## Agenda

The 474th Meeting of the Trent University Senate  
Tuesday, January 15, 2019, 2:00 p.m.  
A.J.M. Smith Room, Bata Library

### Open Session

1. Welcome and Adoption of Agenda  
   Chair: N/A

2. Minutes of the November 27, 2018 meeting of Senate and Business Arising (for approval)  
   Chair: Exhibit 1

3. Chairs Remarks and Announcements  
   Chair: N/A

4. Undergraduate Studies Committee Report  
   Senator Colleen O’Manique  
   Exhibit 2

5. Graduate Studies Committee Report (for approval)  
   Senator Craig Brunetti  
   Exhibit 3

6. Research Policy Committee Report (for approval)  
   Senator Neil Emery  
   Exhibit 4

7. Cyclical Program Review Committee Report (for information)  
   Senator Kirsten Woodend  
   Exhibit 5

8. Any Other Business

9. Adjournment  
   Chair: N/A
The 473rd Meeting of the Trent University Senate

Tuesday, November 27, 2018, 2:00 p.m.
Science Complex Room 208

Minutes

Present were: President Leo Groarke (Chair); Senators Ingrid Brenner, Cathy Bruce, Craig Brunetti, Jim Buttle, Antonio Cazorla Sanchez, Saud Choudry, James Conolly, Neil Emery, James Fenno, Garae Goodman, Helen Haines, Holger Hintelmann, Carolyn Kay, Markus King, Byron Lew, Elizabeth Lindsay, Lewis MacLeod, Kelly McGuire, Shaelyn Mortensen, James Parker, Karleen Pendleton Jimenez, Marco Pollanen, Raul Ponce-Hernandez, Robert Robinson, Sonia Sanders, Mark Skinner, Kasandra Tancorre, Jada Wahabu, Shaun W atmough, Kirsten Woodend and Asaf Zohar. Official Visitors: Tracy Al-idrissi, Danen Oberon, Vivian Parkes and Dirk Wallschlaeger. Associate University Secretary (Senate) Tara Harrington


Welcome and Adoption of the Agenda

The Chair opened the meeting with a welcome to the traditional territory:
We respectfully acknowledge that we are on treaty and traditional territory of the Mississauga Anishinabeg. We offer our gratitude to First Nations for their care for, and teachings about, our earth and relations. May we honour those teachings.

Closed Session

University Honours Subcommittee/Senate Executive Committee Report. The Chair presented the report. The Senate Executive Committee had endorsed the recommendations made by the University Honours Subcommittee regarding potential 2019 Honorary Degree recipients.

Senate approved the recommendations as presented.

Open Session

Minutes and Business Arising—Meeting of October 30, 2018
Senate approved the minutes with two corrections to the list of those present.

Chair’s Remarks and Announcements

The Chair reported that there were two Canada Research Chair positions (Tier I Aquatic Sciences and a SSHRC Tier II) available and that a call had gone out asking for host proposals. The original timeline had been extended and departments had until December 5th to submit proposals.
The Chair also noted that the discussion on free speech held during the October meeting of Senate had been well-received and he proposed to have a session on mental health during the January meeting.

The Chair provided a Notice of Motion—a proposal for a new program, MSc in Bioenvironmental Monitoring and Assessment, was to be brought forward for approval at the January meeting of Senate.

**Undergraduate Studies Committee Report.** Senator Skinner presented the report which included:

- an articulation agreement with Lovely University in India
- **History**—revision to the program requirements for the single-major Honours program, the Joint-major Honours program, the single-major General program, the joint-major General program and the minor;
  - Regularization of HIST 2091H
- **Sociology**—regularization of SOCI 3250H.

Senate approved the recommendations as presented.

**Graduate Studies Committee Report.** The report, which Senator Brunetti presented, included recommendations for the following new courses:

- **M.BEMA, Bioenvironmental Monitoring & Assessment:** BEMA 5000H, BEMA 5002H, BEMA 5003H, BEMA 5005H and BEMA 5009H
- **M. Sc.F.S., Forensic Science:** FRSC 5001H, FRSC 5111H, FRSC 5320H and 5009H.
- **M. Mgt:** MSMG 5100H, MSMG 5120H, MSMG 5220H and MSMG 5260H.
- **PhD Indigenous Studies**—proposed change in degree regulations that would make INDG 6715H/6730H/6750H mandatory.

Senate approved the recommendations as presented.

**Cyclical Program Review Committee.** Senator Woodend presented the report. She noted that the Education BEd and BA Sociology programs had completed the cyclical review process and the next reviews of the programs would take place in 2023-24 and 2024-2025 respectively.

