee and report results to the Committee's members for their review.

**Quorum:**

Quorum shall be 50 percent of voting members.

Non-voting resource persons shall not be counted towards quorum.

**Terms:**

The terms of office for elected members shall be three (3) years (renewable).

**~~Initial appointments:~~**

~~The first set of appointments will assign terms of one (1), two (2), and three (3) years to elected members. These appointments shall be distributed evenly among the elected members, i.e., approximately one-third will be appointed for each term length. Subsequent appointments shall be for terms of three (3) years (renewable) as above.~~

### KING'S RESEARCH ETHICS REVIEW COMMITTEE

#### TERMS OF REFERENCE

The Research Ethics Review Committee oversees research done by faculty, staff and students of King's. It is responsible for developing and implementing policies to ensure ethical research protocols, especially the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2) as the minimum standard.

The Tri-Council Policy Statement is a joint policy of the three main federal research agencies (the Social Sciences and Humanities Research Council, the Natural Sciences and Engineering Research Council and the Canadian Institutes of Health Research).

Compliance with the Tri-Council policy is the official human research ethics policy of the three federal funding agencies, and compliance is mandatory as a condition of funding from the councils.

The text of the Tri-Council policy and a summary of key sections are included in this document.

#### Areas of responsibility

##### Ensuring core principles are met

- Ensure that the research proposal demonstrates respect for persons, including their data or human biological materials.
- Ensure that the autonomy of persons is respected and those with developing, impaired or diminished autonomy are protected
- Ensure the researcher has sought free, informed and ongoing consent.

##### Concern for welfare

- The Committee should aim to protect the welfare of participants (including physical, mental and spiritual health as well as their physical economic and social circumstances) and that participants are provided with enough information to adequately assess risks and potential benefits
- Ensure the research plan minimizes risks and that participants are not exposed to unnecessary risks.

##### Justice

- Ensure the research plan treats all people with equal respect and concern
- Ensure the researchers have given due regard to circumstances that may make individuals or groups vulnerable, who may need to be given special attention to be treated justly in research.
- Ensure that the recruitment process is based on criteria justified by the research question.

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### Risk evaluation

- ~~Ensure that the review of the RERC is appropriate to the level of risk it poses to participants.~~
- ~~Ensure that the research provides adequate protection to participants and consideration of foreseeable risks and potential benefit while respecting academic freedom and ethical research.~~

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### Summary

#### Sections 1-4: Governance Structure, Scope, and Jurisdiction of King's RERC

These sections outline the governance structure, scope, and jurisdiction of King's Research Ethics Review Committee (RERC) as outlined in the 2022~~48~~ edition of Canada's federal compliance government governing the responsible conduct of research involving humans issued by Canada's Panel on Research Ethics: [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2022~~48~~\)](#).

#### Sections 5-9: RERC Commitments

These sections outline the RERC's commitments to Academic Freedom; principles of equity, diversity, inclusion, and decolonization (EDID); confidentiality; managing conflicts of interest; and availability for consultation. The commitments complement and enhance the guidance provided in TCPS2-20~~22~~<sup>48</sup>.

#### Section 10: Human Ethics Training Commitments and Requirements

This section outlines the human ethics and responsible conduct of research training commitments and requirements for both 1) members of the RERC and 2) members of the King's community conducting human research that requires RERC review, approval, and oversight. The primary aim of this training is to ensure that research ~~conducted-carried out~~ at King's is conducted in an ethical, respectful, and safe manner meeting the professional standards established by academics working at Canadian post-secondary institutions. The secondary aim is to avoid unnecessary delays in RERC review and approval that can sometimes result from a lack of understanding by RERC members or those applying to the RERC about the human ethics requirements relevant to the studies proposed.

#### Section 11: Summary of RERC Duties

This section summarizes the core duties of the RERC and, in particular, outlines some of the processes the RERC commits to follow in carrying out its duties and serving the King's community.

#### Section 12: Navigating Expressions of Research Ethics Concerns or Complaints

This section outlines the process that the RERC will follow ~~should-if~~ concerns or complaints related to human research ethics ~~be-are~~ brought to its attention. It clarifies that the RERC will follow the procedures outlined in the appropriate collective agreements at King's such as the "Guide to the Proper Conduct of Research at King's University College" (as appended to the KUCFA Collective Agreement in effect at the time of the complaint) or the *King's Student Code of Conduct*. It clarifies how the RERC's processes will respect existing mechanisms of due-process and avoid unnecessary duplication of policies and procedures while still meeting its own unique responsibilities to ensure ethical and safe conduct of research while such processes are carried out.

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#### A Note on the Inclusion of Text from TCPS2-20~~22~~<sup>48</sup>

Previous versions of the Terms of Reference merely made mention to TCPS2 and only sometimes indicated specific sections that were relevant to the terms being presented. While this practice lends itself to a shorter and more succinct document, a significant drawback is that it forces the reader to independently navigate TCPS2-20~~22~~<sup>48</sup> to provide important context and/or language that can be important for conducting ethical research and/or preparing applications for RERC review, approval, and oversight.

This version [continues the tradition](#) of the Terms of Reference (2022) ~~version which~~ departed from this practice and ~~instead~~ made a concerted effort to reproduce (with appropriate citation) important passages from TCPS2-20~~18~~<sup>2022</sup> within this document itself. This prevents the reader from having to switch between documents and so will hopefully also make it easier to clarify governance, policy, and process questions when they arise.

#### A Note on Policy vs. Procedure

This document primarily refers to policy governing the structure, decisions, and procedures of the RERC. It does not aim to provide an exhaustive account of the RERC's procedures. A comprehensive and complete account of those procedures will be provided and regularly maintained as a Standard Operating Procedures (SOP) document to be published on King's RERC website.

### 1 Preamble:

Canadian federal research funding is distributed through three separate funding agencies known collectively as “the Tri-Agencies”: Social Sciences and Humanities Research Council (SSHRC), Natural Sciences and Engineering Research Council of Canada (NSERC), and the Canadian Institutes for Health Research (CIHR). **To be eligible to receive Tri-Agency funding, Canadian institutions, such as King’s, must abide by the requirements mandated by the Tri-Agencies’ “Panel on Research Ethics”.** The Panel on Research Ethics produces the national guidelines for human research ethics with the most recent guideline entitled Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2022) 2 (2018). Occasionally, the Panel on Research Ethics also publishes authoritative Interpretations of TCPS2.

Field Code Changed

TCPS2-202248 requires institutions to establish an independent body to review, approve, and oversee all human research included within the scope of TCPS2-202248. TCPS2-202248 states the following:

The highest body within an institution shall: establish the REB [research ethics board] or REBs; define an appropriate reporting relationship with the REBs; and ensure the REBs are provided with necessary and sufficient ongoing financial and administrative resources to fulfill their duties. REBs are independent in their decision making and are accountable to the highest body that established them for the process of research ethics review. (TCPS2-202248, Article 6.2)

In accordance with the requirements of TCPS2-202248, King’s has established the Research Ethics Review Committee (RERC) to act as King’s independent decision-making body responsible for the review, approval, and oversight of all research activities within its jurisdiction as defined in TCPS2-202248 (jurisdiction is described below). While independent in its decision making, King’s RERC is accountable (through its Chair) to King’s Academic Faculty Council for the execution of its duties under TCPS2-202248 and the efficiency and effectiveness of its operations.

Operationally, King’s RERC will be supported through the Vice-President and Academic Dean’s Office and the Research Office. Through King’s budgetary process, the Office of the President, in consultation with the Chair of the RERC, will ensure that the RERC is provided adequate funds and resourcing to carry out its duties as defined in TCPS2-202248. Funding and resourcing will be proportionate to the data-informed forecasted demand for RERC review and oversight. Data related to RERC demand and service response is to be provided by the RERC Chair to the Office of the President annually.

The fundamental obligations of the RERC are:

1. To ensure the protection of the dignity, wellbeing, and rights of human research participants in all research activities carried out by people affiliated with King’s (faculty, staff, or students) or carried out using King’s’ resources.
2. To help members of King’s conduct research activities in accordance with the Guidelines set in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS2 (2018) Policy Statement: Ethical Conduct for Research Involving Humans – TCPS2 (2022) through constructive collegial feedback and through proactive educational initiatives.

Field Code Changed

The committee aims to carry out these fundamental obligations in a collegial and participatory way.

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TCPS2-202248 provides a synopsis for the core obligations of any research ethics review committee, the tensions that the RERC will sometimes have to navigate with the help of the ethical principles outlined in TCPS2-202248, and the collegial and participatory approach required to navigate such issues. It states:

The importance of research and the need to ensure the ethical conduct of research requires both researchers and REB members to navigate a sometimes-difficult course between the two main goals of providing the necessary protection of participants and serving the legitimate requirements of research. The three core principles that express the value of human dignity [**Respect for Persons, Concern for Welfare, and Justice**] provide the compass for that journey. Their application will help ensure that a balance between these two goals is maintained. Applying the core principles will also maintain free, informed and ongoing consent throughout the research process and lead to sharing the benefits of the research. These results will help to build and maintain the trust of participants and the public in the research process. (TCPS2-202248, Chapter 1B, Conclusion).

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## 2 RERC Jurisdiction:

### 2.1 Jurisdiction:

According to TCPS2-2022<sup>48</sup>, an institution's independent research ethics board's authority and accountability (i.e., its "jurisdiction") extend *only* to research activities carried out by people formally affiliated with that institution ("faculty, staff or students") and/or using the institution's resources "regardless of where the research is conducted": (TCPS2-2022<sup>48</sup>, [Article 6.1](#)).

### 2.2 Multi-Jurisdictional Review

TCPS2-2022<sup>48</sup> Chapter 8 outlines guidelines for cases where research activities are being conducted by people affiliated with various institutions and/or using resources from multiple institutions, either entirely within Canada or in Canada and other countries. Multi-jurisdictional projects must meet one or more of the following criteria:

- The research team includes member(s) affiliated with different institutions;
- a research project conducted by a researcher who has multiple institutional affiliations (e.g., two universities, a university and a college, or a university and a hospital. See Application of Article 6.1);
- The data of several projects independently conducted by researchers affiliated with other institutions are combined at some point to form one overall research project;
- a research project conducted by a researcher affiliated with one institution, but that involves collecting data or recruiting participants at different institutions;
- a research project conducted by a researcher at one institution that requires the limited collaboration of individuals affiliated with different institutions or organizations (e.g., social workers, public health, school teachers).

Under TCPS2-2022<sup>48</sup> each institution's REB maintains its independence, and each is accountable for independently ensuring the appropriate approval and oversight of the research activities for which its affiliated people and/or resources are involved. REB's can (and should) communicate and coordinate their independent reviews; however, no REB is bound by the decisions of another REB.