She also noted that the report included the Final Assessment Report (FAR) of the Media Studies BA.

Senate received the report as information.

**Professor Emeritus Policy.** The Chair presented the report noting that in 2013 the policy had been amended to create the distinctions of Associate Professor Emeritus and Associate Librarian Emeritus. The new distinctions had not been well received and the Provost had proposed that those distinctions be eliminated. Instead, it was proposed that faculty who held the rank of Associate Professor, or librarians who had reached Librarian III, and who had ten years of service upon retirement, could request, with the support of the appropriate Dean or University Librarian, emeritus status. The distinctions, if granted, would be Professor Emeritus or Librarian Emeritus.
It was noted that faculty who held the rank of Full Professor, and librarians who had reached the rank of Librarian III, upon full retirement, received this distinction automatically.

Following discussion the proposal was amended so that no eligible individual be required to submit a request for emeritus status.

The resulting proposal was that the honorific title 'Emeritus' is available to retiring members, of the Trent University Faculty Association - faculty and librarians - when eligible individuals, with ten or more years of service, take full retirement from the University. Faculty receiving the honorific title 'Emeritus' will have reached the rank of Associate Professor, and professional librarians will have reached Librarian III, at the point of full retirement.

Senate approved the proposal as amended.

There was discussion about one of the privileges offered to Professors and Librarians Emeriti—specifically the right to free parking. The Chair agreed to pass the comments on to the Provost for further consideration.

**Any Other Business.**

**Adjournment**
The meeting adjourned at 2:37 p.m.

Dr. L. Groarke, Chair
T. Harrington, Secretary
Notes
- Unless otherwise indicated, all curriculum changes will take effect in the 2019–2020 Academic Year
- Calendar copy deletions are marked with a strikethrough, and additions are marked with an underline

For Senate Approval – Major Modifications

1) Archaeology

The Department of Anthropology proposes to introduce a Specialization in Environmental Archaeology within the Archaeology program:

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Specialization in Environmental Archaeology
Students who have fulfilled the requirements for a single- or joint-major Bachelor of Arts or a Bachelor of Science degree in Archaeology may graduate with a Specialization in Environmental Archaeology if they have successfully completed the following 4.0 credits:

- 0.5 ANTH credit consisting of ANTH 3680H
- 3.5 ANTH credits from ANTH 2150H, 3153H, 3165H, 3175H, 3185H, 3550H, 3650H, 3731H, 4185H, or 4350H

Course list
ANTH-ERSC 3680H: Environmental Archaeology
ANTH 2150H: Archaeological Science I: Introduction to Archaeological Science
ANTH 3153H: Archaeological Science II: Ancient Biomolecules
ANTH 3165H: Maritime Archaeology
ANTH-ERSC-GEOG 3175H: The Archaeology of Natural Disasters
ANTH-ERSC-GEOG 3185H: The Archaeology of Climate Change
ANTH 3550H: Hunters-Gatherers
ANTH 3650H: Landscape and Settlement Archaeology
ANTH 3731H: Archaeozoology
ANTH-AHCL-ERSC 4185H: Human Impact on Ancient Environments
ANTH-SAFS 4350H: Origins and Spread of Agriculture
2) **Media Studies**

The Program proposes to introduce a General program in Media Studies:

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**The single-major Honours program.** 20.0 credits including the following 9.0 credits:
- 0.5 COIS credit consisting of COIS 1010H
- 0.5 CUST credit consisting of CUST 1535H
- 1.0 CUST credit from CUST 2035Y or 2535H and 3535H
- 1.0 credit from Media Studies courses at the 4000 level
- 6.0 credits from Media Studies courses in addition to the above

**The joint-major Honours program.** 20.0 credits including the following 7.0 credits:
- 0.5 COIS credit consisting of COIS 1010H
- 0.5 CUST credit consisting of CUST 1535H
- 1.0 CUST credit from CUST 2035Y or 2535H and 3535H
- 5.0 credits from Media Studies courses in addition to the above

**The single-major General program.** 15.0 credits including the following 6.0 credits:
- 0.5 COIS credit consisting of COIS 1010H
- 0.5 CUST credit consisting of CUST 1535H
- 1.0 CUST credit from CUST 2035Y or 2535H and 3535H
- 4.0 credits from Media Studies courses in addition to the above

**The joint-major General program.** 15.0 credits including the following 5.0 credits:
- 0.5 COIS credit consisting of COIS 1010H
- 0.5 CUST credit consisting of CUST 1535H
- 1.0 CUST credit from CUST 2035Y or 2535H and 3535H
- 3.0 credits from Media Studies courses in addition to the above

**The minor in Media Studies** consists of the following 5.0 credits:
- 0.5 COIS credit consisting of COIS 1010H
- 0.5 CUST credit consisting of CUST 1535H
- 1.0 CUST credit from CUST 2035Y or 2535H and 3535H
- 3.0 credits from Media Studies courses in addition to the above

3) **Philosophy**

The Department proposes to introduce a Specialization in Ethics:

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**Specialization in Ethics**

Students who have fulfilled the requirements for a single- or joint-major Honours or General program in Philosophy may graduate with a Specialization in Ethics if they have successfully completed the following 5.0 credits:
- 0.5 PHIL credit consisting of PHIL 3110H
- 1.0 PHIL credit from PHIL 1000H, 1100H, or 1200H
– 0.5 PHIL credit from PHIL 2010H, 2020H, 2030H, or 3030H
– 3.0 PHIL credits from PHIL 2110H, 2150H, 2390H, 3140H, 3180H, 3301H, 3302H, 3370H, 4250H, 4260H, 4310H, or 4390H

Course list
PHIL 1000H: Introduction to Philosophy: Knowledge and Reality
PHIL 1100H: Introduction to Philosophy: Moral and Political
PHIL 1200H: Critical Thinking
PHIL 2010H: Love and Desire
PHIL 2020H: Philosophy of Sport and Recreation
PHIL 2030H: Death
PHIL 3030H: The Meaning of Life
PHIL 2110H: Moral Issues
PHIL-POST 2150H: Philosophy of Law
PHIL 2390H: Biomedical Ethics
PHIL 3110H: Classics in Ethical Theory
PHIL-POST 3140H: Justice and Rights
PHIL-POST 3180H: Social and Political Philosophy
PHIL-ERST 3301H: Environmental Ethics
PHIL-ERST-SAFS 3302H: Animals and Society
PHIL-COIS 3370H: Cyberethics
PHIL-ADMN 4250H: Business Ethics and Corporations
PHIL-ADMN 4260H: Ethics and Capitalism
PHIL 4310H: Advanced Topics in Value Theory
PHIL 4390H: Advanced Topics in Biomedical Ethics

For Senate Approval

1) Anthropology
   a) The Department proposes to revise Archaeology program requirements:

      Calendar copy
      Bachelor of Arts program in Archaeology
      single-major Honours program, joint-major Honours program
      and
      Bachelor of Science program in Archaeology
      single-major Honours program
      […]
      – 1.0 ANTH credit from ANTH 3000Y, 3152H, or 3850Y, or from equivalent field or lab experience
      – 1.0 ANTH credit from ANTH 3000Y, 3151H, 3152H, 3153H, 3165H, or 3850Y
      This requirement may be waived (in whole or part) for students who have obtained equivalent archaeological field or laboratory experience through work or other educational field programs (i.e., at least 20 days of fieldwork
or laboratory work). Requests for a waiver with supporting documentation are to be submitted to the Chair of the Department of Anthropology.

b) The Department proposes to revise the requirements for the Specialization in Mediterranean Archaeology within the Archaeology program:

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Specialization in Mediterranean Archaeology
– 1.0 1.5 ANTH-AHCL credits consisting of ANTH-AHCL 1200H, 2205H, and 2206H
– 3.0 2.5 ANTH-AHCL credits from ANTH-AHCL 2201H, 3221H, 3222H, 3240H, 3250H, 3251H, 3252H, 3275H, 4003H, or 4145H

c) The Department proposes to introduce three permanent (regularized) courses:

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ANTH 3165H: Maritime Archaeology
This field course introduces students to the archaeology of human interaction with water. Topics include the archaeology of waterside settlements, inundated and maritime landscapes, as well as the archaeology of small watercraft, ships, and related infrastructure including wharfs, docks, and harbours. Methodological and theoretical approaches are equally emphasized. Prerequisite: ANTH-AHCL 1030H or permission of instructor.

ANTH 3749H: Contemporary Legends and Other Stories
Contemporary ("urban") legends are just one of many genres of storytelling analyzed by anthropologists and folklorists across cultures. This course uses linguistic anthropology to locate contemporary legends in relation to other narrative genres of folklore, including myths and fairytales, and new media forms, including the folklore of the internet. Prerequisite: One of ANTH 2001H, 2002H, 2311H, or 2312H (ANTH 2311H strongly recommended); or permission of instructor.

ANTH 4004H, 4005H: Research Seminar
An advanced research seminar in which students engage and contribute to a research question or theme defined by the course instructor. Topics vary by year and instructor. Prerequisite: 10.0 university credits and permission of instructor.