TCPS2-2022 encourages institutions to streamline ethics review by adopting a model of single ethics review for a multi-jurisdictional research that is deemed to be minimal risk. The Panel on Research Ethics has provided guidance for a single ethics review model. For more than minimal risk research, formal institutional agreements of Delegated or Reciprocal ethics review are required. Under such agreements, REB's can accept the decisions of a partnered REB without conducting its own review. In the absence of such formal agreements, each institution's REB must conduct its own review and approval for any activities involving people affiliated with the institution and/or the institution's resources.

TCPS2-2018 Chapter 8 allows for multiple REB's to enter formal arrangements of Delegated or Reciprocal ethics review. Under such agreements, REB's can accept the decisions of a partnered REB without conducting its own review. At this time, such formal agreements are rare in Canada. In the absence of such formal agreements, each institution's REB must conduct its own review and approval for any activities involving people affiliated with the institution and/or the institution's resources.

Western University is a legally distinct institution from King's with its own independent research ethics boards. There is currently no formal agreement in place for Delegated or Reciprocal ethics review between King's, Western, or any of Western's other affiliates, and so **projects involving people from these various institutions must be submitted to each institution's REB for separate review, approval, and oversight.**

Western does have a formal agreement in place with Lawson Health Research Institute (LHRI) which allows Western's Medical REB to also act as LHRI's REB. Therefore, projects that also involve people affiliated with LHRI will need to submit to Western's medical REB following the joint procedures laid out by LHRI and Western.

## 3 RERC Scope: Activities requiring research ethics review, approval, and oversight

The scope of activities requiring review, approval, and oversight of an independent research ethics board are defined in TCPS2-2022<sup>48</sup> Article 2.1. **Article 2.1:** The following requires ethics review and approval by an REB **before** the research commences. Research involving:

- a. living human participants;
- b. human biological materials, as well as human embryos, fetuses, fetal tissue, reproductive materials, and stem cells. This applies to materials derived from living and deceased individuals.

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TCPS2-2022<sup>48</sup> defines “research” as follows:

For the purposes of this Policy, “research” is defined as an undertaking intended to extend knowledge through a disciplined inquiry and/or systematic investigation. The term “disciplined inquiry” refers to an inquiry that is conducted with the expectation that the method, results and conclusions will be able to withstand the scrutiny of the relevant research community. For example, a study seeking to explore the narratives of teens coping with mental illness would be evaluated by the established standards of studies employing similar methods, technologies and/or theoretical frameworks. (TCPS2-2022<sup>48</sup>, Article 2.1)

All research activities involving living human participants or human biological materials must be submitted for review, approval, and oversight by an independent research ethics board having jurisdiction over the activities **except for research that solely employs activities under the following exceptional categories** (TCPS2-2022<sup>48</sup>, Articles 2.2-2.6):

### 3.1 Category A: Research Exempt from Research Ethics Board Review (Articles 2.2-2.4)

The following research activities, considered in isolation from any other associated activities, are deemed exempt from RERC review:

#### 1. Research activities relying **exclusively**\* on information:

- “publicly available through a mechanism set out by legislation or regulation and that is protected by law (ex. information gathered through Freedom of Information requests, data provided through Statistics Canada, records released by Libraries and Archives Canada); or
- in the public domain and the individuals to whom the information refers have no reasonable expectation of privacy.” (TCPS2-2022<sup>48</sup>, Article 2.2)

#### 2. Research activities **exclusively**\* “involving the observation of people in public places where:

- “it does not involve any intervention staged by the researcher, or direct interaction with the individuals or groups;
- individuals or groups targeted for observation have no reasonable expectation of privacy; and
- any dissemination of research results does not allow identification of specific individuals.” (TCPS2-2022<sup>48</sup>, Article 2.3)

**All other activities falling under TCPS2’s definition of “research” and conducted by people affiliated with King’s and/or using King’s’ resources are subject to review, approval, and oversight by King’s RERC.**

\*As soon as any other non-exempted research activities are included in the research activities, the research project as a whole will require RERC review, approval, and oversight.

### 3.2 Category B: Non-Research Activities Employing Methods and Techniques Similar to those Used in Research

TCPS2-2022<sup>48</sup> identifies two kinds of activities that **it**s does not consider “research” under its definition, even though such activities may use methods and techniques similar to those used in research.

#### 1. Assessments of Organizational Performance Used Exclusively for Internal Organizational Management (Article 2.5)

- “Article 2.5 refers to assessments of the performance of an organization or its employees or students, within the mandate of the organization, or according to the terms and conditions of employment or training. Those activities are normally administered in the ordinary course of the operation of an organization where participation is required, for example, as a condition of employment in the case of staff performance reviews, or an evaluation in the course of academic or professional training. Other examples include student course evaluations, or data collection for internal or external organizational reports. Such activities do not normally follow the consent procedures outlined in this Policy. If data are collected for the purposes of such activities but later proposed for research purposes, it would be considered secondary use of information not originally intended for research, and at that time may require REB review in accordance with this Policy. Refer to Section D of Chapter 5 for guidance concerning secondary use of identifiable information for research purposes.” (TCPS2-2018<sup>2022</sup>, Article 2.5)

#### 2. Creative Activities (Article 2.6)

- Activities restricted solely to the “creative practice” are not considered research and so are not subject to RERC review (though they may be covered by other professional codes **or copyright acts** in the cultural sector. TCPS2-2022<sup>48</sup> defines “creative practice” as “a process through which an artist makes or interprets a work or works of art. It may also include a study of the process of how a work of art is generated” (TCPS2-2022<sup>48</sup>, Article 2.6)
- NOTE: “research that employs creative practice *to obtain responses from participants that will be analyzed*

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to answer a research question is subject to REB review." (TCPS2-202248, Article 2.6, italics added)

As is the case above, **as soon as any other non-exempted research activities are included in the research activities being conducted** by people affiliated with King's and/or using King's' resources, **the research project as a whole will require RERC review, approval, and oversight.**

The Chair of the RERC will make the final determination as to whether or not certain research activities require RERC review, approval, and oversight. Where questions arise as to whether RERC approval is required, the burden of proof will be on the researcher(s) to show that the proposed activities are exempt as outlined under TCPS-202248, Articles 2.2 - 2.6.

Where researchers are unsure as to whether RERC review, approval, and oversight is required, they are encouraged to seek the RERC Chair's collegial opinion.

### 3.3 Scholarly Review

In accordance with TCPS2-202248, Article 2.7, King's RERC will limit its consideration of methods and design solely to ethical implications.

#### Article 2.7

As part of research ethics review, the REB shall review the ethical implications of the methods and design of the research. (TCPS2-202248, Article 2.7)

It is important to note, however, that **a lack of minimally acceptable scholarly quality can have ethical implications.** A core consideration of ethical review, as outlined in TCPS2-202248, is consideration of the reasonable balance of potential harms and benefits to both researchers and participants. If there is a reason to believe that the proposed study designs or methods would not meet the minimal standards of scholarly peer-review in the relevant disciplines, then the project may be unlikely to achieve any scholarly benefits. In such cases, there is strong reason to believe that the potential benefits of the study are unlikely to outweigh the potential harms identified. As such, RERC members may raise legitimate ethical concerns about the minimally acceptable scholarly quality of the proposed study in the context of consideration of the balance of proposed harms and benefits.

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However, in its deliberations and decisions the RERC must limit itself to the threshold of 'minimally acceptable scholarly quality'. Once the RERC establishes that the minimal quality threshold is met, it should refrain from suggestions about how to improve the rigor/quality of design or methods proposed (except perhaps as friendly/collegial suggestions provided as supplements to the official RERC decision/feedback).

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The RERC will not conduct scholarly peer-review of studies submitted for review to the RERC. However, at its discretion, the RERC can request that a proposed study provide evidence of passing such review (according to the relevant standard practices of scholarly review for the proposed study) before granting its final approval.

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## 4 Composition of RERC

### 4.1 TCPS2-202248 Minimum Requirements

TCPS2-202248 outlines specific requirements for the composition of any research ethics board (Article 6.4): at minimum, research ethics boards must have "at least five members, including both men and women," **each acting as a representative of one of three required categories:**

**Category 1: Research Discipline Experts** (at least 2 members: broad representation across disciplines should be represented)

**Category 2: Knowledgeable in Ethics Expert** (at least 1 member)

**Category 3: Community Member** (at least 1 member not affiliated with King's whose primary role is to reflect the perspective of the participant, and so prior experience as a research participant is an asset)

TCPS2-202248 (Article 6.4) also identifies an additional category that is **optional** for non-medical REBs.

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**Category 4: Legal Expert** (cannot be institution's legal counsel)

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According to TCPS2-202248, **each committee member should only formally represent one membership category.**

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However, this does not prevent members from contributing to the review of applications from more than one perspective (i.e., members are *not* restricted from providing input from multiple perspectives).

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### 4.2 Voting-Membership Positions Comprising King's RERC

King's RERC will consist of a minimum of 9 voting members, each officially representing one of the following categories:

#### 5 6 Research Discipline Experts:

To ensure comprehensive disciplinary expertise, King's Research Ethics Review Committee (RERC) RERC distributes disciplinary representation as follows:

- 1 from Psychology
- 1 from School of Social Work
- 1 from School of Management, Economics, and Mathematics
- 1 from Philosophy, Religious Studies, English, French and Writing
- 1 from Sociology, Politics and International Relations, and History
- 1 from Social Justice and Peace Studies, Childhood and Youth Studies, Disability Studies, and Thanatology
- 1 from the Department of Psychology
- 1 from School of Social Work
- 1 representing Arts & Humanities academic units
- 2 representing Social Science academic units (other than Psychology and Social Work)

#### 2 Members with expertise or knowledge in TCPS and research ethics

#### 1 Community Member with no affiliation to King's University College

#### 1 Legal Expert (not King's legal counsel or risk manager) Ethics Expert

#### \*1 Member representing King's non-academic staff or professional officers

#### 2 Community Members (not currently affiliated with King's)

#### 1 Legal Expert (not King's legal counsel)

#### \*1 Student Member Representative (optional)

#### \*1 Indigenous Community Member (optional)

#### (selected by the student members of Faculty Council)

*\*Non-mandated representatives: Kings has opted to include certain non-mandated representatives on the RERC to foster broader participation and input into the research ethics review process.*

The Chair and Vice-Chair of the RERC can each officially represent one (but no more than one) of the mandatory member categories (a research discipline expert or ethics expert). In practice, this means that in addition to the Chair and Vice-Chair, there will be 97 other voting members.

As outlined in TCPS2-202248, Article 6.4 "To ensure the independence of REB [research ethics board] decision making, institutional senior administrators shall not serve on the REB." As such, any person serving King's in a Vice-President, President, Associate Dean, or equivalent role cannot be a member of King's RERC while they hold that position.