2) Child & Youth Studies

The Program proposes to introduce two permanent (regularized) courses:

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CHYS 4000H: Contemporary Issues in Child and Youth Studies
Provides a critical perspective on contemporary issues, policy, and practice relating to children and youth. Topics explored include child poverty, immigrant and refugee youth, consumerism, racism, advocacy, sexuality, and gender issues. Students reflect on how the lives of young people are shaped by
intersecting social factors. Prerequisite: 12.0 university credits including 1.5 CHYS credits at the 3000 level.

**CHYS-PLCW 4001H: Youth Offending and Youth Justice**
Students are introduced to various topics relating to youth justice in Canada. We examine how young offenders have been constructed and responded to over time, with a focus on the *Youth Criminal Justice Act*. Special issues addressed include youth gangs, Indigenous youth, criminalized girls, homelessness, and restorative justice. Prerequisite: 12.0 university credits including 1.5 CHYS credits at the 3000 level or 1.5 PLCW credits at the 3000 level.

3) **English Literature**
The Department proposes to introduce a permanent (regularized) course:

Calendar copy
**ENGL 2855H: Introduction to Creative Non-Fiction Workshop**
This introductory class on creative non-fiction exposes students to the variety of texts grouped in this genre (personal essay, memoir, journalistic essay, case study, and hybrids), through discussion, practice, and workshop. Students consider issues such as audience, literary strategies, diction, voice, tone, and ethical responsibilities to living subjects. Prerequisite: 0.5 ENGL credit. ENGL 1851H is strongly recommended. Offered only at Trent University Durham – GTA.

4) **History**
The Department proposes to introduce two permanent (regularized) courses:

Calendar copy
**HIST 2011H: The Making of Modernity: Enlightenment Europe**
Following upon the successes of the Scientific Revolution, Europe transformed radically during the eighteenth century. This course explores the impact of rapid urbanization, exploding literacy, and the application of science to social issues like gender relations, sexuality, poverty, health care, and race, to chart Europe’s development as it raced towards the era of democratic revolution. Prerequisite: 3.0 university credits or permission of the chair.

**HIST-ERST 2805H: Green Screen: Film and Environmental History**
Considers feature, documentary, animated, and activist films that engage with critical environmental issues. Topics include popular portrayals of animals and endangered species; histories of environmental injustice; the development of environmentalism; the role of storytelling in history, science, and culture; and the challenges of depicting climate change and the Anthropocene. Prerequisite: 3.0 university credits or permission of the chair.
5) Philosophy

The Department proposes to convert the Emphasis in Applied Ethics to an Option and to revise the requirements:

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**Emphasis Option in Applied Ethics**

Students who have fulfilled the requirements for a General or Honours degree in any subject may graduate with an Emphasis Option in Applied Ethics if they have successfully completed the following 5.0 credits:

- 1.0 PHIL credit from PHIL 1000H, 1100H, or 1200H
- 1.5 PHIL credits consisting of PHIL 2110H, 3110H, and 3120H
- 1.0 PHIL credit from PHIL 2150H, 2390H, or 3370H
- 0.5 PHIL credit from PHIL 2010H, 2020H, or 2030H
- 1.0 PHIL credit from PHIL 3140H, 3180H, 3301H, 3302H, 4250H, or 4260H
- 1.5 PHIL credits from PHIL 1100H, 2110H, 3110H, or 4310H

For Senate Information

1) Ancient Greek & Roman Studies

The Program will make the following minor changes to courses:

Title, cross-list, and home department:

**AHCL ANTH-AHCL 1200H: The Trojan War The Trojan War: An Epic of Archaeology**

Prerequisite:

**AHCL-HIST 2103H: Approaches to Classical Historians**

none 4.0 university credits.

2) Anthropology

a) The Department will introduce a trial course:

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**ANTH-INDG 4165H: Anthropology, Museums, and Indigenous Peoples**

Anthropological collecting and display have made museums an arena for shifting relationships between settler-colonial society and Indigenous peoples. Critically examining recent practice in museum anthropology, including forms of repatriation and the use of anthropological collections by Indigenous researchers, this course explores implications of changing praxis for anthropology as a discipline. Prerequisite: 10.0 university credits.
b) The Department will make the following minor changes to courses:

Title and description:

**ANTH 2121H: Old World Archaeology Foragers to Farmers: The Archaeology of Early Societies**
Archaeology is a science that attempts to reconstruct and explain the evolution of cultural behaviour in humans. This course surveys major topics in Old World archaeology beginning with the evolution of the first hominins six million years ago, continuing through to the complex societies of the later Holocene.
Archaeology is a science that attempts to reconstruct and explain the evolution of cultural behavior in humans. This course surveys major topics in archaeology beginning with the earliest records of human culture to the emergence and expansion of agricultural societies. Excludes ANTH 2120Y.

Title and description:

**ANTH 2122H: Archaeology of the Americas Farms to Empires: The Archaeology of Complexity**
Covers the archaeology of the Americas, from the peopling of the Americas to contact between indigenous groups and European explorers. We cover a wide range of topics, including political and social organization, settlement, burial practices, subsistence, gender, disease, prestige, belief systems, and art.
A comparative survey of how archaeologists have documented and interpreted the evidence related to the emergence of proto-urban and urban settlements, city-states, and empires. Major themes addressed include political and social organization, craft production, art, religion, trade and exchange, social elites, and military power. Excludes ANTH 2120Y.

Prerequisite:

**ANTH 2311H: Anthropology of Language**
none 3.0 university credits.

Prerequisite:

**ANTH 2312H: Anthropology of Media**
none 3.0 university credits.

Cross-list and prerequisite:

**ANTH-BIOL 3153H: Archaeological Science II: Ancient Biomolecules**
ANTH 2150H; or 2.5 ANTH credits and three of BIOL 1020H, BIOL 1030H, CHEM 1000H, GEOG 1040H, or PHYS 1001H
ANTH 2150H or three of BIOL 1020H, BIOL 1030H, CHEM 1000H, CHEM 1010H, GEOG 1040H, or PHYS 1001H.

Level and prerequisite:

**ANTH-BIOL 3470H 2470H: Primate Behaviour**
ANTH 2001H or 2410H, or permission of instructor ANTH 1010H.
Excludes ANTH-BIOL 3470H.
Cross-list:  
**ANTH-BIOL 4440H: Nutritional Anthropology**

3) **Biology**

a) The Department will make the following minor change to Biomedical Science program requirements:

Calendar copy
- 1.0 BIOL credit from BIOL 4450Y and 2.5 credits from the following; or 0.5 BIOL credit from BIOL 4460H and 3.0 credits from the following:
  - BIOL-PSYC 3210H
  - BIOL 3250H
  - BIOL 3640H
  - BIOL 3660H
  - BIOL 3830H (if not taken as a required course)
  - BIOL 3840H (if not taken as a required course)
  - BIOL 4080H
  - BIOL 4130H

b) The Department will make the following minor changes to courses:

- Prerequisite:  
  **BIOL 3040H: Histology**
  60% or higher in BIOL 2070H 7.5 university credits including 60% or higher in BIOL 2070H.

- Prerequisite:  
  **BIOL 3340H: Herpetology**
  7.5 university credits including at least 2.0 BIOL credits 7.5 university credits of which 2.0 must be BIOL credits including 60% or higher in BIOL 1020H and 2260H.

- Placement on reserve:  
  **BIOL 3500H: Biogeography**

- Permanent deletion:  
  **BIOL 4620H: Biotechnology, Genetic Engineering, and Public Policy**

4) **French & Francophone Studies / Language & Linguistics**

The Department will introduce a trial course:

Calendar copy
- **RUSS 1002H: Introduction to Russian II**
  A continuation of the Russian language for students with some previous knowledge or who have taken RUSS 1001H. Students continue to learn phrases and more advanced grammar to improve their ability to get around in a Russian-speaking environment. Prerequisite: RUSS 1001H or permission of instructor.
5) History
The Department will make the following minor change to course:

Cross-list:
HIST-IDST 2422H: Unchained Africa—Resistance and Survival

6) International Development Studies
The Department will make the following minor change to course:

Prerequisite and addition of 3000-level version:
IDST 3000Y: Advanced Seminar in Development Theory and Research
An exploration of key classical and contemporary works in development studies.
Prerequisite: A minimum 75% cumulative average and 9.0 university credits
including IDST 2000Y or permission of instructor. Excludes IDST 4000Y.
IDST 4000Y: Advanced Seminar in Development Theory and Research
An exploration of key classical and contemporary works in development studies.
Prerequisite: A minimum 75% cumulative average and 14.0 university credits
including IDST 2000Y or permission of instructor. Excludes IDST 3000Y.

7) Mathematics
The Department will make the following minor changes to courses:

Title, description, and prerequisite:
MATH 2570H: Probability II: Introduction to Stochastic Processes
Probability II: Intermediate Probability
Covers a variety of important models used in modelling of random events that
evolve in time. These include Markov chains (both discrete and continuous);
Poisson processes and queues. The rich diversity of applications of the subject is
illustrated through varied examples. Prerequisite: MATH 1350H and 1550H.
Intermediate probability theory as a basis for further study in mathematical
statistics and advanced probability, including stochastic processes. Random
variables, jointly distributed random variables, transformations and generating
functions, conditioning and conditional expectation. Binomial, Poisson,
Exponential, Gamma, and Normal distributions. Prerequisite: MATH 1350H,
MATH 1550H, and one of MATH 1005H or 1110H. Excludes MATH 3570H.