The term for each new RERC member commences on July 1 of each year. The length of term for all RERC's members is 3 years as approved by the Governance and Nominations Committee of King's Academic Faculty Council, except for the two student representatives, where the term is 1 year, and except for the Chair and Vice-Chair (terms outlined below).

### 4.3 RERC Executive: Chair and Vice-Chair of RERC

#### 4.3.1 Term

The RERC will have a Chair and Vice-Chair. The positions of Chair and Vice-Chair of the RERC are administrative roles that will be held by the Research Facilitators. Chair and a Vice-Chair. Members of the RERC who have expertise in TCPS and research ethics will fill these positions. At the end of the Vice-Chair's term, they will automatically be promoted to Chair of the committee, unless a decision has been agreed in advance that the Chair will continue (see below).

will have a Chair and Vice-Chair, each serving a 2-year term. At the end of the Vice-Chair's two-year term, they will automatically become the Chair of the committee for a two-year term, unless a decision has been agreed in advance that the Chair will continue (see below). This structure will ensure stability across the committee each year and will ensure that Chairs have an opportunity (as Vice-Chair) to learn the workings of the committee and the requirements of TCPS2-2018 before taking on full responsibility for the RERC.

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The RERC is free to nominate former Chairs/Vice-Chairs to serve again if they choose to do so (i.e., there is no statutory limitation on how many terms any individual can serve as either Vice-Chair or Chair); however, the RERC is encouraged to nominate people who have not served as Chair or Vice-Chair in the past in order to foster diversity of experience and leadership.

If a scenario arises where the current Vice-Chair is unwilling or unable to take on the role of Chair at the end of their two-year term, the current Chair will be provided the option to remain as Chair for two additional years. If the current Chair is unwilling or unable to stay on for two more years, candidate for a new Chair and a New Vice-Chair will be presented by RERC to Faculty Council for confirmation using the process described for nomination/confirmation just outlined.

In cases where the Chair resigns before the end of their two-year term, the Vice-Chair will automatically assume the role of Chair as of the Chair's resignation date. The VPAD will then appoint a new Vice-Chair in consultation with the current RERC membership according to the process outlined in 12.3.2.

### 4.3.2 Selection Process

The RERC members will be confirmed by the Governance and Nominations Committee of King's Academic Council. The nominee does not have to be a member of the RERC at the time of nomination (however they must meet all eligibility requirements outlined below, which includes previous service to the RERC).

Six months before the end of the current Vice-Chair's term, the RERC will nominate a new Vice-Chair and present the nomination to Faculty Council for formal confirmation. The nominee does not have to be a member of the RERC at the time of nomination (however they must meet all eligibility requirements outlined below, which includes previous service to the RERC).

If Faculty Council confirms the Vice-Chair nomination, the nominee will assume the role of Vice-Chair on the next July 1<sup>st</sup>. (If the Vice-Chair role is vacant at the time of nomination, Faculty Council can appoint the nominee as Vice-Chair effectively immediately; However, the two-year term will not formally begin until July 1<sup>st</sup>).

If Faculty Council does not confirm the RERC's selection, the RERC will present an alternative candidate to Faculty Council. If Faculty Council is unable to confirm a new Vice-Chair for the RERC after a second nomination, the new Vice-Chair will be named by the Vice-President & Academic Dean.

### 4.3.3 Qualifications

#### Chair and Vice-Chair of RERC:

- **Required:**
  - Has expertise in TCPS 2 and past research experience.
  - as principal/lead investigator on at least three completed research projects that required human research ethics approval.
  - Served at least 3 full years (1 term) on King's RERC (or a comparable research ethics board/committee at another academic institution).
  - Completed all research ethics training mandated by the Canadian Tri-Agencies.
  - Has never been found guilty of an offense against academic integrity by a duly recognized academic institution through a duly recognized academic integrity investigation process.
- **Advantageous:**
  - Completed some form of advanced/supplementary research ethics training beyond the online training provided by the Tri-Agencies (if available) through King's, Western, or any other institution eligible to hold government-issued research funding.
  - Completed training in how to identify, prevent, and mitigate bias (implicit or explicit).
  - Evidence of scholarly output in the last 7 years.

#### Chair of RERC:

- Served at least one two-year term as Vice-Chair of King's RERC.
  - Exception: In cases where no one with this experience is available, the nominated Chair must meet all of the requirements outlined for the Vice-Chair.

### 4.3.4 Removal of Chair or Vice-Chair

To maintain the independence of the RERC, a Chair or Vice-Chair can only be removed from their positions during their term under any of the following circumstances:

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- a) The Chair or Vice-Chair is no longer employed by King's University College, ~~as a full-time faculty member in good standing.~~
- b) The Chair or Vice-Chair is found to have committed an offence against academic integrity through the formal process outlined in the Collective Agreement between KUCFA ~~or PAOA~~ and King's University College.
- c) A super-majority (2/3) of the RERC membership votes to remove the Chair or Vice-Chair. The VPAD must be informed immediately of any successful motion to remove a Chair or Vice-Chair (unsuccessful motions do not need to be communicated outside of the RERC).

### 4.4 Non-Voting Members

#### 4.4.1 RERC Administrative Assistant (Mandatory)

Under TCPS2-2022~~18~~, King's is institutionally obligated to provide the RERC "necessary and sufficient ongoing financial and administrative resources to fulfill their [the RERC's] duties" (Article 6.2). As such, King's (via the Vice-President & Academic Dean's Office) will assign the RERC an administrative assistant on at least a part-time basis to provide administrative support to the RERC Chair, Vice-Chair, ~~Administrative Officer~~, and RERC as a whole. The level of administrative support to be provided to the RERC by the office of VPADQ will be determined annually based on trends of submissions and requests processed by the RERC (the review should be conducted in accordance with the annual budget process/schedule).

The RERC Administrative Assistant is not a member of the RERC and should not serve as a member of the RERC while also acting as Administrative Assistant. In order to carry out their administrative duties, the Administrative Assistant will attend all RERC meetings as a non-voting observer.

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Responsibilities of the Administrative Assistant may include (but are not limited to): coordination of meetings; taking minutes; document ~~management/preparation~~, processing, and filing; maintaining the RERC email inbox (ethics@kings.uwo.ca); technological support; etc.

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#### 4.4.2 RERC Administrative Officer (Optional)

TCPS2-~~2018-2022~~ states that: "Where research ethics administration staff have the requisite experience, expertise and knowledge comparable to what is expected of REB members, institutions may appoint them (based on the written policies and procedures of the institution) to serve as non-voting members on the REB" (Article 6.4). As such, where qualified individuals exist (as described in the quote above), King's RERC can appoint one person employed by King's as the RERC Administrative Officer.

The Administrative Officer will be a non-voting member of the RERC with rights to attend all RERC meetings in an advisory role. The Administrative Officer will directly support the Chair and Vice-Chair in carrying out their administrative responsibilities, including (but not limited to): providing initial assessments of risk to determine the appropriate level of review (full vs. delegated review); providing expert advice on the application of TCPS2-~~2018-2022~~ to particular situations; keeping the RERC up-to-date on revised/updated human research ethics guidance from the Tri-Agencies (or other relevant bodies); and the regular review/revision of the RERC's Standard Operating Procedures (SOPs).

### 4.5 Quorum:

The requirements for quorum are outlined in TCPS2-20~~22~~~~18~~, Article 6.9 as follows (bolding added for emphasis):

Institutions shall establish quorum rules for REBs **that meet the minimum requirements of membership representation outlined in Article 6.4**. When there is less than full attendance, decisions requiring full review should be adopted **only when the members in attendance at that meeting have the specific expertise, relevant competence, and knowledge necessary to provide an adequate research ethics review of the proposals under consideration. ... Ad hoc advisors, observers, research ethics administration staff and others attending REB meetings should not be counted in the quorum for an REB**. Nor should they be allowed to vote on REB decisions (Article 6.5). Decisions without a quorum are not valid or binding.

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King's RERC will establish quorum whenever:

- a) there ~~at least 65 voting members~~ present; **and**,
- b) where the members present officially represent each of the 3 mandatory membership categories required by TCPS2-20~~22~~~~18~~ for non-medical research ethics boards:

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- **At least 3** Research Discipline Experts (having expertise in the discipline(s) with submissions under consideration).
- **At least 1** Ethics Expert
- **At least 1** Community Member

(Note: each member can only officially represent one membership category.)

## 5 Commitment to Academic Freedom

The RERC is committed to principles of academic freedom, in particular as they are outlined in the Collective Agreement between the King's University College Faculty Association (KUCFA) and King's University College. As such, the RERC is committed to approving all research that meets the ethical standards outlined in TCPS2-202248, even if the subject matter is otherwise deemed controversial or offensive to particular RERC members.

## 6 Commitment to Equity, Diversity, Inclusion, and Decolonization (EDID)

King's RERC is fully committed to integrating principles of equity, diversity, inclusion, and decolonization (EDID) in relation to its composition, processes, and reviews. The RERC is committed to ensuring that such EDID considerations (and others) contained in TCPS2-202248 are core considerations in its review of submissions and the feedback provided to researchers. Acknowledging that considerations of EDID are grounded in fundamental principles of ethics and justice, the RERC is also committed to ensuring that EDID training is mandatory for both researchers seeking review and approval from the RERC and for all RERC members.

### 6.1 EDID in TCPS2-20182022

Considerations of EDID are contained in various parts of TCPS2-202248. In particular, considerations relevant to EDID are rooted in TCPS2's core ethical principles, especially the principle of Justice:

Justice refers to the obligation to treat people fairly and equitably. Fairness entails treating all people with equal respect and concern. Equity requires distributing the benefits and burdens of research participation in such a way that no segment of the population is unduly burdened by the harms of research or denied the benefits of the knowledge generated from it. Treating people fairly and equitably does not always mean treating people in the same way. Differences in treatment or distribution are justified when failures to take differences into account may result in the creation or reinforcement of inequities. (TCPS2-202248, Article 1.1).

When considering equity, TCPS2-202248 asks researchers and REB members to keep in mind how "limited access to social goods, such as rights, opportunities and power" may give rise to important differences in the kinds of experiences and burdens borne by participants situated within varying intersecting identities and circumstances. (TCPS2-202248, Article 1.1). TCPS2-202248 also requires researchers and REB reviewers to carefully consider who is included and excluded from participation in the study (both through inclusion criteria and strategies for recruitment) and to ensure that particular groups are not "excluded from research arbitrarily or for reasons unrelated to the research question" (Article 1.1). Chapter 4, "Fairness and Equity in Research Participation" provides detailed guidance on issues related to equity, diversity, and inclusion in the design of studies, selection of appropriate methodologies, and recruiting of participants.