Title, description, and prerequisite:
MATH 4570H: Topics in Probability: A Second Course in Stochastic
Processes Probability III: Stochastic Processes
Continuous-time Markov chains, renewal and queuing theory, Brownian motion,
and an introduction to simulation of processes. Extensions include stochastic
calculus and stochastic differential equations. Prerequisite: MATH 2570H (or
3570H). Recommended: MATH 2560H and 3790H.
Discrete- and continuous-time Markov chains, birth and death processes,
random walk problems, elementary renewal theory, Markov processes, Poisson
processes, queuing theory. Prerequisite: MATH 2570H and one of MATH 3700H,
3770H, or 3790H.
8) Philosophy

The Department will make the following minor changes to courses:

Title and description:
**PHIL 2790H: Aesthetics Art and Beauty**
An introduction to issues in aesthetics and the philosophy of art. Topics may include definitions of art; aesthetic concepts of beauty, ugliness, taste, and sublimity; the value and diversity of aesthetic experience; relations between morality and art; and art as an institution.

An introduction to philosophical issues related to art and beauty. Topics may include definitions of art; concepts of beauty, ugliness, horror, taste, and sublimity; the value and diversity of aesthetic experience; differences between authentic artwork and forgery; relations between morality and art; and art as an institution.

Title and description:
**PHIL 3110H: Classics in Ethical Theory Ethical Theory**
A study of canonical influential texts in the foundations of morals and particular ethical theories, including virtue ethics, Kantianism, and utilitarianism.

Title, description, and prerequisite:
**PHIL 3320H: Meaning and Interpretation Language and Meaning**
Explores central issues in theories of interpretation and in strategies of textual reading, especially in response to phenomenology. Topics may include hermeneutics, deconstruction, and the ethics of alterity.
Prerequisite: 7.0 university credits including one of PHIL 2320H, 2340H, or 3310H, or permission of department chair.

A focused study of philosophical issues related to language and meaning. Topics may include theories of meaning, intentionality, and reference; the relation between language and reality; concepts; analysis; and hermeneutics.
Prerequisite: 7.0 university credits or permission of department chair.

Description and prerequisite:
**PHIL 4310H: Advanced Topics in Value Theory**
A study of central themes in value theory, to be chosen among issues in moral theory, aesthetic theory, and political theory. Prerequisite: 7.0 university credits or permission of department chair.

A study of central themes in value theory, to be chosen among issues in moral theory and political theory. Prerequisite: 7.0 university credits including PHIL 3110H, or permission of department chair.

Title and prerequisite:
**PHIL 4610H: Major Texts I Major Texts**
Prerequisite: 7.0 university credits or permission of instructor 7.0 university credits including 1.0 PHIL credit at the 3000 level or beyond, or permission of instructor.
Permanent deletion:
PHIL 3120H: Contemporary Ethical Theory
PHIL 4620H: Major Texts II

9) Psychology

The Department will make the following minor change to course:

Prerequisite:
PSYC 3760H: Human Sexuality
8.0 university credits including PSYC 2700H 8.0 university credits including
PSYC 2550H or 2700H.

10) Social Work

The Program will introduce a Special Topic course:

Calendar copy
SWRK 3950H: Special Topic: Africentric Perspectives in Social Work
Provides students with an opportunity to engage in critical dialogue, reflection,
and action about historical and contemporary experiences of African Canadians
and Africans in the Diaspora. The course also focuses on awareness of
Africentric theory and its application in social work practice with Africans and
non-Africans. Prerequisite: Admission to BSW professional years or permission
of the director.
Graduate Studies Committee
Report to Senate at December 11, 2018

Unless otherwise noted all changes will take effect in the 2019/20 Academic Year

For Senate Approval, Major Changes

1) M.BEMA, Bioenvironmental Monitoring & Assessment
   The program proposes the following new course:

   **BEMA 5013H, Placement**
   Proposed Calendar Copy
   This course will consist of a 15-week placement experience with a government agency, industry, or non-governmental agency, or related laboratory or work unit, on themes and principles learned during coursework associated with the M.BEMA degree. Students will work closely with the instructor and placement host to determine deliverables that will be presented to various stakeholders, as technical report(s) and/or presentation(s).

2) M.Sc.F.S, Forensic Science
   The program proposes the following new courses:

   **FRSC 5570H, Biocrime & Bioterrorism**
   Proposed Calendar Copy
   Microbial forensics is a rapidly developing field that covers food safety and environmental attribution as well as national security. In FRSC5570H, students will gain knowledge of microbial forensics by learning about microbes and other biological agents used in criminal endeavours. They will also be provided with an overview of the methods used to detect the biocrime and link it to individual perpetrators. Bioterrorism will be a major focus of the course and this will encompass attacks on humans, agriculture, food and other societal resources. This will include discussions of the science as well as the broader impacts of biocrime attacks on society.

   **FRSC 5009H, Placement**
   Proposed Calendar Copy
   This course bridges the academic theory learned in the classroom with a field-based learning experience in a professional setting. It emphasizes both professional practice and research skills, allowing students to develop a professional network and gain valuable work experience in a forensic field of their choice. Students are provided foundational knowledge and skills to prepare them for the responsibilities of forensic positions. The course also incorporates research in a forensic venue, allowing to students to contribute to the forensic science field while critically evaluating the role of research in forensic practice.
3) **M.Ed. in Educational Studies**

The program proposes the following new courses:

**EDUC, Multiple Placeholders (5940H, 5941H, 5942H, 5943H, 5050H, 5051H)**

**Rationale**

In fall 2018, the Education program began billing tuition on a per course basis, instead of by term. This change was motivated by several factors including: the introduction of a full-time MEd program, the need to offer flexibility in degree completion timing based on the varied and dynamic lives of working professionals, and the need to ensure that program revenues (tuition is the only revenue for the MEd) are collected equally from students across the spectrum of program streams and pacing (full-time, part-time, and three streams: course, MRP, thesis), without having to bill large “minimum degree fees” at the end of a students program.

**Proposed Calendar Copy**

**EDUC-5940H: Thesis Research 1:** Research and writing for M.Ed. thesis stream students. The thesis offers a substantive scholarly and/or professional contribution to the field of educational research and practice.

**EDUC-5941H: Thesis Research 2:** Research and writing for M.Ed. thesis stream students. The thesis offers a substantive scholarly and/or professional contribution to the field of educational research and practice.

**EDUC-5942H: Thesis Research 3:** Research and writing for M.Ed. thesis stream students. The thesis offers a substantive scholarly and/or professional contribution to the field of educational research and practice.

**EDUC-5943H: Thesis Research 4:** Research and writing for M.Ed. thesis stream students. The thesis offers a substantive scholarly and/or professional contribution to the field of educational research and practice.

**EDUC-5050H: Major Research Project 1:** Research and writing for M.Ed. MRP stream students. Equal to a thesis in academic quality but more limited in scope and/or originality, the report will usually be 30-50 pages in length.

**EDUC-5051H: Major Research Project 2:** Research and writing for M.Ed. MRP stream students. Equal to a thesis in academic quality but more limited in scope and/or originality, the report will usually be 30-50 pages in length.

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**For Senate Approval, Minor Changes**

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1) **M.A. Cultural Studies**

The program proposes the following minor changes:

**Change to TCPS to CUST for the following courses:**

5000Y, 5501H, 5502H, 5503H (Cross List with HIST, SUST, CSID, CAST), 5504H, 5505H, 5507H, 5508H, 5600, 5900H

**Rationale or Reason for Change**

The MA program was approved for a name change (Theory, Culture, Politics (TCP) to Cultural Studies) The course codes need to be changed to reflect this.

**Proposed Calendar Copy**

No change.
TO          SENATE EXECUTIVE (JAN 8/19) & SENATE (JAN 15/19)
FROM         RESEARCH POLICY COMMITTEE & ANIMAL CARE COMMITTEE
SUBJECT     ANIMAL CARE STANDARDS POLICY & PROCEDURES FOR APPROVAL

The enclosed documents are the preliminary Animal Care Standards policy and procedures for Trent University; no previous versions exist. These guidelines were established further to the Canadian Council on Animal Care’s (CCAC) annual visit in 2017 when a directive emerged that Trent must supply comprehensive policy for animal care considerations. Across the sector, animal care standards policy is required by universities in order to maintain official CCAC registration and federal grant funding. Prior to this instruction, the Animal Care Committee Terms of Reference had provided the only guiding documentation for animal care functions.

Over the 2017/18 academic year the policy and procedures were developed by faculty Animal Care users “for the users” and “by the users” with a high degree of due diligence and oversight by members of the Animal Care Committee and the Manager of Animal Care Facilities. During Fall 2018 meetings, the draft policy and procedures were endorsed by the Animal Care Committee, the Research Policy Committee, PVP, PPG and Joint Committee tracking toward final approval held by Senate.