TCPS2-202248 also includes an entire chapter dedicated to "Research Involving the First Nations, Inuit and Métis Peoples of Canada" (TCPS2-202248, Chapter 9). While not sufficient on its own to ensure responsible Indigenous Research, this chapter does provide researchers and RERC reviewers a foundation upon which to think about the extent to which research with potential relevance to Indigenous Peoples has appropriately engaged Indigenous communities and/or Indigenous researchers in a way that ensures the research will be respectful, reciprocal, responsible, and relevant. This chapter is noteworthy insofar as it challenges researchers and RERC members to think beyond the paradigm of "individual autonomy" that saturates the rest of TCPS2-202248, and instead think about autonomy, consent, and well-being in the context of participation and community. The participatory approach and the emphasis on community engagement (vs. the mere engagement of individuals) outlined in Chapter 9 can be applied to interactions with many other communities in addition to Indigenous communities. As such, the RERC recognizes that Chapter 9 not only informs the RERC's consideration of ethical implications related to decolonization, but also EDID more broadly.

### 6.2 Limitations and Possibilities of TCPS2-202248

The RERC also acknowledges that there are legitimate grounds for criticizing TCPS2-202248 from considerations of EDID. TCPS2-202248 is not perfect, nor should it be assumed to be comprehensive on its own. There are a number of scholarly peer-review articles outlining concerns with TCPS2-202248 (and other standards of research ethics) available for consideration. While TCPS2-202248 represents a necessary minimum standard, in many ways researchers need to go beyond the minimal requirements outlined in TCPS2-202248 to more fully ensure studies meet the ethical imperatives of



EDID. Many disciplines, organizations, and funders are publishing discipline specific EDID guidelines and directives and researchers are strongly encouraged to consult such resources and build in such best practices into their own research projects.

The RERC also acknowledges that while it is bound to adhere to the guidance outlined in TCPS2-2022<sup>48</sup> in order to receive federal Tri-Agency funding, it is also the case that TCSP2-2022<sup>48</sup> does not represent the totality of ethical and moral frameworks adopted by people in good-faith through years of experience and reflection at both the individual and communal level. TCPS2-2022<sup>48</sup> arises from a specific Anglo-American, secular, academic tradition (recognized for lacking sufficient diversity within its ranks) and is framed in the concepts and structures of that tradition. The RERC accepts that there are many communities and cultures that have developed their own ethical frameworks according to their own concepts, symbols, and ceremonies and respects these traditions. Therefore, the RERC will make every effort to recognize the diversity of ethical frameworks used by various communities to express ethical ideas and will do the work to translate such frameworks alongside TCPS2-2022<sup>48</sup> for the purpose of assessing the ethical implications of the proposed research project.

The RERC also acknowledges that it is part of the network of power relationships inherent in research activities.<sup>1</sup> While research ethics committees play a legitimate role in ensuring that appropriate measures are in place to prevent power-asymmetries between researchers and participants from producing harm through research activities, research ethics committees must also ensure that they are aware of the power-asymmetries that exist between the committee and researchers and/or the committee and participants when assessing applications and providing feedback.

### 6.3 Research Ethics Implications of Sections 318-320 of the Criminal Code of Canada (*Criminal Offenses Related to "Hate Propaganda"*)

It should be noted that some acts of hate (such as "advocating genocide", "public incitement to hatred", and "wilful promotion of hatred") are declared harmful and illegal under Canadian laws<sup>2</sup> and so can be deemed unethical by the RERC under the TCPS2-2022<sup>48</sup> ethical principles of Respect for Persons, Concern for Welfare, and Justice. Where concerns are raised about the possibility of reasonably foreseen acts hate prohibited under Canadian law arising within the proposed research activities, the RERC will not grant its approval for the research activities unless, and until, it is satisfied the risks of reasonably foreseen acts of hate or violence have been acknowledged and appropriately addressed. The RERC will seek appropriate legal advice and subject-matter expertise to guide their decisions and the advice provided to researchers.

## 7 Statement of Confidentiality:

King's RERC is committed to transparency of process and procedures. To meet this commitment King's RERC will publish all its Standard Operating Procedures and a list of current and recent RERC members on a publicly accessible website.

To protect the confidential nature of research projects submitted to the RERC for review and consistent with TCPS2-2022<sup>48</sup>'s guidelines related to confidentiality and governance, RERC meetings, documents, and web-based discussions are in-camera. Members are required to maintain confidentiality and to protect the privacy and identity of the individuals involved, even when charged with consulting outside the committee on an issue.

## 8 Reconsideration and Appeal Process:

A Principal Investigator may appeal the decision of the RERC if the disagreement between the PI and the RERC cannot be resolved through the reconsideration process. The RERC shall follow the appeals process described in the relevant Standard Operating Procedures.

King's RERC will also publish a publicly accessible list of approved research studies on at least an annual basis, where doing so is consistent with protecting all relevant considerations of privacy, confidentiality, wellbeing, and the integrity of the research project. The list will include the title of the study, the name of the lead researcher associated with King's, a King's RERC approval number, and the originally proposed duration of the study. Researchers will be provided the option on the application form to request that the details of their study not be published as part of this list.

## 89 Conflict of Interest:

A perceived conflict of interest for any committee member (regarding the applicant or project) will be brought to the attention of the RERC Chair (ex. if the applicant collaborates with a RERC member). A conflict of interest for the Chair will be brought to the attention of the committee as a whole. When a committee member is in a conflict of interest the member will leave the room while the rest of the committee deliberates on the application and makes a decision.

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### 910 Option to Consult:

The RERC Chair will act in a consultative capacity for those Researchers who would like to discuss their research project and its ethical aspects. The RERC Chair, and the RERC as a whole, will also seek out advice and expertise beyond the RERC membership as appropriate and as required (being sure to maintain all requirements of confidentiality in such consultations).

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<sup>1</sup> Juritzen, Truls I, Herald Grimen, and Kristin Heggen. "Protecting vulnerable research participants: A Foucault-inspired analysis of ethics committees," *Nursing Ethics* 188.5 (2011), 640-650. <https://doi-org.proxy1.lib.uwo.ca/10.1177/0969733011403807>

<sup>2</sup> Walker, Julian. "Hate Speech and Freedom of Expression: Legal Boundaries in Canada." *Library of Parliament: Research Publications*. Publication No. 2018-25-E (June 29, 2018). [https://lop.parl.ca/sites/PublicWebsite/default/en\\_CA/ResearchPublications/201825E](https://lop.parl.ca/sites/PublicWebsite/default/en_CA/ResearchPublications/201825E)

### 4011 Required Training:

#### 40.11.1 RERC Members:

Within 1 month of appointment, and prior to actively participating in the ethics review process, all members on the King's University College Research Ethics Review Committee are required to complete the following training:

- 1) **Research Ethics Training:** the most up-to-date version of the online *TCPS2 Tutorial Course on Research Ethics (Core)* provided by the Tri-Agency's "Panel on Research Ethics".
- 2) **Equity, Diversity, Inclusion, and Decolonization (EDID) Training:** All RERC members are expected to read/watch-review the following online resources.
  - a. **SSHRC: Best Practices in Equity, Diversity and Inclusion in Research** (<https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/edi-eng.aspx>)
  - b. **SSHRC: Guide to Addressing Equity, Diversity and Inclusion Considerations in Partnership Grant Applications** ([https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/guides/partnership\\_edi\\_guide-partenariats\\_guide\\_edi-eng.aspx](https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/guides/partnership_edi_guide-partenariats_guide_edi-eng.aspx) [https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/guides/partnership\\_edi\\_guide-partenariats\\_guide\\_edi-eng.aspx](https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/guides/partnership_edi_guide-partenariats_guide_edi-eng.aspx))
  - c. **CIHR: Bias in Peer Review Learning Module** (<https://cihr-irsc.gc.ca/lms/e/bias/>)

#### 40.211.2 People Submitting to the RERC

Researchers submitting their study protocol/ethics applications to King's RERC for review, approval, and oversight must complete the following training *prior* to starting any research involving humans and it is *strongly recommended* prior to uploading their first RERC submission. Completing the training *before* submitting a proposal to the RERC will ensure that researchers are familiar with ethical policies, guidelines, and standards the RERC will be using to assess their submission.

- 1) **Research Ethics Training:** the most up-to-date version of the online *TCPS2 Tutorial Course on Research Ethics (Core)* provided by the Tri-Agency's "Panel on Research Ethics".
- 2) **Equity, Diversity, Inclusion, and Decolonization (EDID) Training:** All people submitting applications to the RERC are expected to read/watch the following online resources.
  - a. **SSHRC: Best Practices in Equity, Diversity and Inclusion in Research** (<https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/edi-eng.aspx>)
  - b. **SSHRC: Guide to Addressing Equity, Diversity and Inclusion Considerations in Partnership Grant Applications** ([https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/guides/partnership\\_edi\\_guide-partenariats\\_guide\\_edi-eng.aspx](https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/guides/partnership_edi_guide-partenariats_guide_edi-eng.aspx) [https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/guides/partnership\\_edi\\_guide-partenariats\\_guide\\_edi-eng.aspx](https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/guides/partnership_edi_guide-partenariats_guide_edi-eng.aspx))

RERC members and those engaged in research activities at King's are also strongly encouraged to attend professional development opportunities related to research ethics to be offered on a regular basis through King's Research Office in partnership with the RERC.

### 4412 Duties of the Research Ethics Review Committee

- a) A proportionate approach to research ethics review will be used. *TCPS2 (202248) Section 1C and Article 6.12* recognizes two levels of review: 1) full review; and, 2) delegated review of minimal risk research.
  - i. **By default**, all proposals submitted to the RERC will be initially assigned to **full review** (i.e., review by the full RERC membership). (*TCPS2-202248*, Article 6.12)



- ii. Research proposals judged by the RERC Chair as “minimal risk” will be re-assigned to delegated review. Such proposals, after appropriate delegated review, can be approved by the RERC Chair without review and approval by the full RERC. A delegated review normally involves assigning one or more members of the [RERC Research Ethics Review Committee](#) with appropriate expertise/experience to assess the research proposal.
- iii. TCPS2 (2022) defines “minimal risk” research as:  
“research in which the probability and magnitude of possible harms implied by participation in the research are no greater than those encountered by participants in those aspects of their everyday life that relate to the research. In their assessment of the acceptable threshold of minimal risk, REBs have special ethical obligations to individuals or groups whose situation or circumstances make them vulnerable in the context of a specific research project, and to those who live with relatively high levels of risk on a daily basis. Their inclusion in research should not exacerbate their vulnerability (Article 4.7).” (Section 2B).
- iv. The RERC Chair may engage the RERC’s administrative team to conduct initial triaging of applications and provide a recommended risk designation to the RERC Chair.
- v. The RERC Chair will, report all projects approved under delegated review to the RERC as a whole at each meeting of the RERC.
- vi. Delegated reviewers can either:
  - 1) Recommend that the RERC Chair approve the research project.
  - 2) Refer projects they ~~cannot~~ recommend [be resubmitted with amendments](#) for approval to the Full RERC outlining the concerns they have with the project. Only the full RERC can decline to approve a project on ethical grounds.
- b) To review research projects falling under its defined jurisdiction and scope for compliance with TCPS2 prior to the research being done, at least annually thereafter for multi-year projects, and upon the completion of the project (TCPS2-2018, 2022 Chapter 6).
- c) As outlined in TCPS2 (2022) **research projects conducted by students affiliated with King’s** are defined as research activities under the RERC’s scope and so must be reviewed through the RERC (Article 6.12). The review of **minimal-risk course-based research activities conducted for pedagogical purposes** may qualify for **special delegated review** by non-RERC members as outlined in TCPS2(2022) Article 6.12. A consultative, collegial, and participatory process for special delegated review of minimal risk course-based research activities for pedagogical purposes will be developed by the RERC in consultation with Academic Unit Heads and published in an appropriate section of King’s website (ex. under the RERC section of the King’s webpage).
- d) To ensure that up-to-date versions of the TCPS2 - *Tri-Council Policy Statement* be made available on the King’s University College website. Current instructions for submission [and resources required to conduct all required training](#) shall be made available on the King’s University College web site. ~~Included on this website will be resources required to conduct all required training.~~
- e) To meet as a committee at regular intervals ~~(at least thrice annually)~~ to review submissions. Meeting dates will be posted publicly on the appropriate section of the King’s website (webpage for the Research Ethics Review Committee). The dates by which submissions must be provided to be considered at each sitting of the RERC will be included in the publicly posted meeting schedule.
- f) Under TCPS2(2022) the jurisdiction of King’s RERC only extends to research being conducted by King’s faculty, staff, or students and/or that involves King’s resources (regardless of where the research is being conducted) (Art. 6.1) As such, the Committee shall only consider submissions from faculty, staff, or students affiliated with King’s.
- g) Failure to comply with research ethics guidelines is considered a breach of research integrity. Such failures by faculty members shall be addressed by the [Associate Dean of Research Academic Dean](#) which may (if appropriate) involve following the process outlined for “Misconduct in Research” as outlined in the KUCFA collective agreement. Such failures by students shall be addressed according to the Code of Student Conduct. Failures by staff will be addressed by the [Associate Dean of Research, Academic Dean](#) and in accordance with existing HR policies and/or collective agreements.

### 4213 Expressions of Research Ethics Concerns or Complaints

As the body ultimately responsible for research ethics oversight for human research activities conducted by people formally affiliated with King’s (ex., faculty, staff, professional officers, students, etc.), the RERC maintains the right to officially receive any concerns or complaints related to research ethics from any member of King’s or any member of the public. The RERC will ensure that a user-friendly process for filing complaints is published on [the Letters of Information and Consent](#) and King’s website [as per accessibility standards in a prominent and easy-to-find location of the “Research” portion of King’s website.](#)

Violations of TCPS2-2024<sup>8</sup> are considered violations of academic integrity and as such are subject to all relevant procedures and potential penalties in place to address failures of academic integrity at King's. Upon receipt of a complaint, the RERC Chair will immediately initiate the Research Integrity Procedure outlined in the *Guide to the Proper Conduct of Research at King's University College (as appended to the KUCFA Collective Agreement in effect at the time of the complaint)*. If students are implicated in the complaint (ex. student-led research or student RA's working on a research project), the RERC Chair will also initiate appropriate procedures as outlined in *King's Student Code of Conduct*. If staff members or professional officers are implicated, the RERC Chair will also initiate appropriate procedures related to employee conduct and discipline as set out in King's HR policies and any relevant agreements or memoranda in place with the affected employee groups.

Regardless of the research integrity and conduct procedures in effect at the time, King's RERC Chair retains the authority established under TCPS2-2024<sup>8</sup> to temporarily suspend research activities for the purpose of protecting research participants from possible harm. Any mandated suspension of research activities will follow the RERC review and approval procedures in place at the time the risks are brought to the Chair's attention. Such decisions (in accordance with the proportional approach underlying TCPS2-2024<sup>8</sup>) must always weigh the risk of harms of suspending a study against the risk of harms in allowing the study to continue. Where the risk of suspending a study can be reasonably expected to cause more harm than allowing the study to continue, the Chair may choose to allow the study to continue (with the option of requiring certain modifications aimed at reducing the risk of further harm). Such suspensions of studies are independent of the Research Integrity Procedure insofar as that procedure aims at establishing whether the investigator violated norms of research integrity and the RERC Chair's primary aim in suspending a study is to protect participants from unnecessary or disproportionate harm. (It is possible that participants could face unnecessary or disproportionate harm even if the investigator is not guilty of violations of academic integrity. Even in cases where investigators are cleared of any accusation of academic offense, the RERC Chair may still require the investigator to adapt the study protocol to reduce/mitigate any credible harms identified in the complaint.)

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### 4314 Revision History

#### RERC Terms of Reference

Approved Revisions to the RERC Terms of Reference:

- 2025 Version
- April 13, 2022 (v2022.04.04 approved by Faculty Council)
- April 8, 2015 (*Approved by Faculty Council: April 6, 2016*)
- December 10, 2014
- October 3, 2014
- August 30, 2013

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RERC Terms of Reference Originally Approved: September 2009.

#### Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2

**Prior Versions of TCSP2-2018-2022 (no longer in effect)** referred to in previous versions of King's RERC Terms of Reference:

- TCPS2-2018: [https://ethics.gc.ca/eng/policy-politique\\_tcps2-eptc2\\_2018.html](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html)
- TCPS2-2014: [https://ethics.gc.ca/eng/policy-politique\\_tcps2-eptc2\\_initiatives.html](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_initiatives.html)
- TCPS2-2010: [https://publications.gc.ca/collections/collection\\_2011/ger-pre/MR21-18-2010-eng.pdf](https://publications.gc.ca/collections/collection_2011/ger-pre/MR21-18-2010-eng.pdf)
- TCPS2-1998 (with 2000, 2002, 2005 amendments): [https://publications.gc.ca/collections/collection\\_2009/irsc-cihr/MR21-18-2005E.pdf](https://publications.gc.ca/collections/collection_2009/irsc-cihr/MR21-18-2005E.pdf)

**Anticipated Revisions to TCPS2-2018:** [https://ethics.gc.ca/eng/consultations\\_2021.html](https://ethics.gc.ca/eng/consultations_2021.html)

- The Panel of Research Ethics conducted consultations on possible changes to TCSP2-2018. The proposed changes were presented according to four major themes:
  - 1) the review of multi-jurisdictional research;
  - 2) broad consent in research;
  - 3) the review of research involving cell lines; and
  - 4) research involving totipotent stem cells.
- The consultation process ended in October 2021 with revisions anticipated to be published in 2022/2023.
- Revisions under the first theme (multi-jurisdictional research) may impact King's terms of reference. As such, the terms of reference will be reviewed based on any revisions to TCPS2-2018 and revisions to the terms of reference

| ~~will be put forward at that time, if necessary.~~

**STRATEGIC ENROLMENT MANAGEMENT COMMITTEE (SEM)  
OF ACADEMIC COUNCIL**

**TERMS OF REFERENCE**

**Effective Date:** September 1, 202~~5~~

**Supersedes:** September 1, 2024

**Date of Next Review:**

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The Strategic Enrolment Management Committee is responsible for ~~developing and~~ overseeing the implementation of a strategic approach to King's enrolment and retention of students, and reporting to the Academic Council and through the ~~Vice-President and Academic Dean~~, Chief Operating Officer who will report through the President as needed to the Board.

**Areas of responsibility**

**Data and research**

- Compile and analyze both existing and ongoing institutional data and research on student enrolment and retention.
- Review data available from other federated or affiliated universities with respect to student enrolment.
- Review any data that is particularly relevant to smaller universities in Ontario and which is available through the Council of Ontario Universities through CUDO (Common University Data Ontario), <https://ontariosuniversities.ca/open-data/cudo/> and through OUAC (the Ontario Universities' Application Centre <https://www.ouac.on.ca/statistics/>).
- Review the impact of current government regulations on international student recruitment and retention.
- ~~Provide~~ Receive information on enrolment and retention trends at King's to guide discussion of the committee.

**Academic engagement and student success**

- Review materials including scholarly research and articles that focus on how best to engage students, both virtually and in person, and how to set up students for academic success.
- Make recommendations to the appropriate Academic Council committees, or the

~~University Registrar, Dean of Students or Board~~ the appropriate operational lead through the ~~Vice-President and Academic Dean~~ Chief Operating Officer on enhancing academic engagement and student success.

- Review any available case studies or other tools from affiliated or federated universities or smaller universities in Ontario to determine whether there are new promising practices to enhance academic engagement and student success.
- ~~Encourage~~ Receive student feedback on how best to engage King's students and assure academic success.
- Regularly consult with Student Support Services and the Academic Dean's Office to understand key issues related to student retention.

## COMPOSITION

### Voting:

- Four full-time faculty members, at least three of whom are members of the Academic Council and who come from different disciplines within the institution.
- An additional faculty member to be elected by Academic Council.

### Ex officio (voting):

- Director of Marketing & Communications (or designate)
- Vice-President and Academic Dean
- Chief Operating Officer (or designate)
- Dean of Students (or designate)
- ~~President, King's University College Students Council (or designate)~~ A student nominated by King's University College Students' Council

### Ex officio (non-voting):

- ~~Associate Director Enrolment Services~~ Registrar
- Manager, Academic Planning and Analysis
- Associate Director of Finance
- President, King's University College Students' Council (or designate)

### Chair:

- The Chair of the Committee shall be the ~~Vice-President and Academic Dean~~ Chief Operating Officer. The Vice-Chair shall be elected from among the voting members.

### Terms:

The terms of office for elected members shall be one year (renewable) for students, to the extent they continue to be nominated by the Student Council, and three years (renewable) for faculty. ~~One, two, and three-year terms will be used initially to elect faculty members of the committee to create a staggered term.~~

**GENERAL PROCESS FOR COMMITTEES**

The Committee shall develop an annual work plan for approval by Academic Council.

The Committee shall determine the frequency of meetings required to achieve its annual work plan.

The Chair of the Committee shall report as required to Academic Council, or the Board if requested, either individually or through the President.

The Committee shall conduct an annual self-evaluation as developed by the Governance and Nominating Committee, and report results to its members for their review.

**Quorum:**

50 percent of voting members.

Non-voting ex officio members shall not be counted towards quorum.

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TO: Members of Academic Council  
FROM: Robert Ventresca, President (Interim)  
DATE: September 17, 2025  
RE: President's Report to Academic Council - September 2025

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Dear Colleagues,

### **Speaking About Mission**

I want to take this opportunity to reiterate my welcome to the King's community and to offer a word of acknowledgement and gratitude to all of you for the work you have done in your respective roles to prepare us for the new academic year. As I often say, the start of classes brings with it the promise of new beginnings and an opportunity for us all to renew our shared purpose and commitment as a community of learning.

As reflected in various reports to Council, our collaborative efforts across academic and operational units throughout the Spring and Summer yielded remarkable results. As a result of our shared creative efforts, King's is welcoming the single largest incoming class in our history. This is a powerful testament to the enduring relevance of a King's education, and to the impact of focussed, integrated planning across all units of the university college.

One of the fundamental principles of the intellectual tradition that animates our mission is the belief that learning requires dialogue: dialogue of faith and reason, dialogue across disciplines and dialogue across differences of perspectives, beliefs and worldviews.

In my September 2024 message to the King's community, I mentioned Lara Hope Schwartz's book *Try to Love the Questions: From Debate to Dialogue in Classrooms and Life* (Princeton, 2024). Schwartz insists that universities are special places because they aim to do something that no other institution does: "bring people together in conversation like nowhere else." We cohere as a community of learning comprised of people who, Schwartz notes, "try to understand things better."

More than ever, as we face serious external challenges, a strong sense of shared purpose and sound collegial practices are essential for King's to survive and flourish in its specific and distinctive mission. May our deliberations in the coming year reflect a sincere commitment to dialogue and the courage to learn from each other across differences of perspectives for the good of King's and the people it serves.

### **National Day of Truth and Reconciliation**

The Social Justice and Peace Club will be commemorating the National Day for Truth and Reconciliation on **Monday, September 29<sup>th</sup>, from 11:00 a.m. to 2:00 p.m. in the King's Quad** (see appendix 1).

This gathering creates space to reflect, honour, and ACT upon the Truth and Reconciliation Commission's 94 Calls to Action. We encourage everyone to wear orange in recognition of the National Day for Truth and Reconciliation.

If you have any questions, please reach out to: Kyenna Sanders, SJP Club President (2025–2026), [sjpclub@kucsc.com](mailto:sjpclub@kucsc.com), [ksande44@uwo.ca](mailto:ksande44@uwo.ca)

### Fall Convocation

On **October 23<sup>rd</sup> at 3 pm**, we will celebrate the achievements of the Class of 2025, with 227 King's graduates receiving their degrees from Western. While this convocation will be more intimate than June's, it will be just as meaningful. We invite you to join us at the **Canada Life Place** to support our graduates as they begin their next chapter.

Volunteer recruitment is underway. Thanks to Tosha Densky (Assistant Marshal), Miriam Love, and Claire Hass (Degree Distribution). We are still looking for seven volunteers for usher, card scanner and student line-up roles. If you're interested, please contact [convocation@kings.uwo.ca](mailto:convocation@kings.uwo.ca).

Faculty who wish to join the Academic Procession should complete the [Academic Progression form](#) by **October 15<sup>th</sup>**. Space is limited to **15 seats on stage** and will be assigned on a first-come, first-served basis.

If you're not part of the procession but plan to attend, please contact [ann.hoffer@kings.uwo.ca](mailto:ann.hoffer@kings.uwo.ca) by **September 25<sup>th</sup>** for information on **VIP tickets** and **regalia**.

### Veritas Lecture Series 2025-2026

The Veritas Lecture Series will feature distinguished speakers addressing the interplay between the intellectual and religious dimensions of our university's mission of service. Inspired by the theme for the Jubilee Year, *Pilgrims of Hope*, these presentations will offer thoughtful reflections on the challenges we face today and how hope, learning, and belief can help us respond with purpose and compassion.

- **Dr. Niigaan Sinclair**, Professor, Department of Indigenous Studies, Faculty of Arts, University of Manitoba  
*"Not the right thing to do, the only thing to do: How Indigenous Education Will Save the World"*  
President's Lecture on Truth and Reconciliation (**September 22<sup>nd</sup>, 2025, 5:30 pm**)
- **Dr. Cory Labrecque**, Professor, Vice-Dean of Studies, Faculty of Theology and Religious Studies, Laval University  
*"Artificial Intelligence, Ethics, and the Church: The Impact of AI on Youth and Their Futures"*  
Christ the King Lecture (**November 20<sup>th</sup>, 2025, 5:30 pm**)
- **Dr. Benjamin Muller**, Professor and Interdisciplinary Scholar, King's University College  
**Dr. Allyson Larkin**, Associate Professor and Department Chair – Social Justice and Peace



Studies, King's University College

*"Catholic Social Responsibilities to Refugees and Migrants: A Global Research Perspective"*

Winter Term Lecture (**February 26<sup>th</sup>, 2026, 5:30 pm**)

## **Community Engagement**

The President's Office continues to work closely with Foundation, Alumni and Development to enhance alumni engagement and donor development to promote institutional advancement. Recent highlights include the annual **Stratford Festival Alumni Event**. I am pleased to bring words of welcome on behalf of King's and to introduce our esteemed colleague **Dr. Paul Werstine** who will be offering his usual incisive and engaging insights into *As You Like It*.

As part of my strategy to amplify our local, national, and international profile, I continue to engage regularly with alumni and donors, as well as to nurture and cultivate key strategic partnerships and networks. I was pleased to be invited to represent King's at a **civic strategy roundtable** this month, which helped to position King's as a leader and community partner in our area.

In October, I will be representing King's at the **Jubilee of the World of Education at the Vatican**. This is a special gathering of students, educators, and university leaders from around the world. I will be delivering remarks at a pre-conference focussing on governance for mission in higher education.

I am also pleased to report sustained, meaningful engagement with important **advocacy networks** such as **Universities Canada** and the **Association of Catholic Colleges and Universities** (Canada and the U.S.). Our engagement with such networks and partners, both within and beyond our sector, is critical to positioning King's to thrive in an increasingly competitive post-secondary environment.

Thank you for faculty for your engagement in this year's Homecoming weekend. We know that many alumni have registered, and are looking forward to the opportunity to reconnect with some of their favourite professors. I encourage you to engage in King's **Homecoming activities**, Thursday, September 25<sup>th</sup> to Saturday, September 27<sup>th</sup>, for a weekend of meaningful connections, spirited celebrations, and cherished memories. Registration is required for events including: the Law and Public Policy Symposium focusing on Canada- US relations featuring **Dr. Erin Hannah, Monika Surma '97, Peter Wilkinson '79, and Tingting Zhang '16**; the Homecoming Diner and Awards Ceremony recognizing **Candace Campbell '13, Stephanie Figueiredo '23, Nasser Kaddoura '22, Darryl King '97, and Emily Thuss '24**; the Class of 2015 afterparty, tailgate and football game, and **Social Justice and Peace Studies reunion**.

## **Recognition and Awards**

**Drs. Felipe Rodrigues and Joseph Turnbull** for their significant contribution of time and expertise to the **Enrolment Projection Task Force** of Academic Council's **Strategic Enrolment Management Committee**.

The [King's Community Support Centre](#) run through the School of Social Work is making a significant impact through innovative initiatives supporting our most vulnerable within the health and homelessness crisis in London. For example, their student-led event, The Duality of Grief, in partnership with Thanatology, drew over 200 professionals for two days of learning here at King's. This year, they were able to expand partnerships with local organizations, increase service delivery by 70% which means 884 counselling sessions and 124 drop-in sessions serving 3796 visitors, all delivered by 25 social work students in this professional practicum.

Congratulations to **Thomas Gray '15**, who has been named King's Registrar. This new title recognizes Tom's leadership of the Enrolment Services department, and the amalgamation of the enrolment focused aspects of the Director of Enrolment Services, and Associate Director roles.

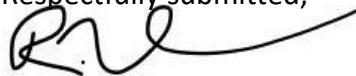
Thank you to **Amy Casson** for her tremendous efforts leading the realigned department of Marketing, Communications, and Recruitment and specifically her work finalizing brand strategy, preparing for the launch of a new campaign, and finalizing King's first ever domestic and international recruitment plans.

Thank you to **Joe Henry** and his team for their tremendous effort in coordinating this year's O-Week, ensuring a welcoming and memorable beginning for the newest members of our community.

**Karen Gingrich**, who recently completed requirements for her Masters in Professional Education in Educational Leadership, and whose capstone focused on leadership development and integrated talent leadership models.

**Paul Wilton '07** who successfully defended his PhD thesis at the University of Toronto. The thesis entitled Oversight: Laurentian's Board Governance 2009-2021 was recently recommended by Dr. Glen Jones, a prolific higher education scholar, and Dr. David Turpin former President Emeritus of the University of Victoria, and University of Alberta as required reading for those interested in university governance.

Respectfully submitted,



R. Ventresca, Ph.D.

President (Interim) and Professor



**Social Justice and Peace Club at King's Presents**

# **National Day for Truth and Reconciliation**

A Collaborative Reading of the Truth and  
Reconciliation Commission's  
94 Calls to Action.

Let's reflect, honour and ACT.

**Please wear Orange.**

**Monday, September  
29th**

**11am-2pm  
The King's Quad**

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**Vice President and Academic Dean  
Report to Academic Council  
September 2025**

**New Faculty**

This fall we welcome four new members of faculty:

1. **Lisa McLean**, Assistant Professor, Department of Thanatology
2. **Mehdi Rasteh**, Assistant Professor, School of Management, Economics, and Mathematics
3. **Carmen McCarron**, Assistant Professor, Department of English, French, and Writing (LTA)
4. **Melanie Stone**, Lecturer, Department of Disability Studies (LTA)

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**Affiliation Discussions**

Discussions have resumed after a summer hiatus. The parties have discussed admissions averages, graduation rates, and clarification of services included under affiliation fee. There is substantial agreement on maintaining most elements of the current affiliation agreement, with agreement on a temporarily attenuated affiliation fee rate. The parties are confident that we are close to finalizing the new affiliation agreement.

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**Organizational Redesign: Enrolment Services**

Over the summer, we undertook a restructuring of Enrolment Services to align with strategic enrolment planning. Thomas Gray has assumed the role of Registrar, and the Office of the Registrar comprises:

1. Admissions
2. Student Records
3. Exam Office
4. International Office

Recruitment has moved under the direction of Amy Casson, together with Marketing and Communications. This new structure will improve integration and coordination of services, foster clearer oversight over academic standards and student records, and ensure compliance in policy implementation and reporting.

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**Admissions/Enrolment**

Updated enrolment information will be delivered to Academic Council during the meeting.

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**Program Admission Pauses**

By decision of the sponsoring or participating departments, new admissions have been paused to the following programs:

1. Foundation Year offered by the Departments of English, French, and Writing, History, and Philosophy
  2. HSP, Major, Minor in Social and Political Thought (SPT) offered by the Department of Philosophy
-

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### Curriculum Planning

The Office of the VPAD is charting progress on course and curriculum planning based on the framework introduced last spring. The following data indicate significant improvements over last year due to the careful planning and collaboration of academic units.

At Sept 15	2025-26	2024-25
Courses below 15 enrolment	24.25	42.5

(Includes Winter semester courses)

	2025-26	2024-25
Average Fill rate	76%	71%
Largest cap size	96	90

	2025-26	2024-25
FCE to Student Headcount*	1:8.9	1:7.8

\* Can be read at 1 section for 8.9 students.

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### Indigenous Affirmation

In June, Western Senate approved the policy and procedure for affirming declarations of Indigenous Citizenship or Membership:

[https://indigenous.uwo.ca/initiatives/policiesguidelines/indigenous\\_affirmation.html](https://indigenous.uwo.ca/initiatives/policiesguidelines/indigenous_affirmation.html)

Dr. Christy Bressette, Vice-Provost / Associate Vice-President (Indigenous Initiatives) Western University, will join Academic Council on September 24 to present on this policy and discuss policy alignment at the affiliated colleges.

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## Faculty Achievements

SSHRC - Insight Development Grants (February 2025 intake)	
Total Amount Awarded: \$374,207	
Applicant	<b>Hinton, Lucy</b> (Assistant Professor of Politics and International Relations)
Title	"CARICOM States at the Nexus of Climate Change and Food Systems: Rethinking Global Governance"
Amount Awarded	\$66,137
Applicant	<b>Malleson, Tom</b> (Associate Professor of Social Justice and Peace Studies)
Title	"Should There be a Legal Right to Workplace Democracy? Investigating the Right to Collectively Buy-In"
Amount Awarded	\$53,388
Applicant	<b>Silcox, Jennifer</b> (Assistant Professor of Childhood and Youth Studies)
Title	"Substance Use Education Among Ontario Youth: Perspectives of Caregivers and Educators"
Co-Applicants	<b>Bruno, Tara</b> (Associate Professor of Sociology) and <b>Rosen, Laura</b> (Assistant Professor of Psychology)
Collaborators	<b>Ellis, Wendy</b> (Associate Professor of Psychology); <b>Hutchinson, Lynda</b> ((Associate Professor of Psychology); Abaza, Rachel (Brant County Health Unit); Allegretti, Mike (Conestoga College); Fidler, Dylan; and Mehta, Viraj (St. Joseph's Health Care London and Western University)
Amount Awarded	\$67,980
Applicant	<b>Tian, Renfang</b> (Assistant Professor of Economics, School of MEM)
Title	"Bridging Socioeconomic Gaps in Autism Services: Insights from Empirical Data and Three-Player Cooperative Games"
Co-Applicants	<b>Bezmaternykh, Natalia</b> (Assistant Professor of Economics, School of MEM); <b>Feng, Hui</b> (Associate Professor of Economics and Director of the School of MEM); <b>Rodrigues, Felipe</b> (Associate Professor of Operations Management and Analytics, School of MEM); and <b>Xu, Jingjing</b> (Assistant Professor of Economics, School of MEM)
Collaborators	Ghamat, Salar (Wilfred Laurier University) and Neil, Nicole (Western University)
Amount Awarded	\$69,771
Applicant	Kalman-Lamb, Nathan (University of New Brunswick)
Title	"Why Risk Your Body? Ideological Coercion in Canadian Hockey and American Football"
Co-Applicant	<b>Silva, Derek</b> (Professor of Sociology)
Amount Awarded	\$49,109
Applicant	Tarshis, Sarah (McGill University)
Title	"Building a simulation-based model of trauma-informed practice with survivors of intimate partner violence who are immigrants"
Co-Applicant	<b>Baird, Stephanie</b> (Associate Professor of Social Work)
Amount Awarded	\$67,822
British Academy/Leverhulme Small Research Grants 2025	

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Applicant	Scott, James (King's College London)
Title	"Navigating Institutional Crisis: WTO Secretariat Strategy in an Era of Trade Contestation"
Co-Applicant	<b>Hannah, Erin</b> (Associate Dean of Research and Professor of Politics and International Relations)
Amount Awarded	£9,942.48

Congratulations to all these grant recipients, and thanks to the Research Office for its vital support of faculty research.

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Respectfully submitted,



Mark Yenson  
Vice President and Academic Dean (Interim)

**Planning and Priorities Committee of Academic Council**  
**Report to Academic Council**  
**September 2025**

Planning and Priorities Committee met on Zoom on August 19, 2025, in accordance with the motion from Academic Council for the Council, Educational Policy Committee, and Planning and Priorities to meet regularly during the summer.

There are no items from the Committee for Academic Council approval at this time.

The Committee received updates on:

- Strategic initiative spending
- Enrolment
- Residence occupancy
- EPC discussion and course/program planning
- Student work study opportunities

Planning and Priorities Committee will reconvene once audited financial information is available (anticipated late September).

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark Yenson', with a stylized, cursive script.

Mark Yenson  
Vice President and Academic Dean (Interim)





**Report to:** Academic Council

**From:** Strategic Enrolment Management Committee Meeting  
(SEM)

**Date:** August 28, 2025

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The SEM Committee met on August 28, 2025, to review key updates related to enrolment performance, recruitment strategies, student retention efforts, and evolving immigration policies. Below is a summary of the meeting's discussions, decisions, and action items.

### **Enrolment & Admissions Performance**

- **Domestic Enrolment:** Targets have been exceeded for Fall 2025.
- **International Enrolment:** Student Visa processing delays continue for more than half of our registered International students; however, confirmed registration numbers remain stable. September 4 is the official enrolment deadline, with flexibility extended to September 12, plus a possible two-day grace period to support retention.
- **Refund Policies:** The final refund deadline remains September 15. The committee discussed deferral and refund options for international students awaiting study permits, with flexibility endorsed for late arrivals.

### **Online Delivery & Program Flexibility**

- Contingency planning is underway for online delivery for international students that are unable to enter the country, in an effort to intake these students for September, rather than using the past practice of delaying intake to January.

### **Recruitment & Marketing Initiatives**

- A new international recruiter has been hired, enhancing recruitment capacity.
- CRM implementation now allows tracking of student progress from inquiry to registration.
- Branding and marketing campaign development is progressing, with a formal launch planned for October.
- Departments are increasingly engaged in student outreach, including participation in the Ontario Universities' Fair (OUF).

### **Retention Strategy**

- A draft Student Retention Plan has been developed, outlining root causes of student non-completion. A follow-up meeting will be scheduled to finalize the document for presentation at the next SEM meeting.



- Tailored orientation will be offered for international students arriving after the term start.

### **Immigration and Policy Context**

- PALs remain mandatory for domestic students due to national concerns about immigration fraud.
- UWO has implemented stricter domestic immigration procedures.
- Study permit delays remain a critical operational challenge.
- The federal cost-of-living requirement has increased to \$22,000 for Fall 2026 applicants, which in 2025 was \$20,000. The committee emphasized the importance of confirming financial capacity before issuing PALs.

### **Data & Accountability**

- Progress on the Data Gaps audit remains limited. The Predictive Tool Task Force Committee will help address data deficiencies and accountability assignments.

### **Organizational Updates**

- King's International has transitioned to the Registrar's Office, improving coordination on study permit processes.

### **Next Steps**

- Continued focus will remain on flexible enrolment supports, international student engagement, and data-informed planning.
- The Predictive Tool Task force will present at the next SEM.

**Educational Policy Committee  
Report to Academic Council  
September 2025**

**Meeting of August 6, 2025**

**No items were moved for Academic Council approval at this meeting.**

**For information:**

- A. Casson and L. Burch attended as guests of EPC to present on development of the new King's website and solicit feedback from chairs/directors.
- EPC received updates on course registration and planning; the task force on course caps and section consolidation; the Subcommittee on Teaching and Learning.
- EPC continues deliberations about revisions to standard statements of qualifications for CUPE instructor hiring.

**Meeting of September 3, 2025**

**No items were moved for Academic Council approval at this meeting.**

**For information:**

- EPC discussed goals and a work plan for 2025–26. Goals included:
  - Addressing the structural deficit through program efficiencies
  - Expanded experiential learning and alumni engagement
  - Development and clarification of policy on AI use
  - Improving retention and graduation rates through data-informed strategies
- The Interim VPAD brought forward a recommendation to further investigate possibilities for a core curriculum. EPC referred this work and consultation to the Subcommittee on Teaching and Learning.

One housekeeping SOC proposal (Sociology, pre-requisite revision) at the August meeting will be brought for information to Academic Council along with other SOC proposals this fall.

Respectfully submitted,



Mark Yenson  
Vice President and Academic Dean (Interim)



**ACADEMIC COUNCIL**  
**MINUTES OF MEETING**  
**July 23, 2025**

The meeting was held at 2:05 p.m. in Labatt Hall, Room 103, and via Zoom.

**COUNCILORS:**

Aidan Bobkowicz \*  
Graham Broad 🌐  
Arashdeep Chahal \*  
Adrienne Co-Dyre \*  
John Dool  
Russell Duvernoy  
Jeannette Eberhard \*  
Jordan Fairbairn \*  
Josephine Gemson  
Eunice Gorman \*  
Chaya Halberstam \*  
Erin Hannah \*  
Joe Henry 🌐  
Peter Ibbott \*

Liam Kennedy  
Allyson Larkin  
Miriam Love  
Braedan Lovie  
Krista Lysack 🌐  
Donna Maynard 🌐  
Alison Meek  
Laura Melnyk Gribble  
Jacquie Newman 🌐  
Marcie Penner  
Brian Patton  
Jeff Preston  
Felipe Rodrigues  
Patrick Ryan 🌐

Jane Sanders  
Jennifer Silcox  
Derek Silva  
Natalie Spruce  
Karen Thomson  
Thomas Tieku 🌐  
Paul Tufts \*  
Joseph Turnbull \*  
Robert Ventresca  
Corinne Walsh 🌐  
Ruth Wilson  
Paul Wilton  
Mark Yenson

\* Regrets  
🌐 Zoom

**OBSERVERS:** Karen Gingrich, Linda Whidden, Emma Swiatek, Ramanpreet Grewal

**MINUTE TAKER:** Ann Hoffer

R. Ventresca, Chair, called the meeting to order and extended a special welcome to R. Wilson, who has joined Council in place of L. Beres.

**1.0 Land Acknowledgment**

A. Larkin offered a land acknowledgment and shared insights from Pope Francis' *Laudato Si'*, reflecting on the question, "What kind of world do we want to leave behind?" She emphasized social justice, peace studies, and the concept of *amour-mondé* (loving the world) as a way to cope with environmental and economic anxieties. Allyson expressed a desire for a world where a liberal arts education, grounded in Catholic intellectual tradition, is accessible to future generations.

**2.0 Opening Prayer**

The opening prayer was incorporated into the land acknowledgement.

**Point of Order**

B. Patton raised a point of order regarding the approval of the draft agenda.

**Motion:** B. Patton moved, J. Sanders seconded, to approve the draft agenda.

**Motion to Amend:** A. Meek moved, B. Patton seconded, to amend the agenda by adding Approval of the Agenda as agenda item 3.0, and switching the Tabled Motion from June 16,

2025, under New Business, and Committee Reports (previously 7.0 and 3.0).

### Point of Order

J. Newman raised a point of order proposing a friendly amendment, that approving the draft minutes should follow immediately after approval of the agenda for the purposes of confirming previous discussions in order to build on them and continuing with business arising. The Chair ruled that the motion was allowed to proceed. Jacquie proposed the following:

3. Approval of the Agenda
4. Items Removed from the Consent Agenda *(previously 6.0)*
  - 4.1. Minutes of the Meeting of May 21, 2025 *(previously 5.6)*
5. Tabled Motion from June 16, 2025
6. Reports *(previously 4.0)*
  - 6.1. President (Interim) Verbal Report *(previously 4.1)*
  - 6.2. Vice-President and Academic Dean (Interim) *(previously 4.2)*
  - 6.3. King's University Council Students' Council Report *(previously 4.3)*
7. The Unanimous Consent Agenda *(previously 5.0)*
  - 7.1. Educational Policy Committee *(previously 5.1)*
  - 7.2. Planning and Priorities Committee Report *(previously 5.2)*
  - 7.3. Strategic Enrolment Management Committee *(previously 5.3)*
  - 7.4. Mission Integration and Inclusion Committee *(previously 5.4)*
  - 7.5. Governance and Nominations Committee *(previously 5.5)*
8. Committee Reports *(previously 3.0)*
  - 8.1. Scholarship and Bursary Committee *(previously 3.1)*
9. New Business *(previously 7.0)*
10. Adjournment *(previously 8.0)*

### 3.0 Approval of the Agenda

**Motion to Amend:** J. Newman moved, A. Meek seconded, to approve the agenda as amended.

**Vote:** CARRIED

### 4.0 Items Removed from the Consent Agenda

#### 4.1 Minutes of the Meeting of June 18, 2025

A. Meek raised a concern that the Tabled Motion had not been fully reflected in the minutes, including the 19-minute discussion that took place on the matter.

**Motion:** Moved by B. Lovie, seconded by L. Melnyk Gribble, to approve the Minutes of Meeting held on June 18 2025.

**Vote:** CARRIED

### 5.0 Tabled Motion from June 16, 2025

D. Silva raised a concern regarding the ruling on the request to defer the Motion, noting that it was initially deemed incorrect, but in fact was correct and requested this be documented in the meeting minutes. The motion was ultimately Tabled. The University Secretary acknowledged the confusion during the meeting and apologized for his error.

**Motion:** Moved by A. Meek, seconded by P. Ibbott, "Going forward, be it resolved that any institutional decision at King's University College that carries both financial and academic

implications must be presented to and approved by the Academic Council before it can be implemented.”

After reviewing the Tabled Motion, the President advised that it exceeds Academic Council’s authority as outlined in the bylaws:

- Academic Council has an advisory role on the operating budget, with approval by the Board, which delegates implementation to the administration.
- Council reviewed a multi-year budget framework for financial sustainability by 2030
- The Board holds legal and financial responsibility for the university, and the matters in the motion fall under Board and Administration authority.
- General Bylaw grants the president “general management and direction of the business and affairs of the corporation”
- Legislation prevent consultation with Council on human resource matters
- If passed, the motion would be hortatory and non-binding.

Based on these grounds, the Chair ruled the Tabled Motion Out of Order. A 49-minute discussion ensued.

#### **Point of Order**

**Motion:** Moved by D. Silva, seconded by B. Patton, to challenge the Chair’s ruling on the deferred Motion.

The University Secretary noted the appropriate process be that the rationale provided by the mover required a response from the Chair. The Chair clarified that the units in question support programs generally and do not fall under Council’s purview.

#### **Vote: CARRIED**

Referring to Council’s By-law (1.2 a-g Consultation by the Board), discussion on friendly amendments ensued:

- Use of word “oversight” instead of “approval”
- Use “major financial decisions” instead of “carries both financial and academic implications”
- Given the best practice of motions first going through a Council Committee, it’s worth it for us to go through this motion in fine detail to go through steps of evaluation of choices being made and in terms of how it impacts the collegium
- Many iterations of friendly amendments were proposed:  
*“Going forward, be it resolved that any major institutional decision at King’s University College which carries major financial implications that directly impacts academic programming must be presented to Academic Council before it can be recommended.”*  
*However, clarification was sought on the use of “directly” as since we are in the business of developing the whole person which means that things coming from Student Affairs would now go to Council*

The University Secretary noted that the Deferred Motion had a mover and seconder, now with several friendly amendments proposed. He noted that Bourinot's Rules recommends notice of new substantive motions and that they way other Senates including Western approach new business is for an issue to be introduced in one meeting, referred to the appropriate committee for consideration, potential wordsmithing of a motion, and report to Council at the next meeting.

A. Meek agreed to accept the amendments, adding that she would be happy to defer it, but not to September.

- Responding to a question about the academic governance review and whether the above timelines could be met, the University Secretary shared that he has yet to see the feedback and would recommend deferring the Referred Motion to the Governance and Nominating Committee for discussion/review
- Members supported deferring the motion to Governance and Nominating Committee for review and inviting those involved in crafting it to speak, aiding in wordsmithing.

**Motion:** Moved by A. Melnyk Gribble, seconded by B. Lovie, to defer and refer the Deferred Motion to the Governance and Nominating Committee.

**Vote:** Carried

## 6.0 Reports

### 6.1 President

R. Ventresca, President (Interim), shared his perspective from his role as Vice-President Academic Dean and 25 years as faculty member and student. He outlined challenges and emphasized the importance of good governance practices, noting that healthy disagreements are beneficial. He called for a review of academic and operational sides and emphasized the need for unifying vision for institutional coherence. He highlighted King's recent challenges, including incivility, and the need for timely, transparent decisions to address financial challenges and protect reserves.

R. Ventresca stressed the importance of transparency and collaboration, noting that each group must have the information relevant to their authority in order to make informed decisions. He acknowledged previous governance issues, such as budget approvals based on inaccurate assumptions, and emphasized the roles of the Board, Academic Council, and Administration in a healthy governance ecosystem.

The floor was then opened for questions on the President's report. A 9-minute discussion ensued:

- In response to a question about the Land Use Analysis, Rob explained that since the 2019 campus development plan, many changes have occurred, necessitating a new plan. He emphasized the need to assess the value of our assets and gather preliminary information on potential land uses (e.g., development, sale). He also noted that while there are zoning limitations, Administration must take proactive steps in gathering this information without waiting for external direction.
- In response to a question about decision-making bodies, Rob explained that the Board delegates the implementation of its policies to the President. Boards and

Senates govern universities, while Presidents have delegated authority.

## 6.2 Vice-President and Academic Dean (Interim)

M. Yenson, Vice-President Academic Dean, provided updates, noting that:

- Affiliation talks with Western have resumed. A final agreement is expected by the end of August, followed by approval from Western's Senate, Academic Council and the Board.
- First Year Enrolments now sit at 835 domestic and 88 international and we are trending over optimistic for domestic students at 969. Mark commended the Departments on moving admissions to course registrations!
- We have exhausted our PALS and have reached out to Western for 40 more allocations to use towards additional admits in September and January.

The floor was then opened for questions on the VPAD's report. A 1-minute discussion ensued:

- In response to a question about increased US recruitment, M. Yenson noted that while it's challenging to implement in 1.5 months, they are addressing it on a case-by-case basis.

## 6.3 King's University Council Students' Council Report

B. Lovie, President, KUCSC, shared that a formal policy will be submitted to the London Transit Commission next week. Braedan added that they aim to involve anyone who would benefit from increased transit at King's and welcomed interest. He also offered to sit in on any Committees without student representatives until elections are held and encouraged contact for participation.

## 7.0 Committee Reports

### 7.1 Governance and Nominations Committee

M. Yenson, Committee Chair, explained that to accommodate well-earned vacations and given that many upcoming items would likely be progress reports "for information," he recommended keeping the motion as is, despite earlier discussions. A 2-minute discussion ensued:

- In response to the statement that this motion presupposes there are no motions coming from members to Academic Council, Mark replied that Motions typically come through committees, not from the floor.

**Motion:** Moved and seconded by the Governance and Nominations Committee, that Academic Council withdraw its request to meet in August and that the next Academic Council meeting be held in September.

Vote: **CARRIED**



## 8.0 The Unanimous Consent Agenda

**Motion:** Moved by B. Lowie, seconded by J. Preston, to receive the reports submitted by the Educational Policy Committee, the Planning and Priorities Committee, and the Strategic Enrolment Management Committee, shared for information.

**Vote: CARRIED**

## 9.0 New Business

Responding to the inquiry about the Foundation Year Program (FYP), G. Broad confirmed he was the primary instigator behind its cancellation, citing low registration (only 9 students) and operational challenges. Despite suggestions to keep it, the program faced too much friction, and with C. Clausius' departure, it was no longer feasible to continue with dedicated faculty. The FYP was intended as a test case for a core curriculum.

- A member shared a parent's frustration over the FYP being paused after their student declined other university offers to join the program.

Following the Call for Nominations (May 28, 2025) and Election Updates (July 15, 2025 and July 24, 2025), the following members have been nominated by Academic Council to serve on Presidential Search Advisory Committee:

- One Professional Officer Member of the Board, nominated by Academic Council:
  - **Amna Wasty**
- One Non-Academic Staff Member of the Board, nominated by Academic Council:
  - **Deanna Bond**
- Three faculty members from Academic Council:
  - **Graham Broad**
  - **Felipe Rodrigues**
  - **Thomas Tiek**
- One senior administrator or dean from Academic Council:
  - **Joe Henry**
- One student member of Academic Council:
  - **Braedan Lovie**

**Motion:** Moved by A Larkin, seconded by J Newman, to confirm Academic Council's nominees for Presidential Selection Advisory Committee.

**Vote: CARRIED**

## 10.0 Adjournment

**Motion:** Moved by B. Lovie, seconded by M. Penner, to adjourn the meeting at 4:00 p.m.

**Vote: CARRIED**

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Robert Ventresca,  
Chair

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Paul Wilton,  
University Secretary