The Animal Care Standards Policy includes guiding principles that authorities can point to confirming institutional compliance and the associated procedural documents support the main policy standard. The Procedure for Research and Teaching outlines how animal users obtain approval for their work according to the provincial Animals for Research Act and the federal CCAC standards. The Procedure for Provision of Care outlines worker responsibilities and standards of care for all animal care staff, students and faculty underlining inclusivity of all stakeholders. The Procedure for Concern Identification and Response is the most detailed document which instructs the handling of concerns when conflict exists between animal welfare and research goals. This document repeatedly promotes communication as a means to manage sensitive or challenging issues between individuals involved with animal care.

In summary, establishing the institutional Animal Care Standards policy and procedures will address the CCAC recommendation for compliance certification and demonstrates the high standard of animal care at Trent University. Internally facing, these guiding procedures will be very helpful when changes occur in leadership personnel with direct animal care responsibility, eg. Chair, Animal Care Committee or VP, Research & Innovation.
Animal Care Standards Policy

Category: Research Policy
Approval: Senate
Responsibility: Vice President, Research & Innovation
Date: November 1, 2018

1.0 Purpose of the Policy

This policy has been developed to ensure that the care of animals used in research and/or teaching at Trent University conform to the most rigorous ethical standards compatible with the goals of science.

2.0 Scope of this Policy

This policy applies to all researchers (students, staff, faculty) and all animals deemed an essential component of a research, teaching, testing or monitoring project or program. This policy applies whether the animal is the subject of science (e.g., wildlife or farm animal studies), or is supporting science, either directly (e.g., animal model of disease or of a biological process, animals used in clinical trials) or indirectly (e.g., breeding colonies, sentinel animals, animals used for training, animals used as food for other animals). Trent University will maintain the highest standards for all campus facilities and field settings involving animal research and/or teaching.

3.0 Policy Statement

Trent University’s animal care standards will conform with or exceed those outlined in the Canadian Council on Animal Care (CCAC) Guide to the Care and Use of Experimental Animals and under the Province of Ontario’s Animals for Research Act wherein Trent University is a registered research facility.

Trent University is committed to reducing, refining and replacing the use of animals in research. While working towards these goals, Trent believes that animal research, conducted in a careful, humane and conscientious manner, is essential for understanding fundamental biology, effect on the environment, and disease for all animal life. Trent University views animals as creatures of great intrinsic value, remarkable complexity and inherent dignity.

The policy is supported by the Animal Care Committee Terms of Reference and three procedures: Procedure for Approval of Animal Use in Research and Teaching, Provision of Care for Resident Animals, and Animal Care Committee Animal Welfare Concern Identification and Response Procedures. Together this policy and these procedures are intended to ensure that animal use in research and teaching meet the standards of care as set out by the Canadian Council on Animal Care and the Animals for Research Act (Ontario).
4.0 Contact Officer
   Manager of Animal Care
   Certifications & Regulatory Compliance Officer

5.0 Date for Next Review
   November 1, 2021

6.0 Related Policies, Procedures & Guidelines
   Animal Care Committee Terms of Reference
   2015 Provincial Guidelines – Animals for Research Act (Ontario)
   Federal Guidelines – Canadian Council on Animal Care (CCAC)
   Procedure for Approval of Animal Use in Research and Teaching
   Provision of Care for Resident Animals
   Animal Care Committee Animal Welfare Concern Identification and Response Procedures
Procedure for Approval of Animal Use in Research and Teaching

**Associated Policy:** Animal Care Standards Policy

**Policy Sponsor:** Vice President, Research & Innovation

**Date:** November 1, 2018

1.0 Purpose

Along with two associated procedures (Provision of Animal Care for Resident Animals and Animal Care Committee Animal Welfare Concern Identification and Response) this procedure supports the Animal Care Standards Policy.

2.0 Procedure

Any project (research and teaching) involving animals must be reviewed and approved by the Animal Care Committee prior to its commencement.

The Animal Care Committee ensures that no physical or psychological discomfort will be caused to an animal except where there is a clear and authoritative scientific or pedagogical justification for doing so, as determined by peer review. Where such justification exists, the Animal Care Committee ensures that the level of discomfort caused will be no higher than what is absolutely necessary for the scientific or pedagogical purposes of the procedure in question and in so doing, ensures that every animal will be humanely treated by providing anesthesia, analgesia and all other support as required. Wherever a non-sentient substitute is available and accessible, such substitutes will be preferred.

The Animal Care Committee also ensures that the appropriate species has been selected, that the minimal number of animals will be used (a number appropriate to permit scientifically valid inferences to be determined), that occupational health and safety concerns are addressed within the protocol, and that personnel are qualified to work with the animals. All animal care and use is reviewed and approved at least annually by the Animal Care Committee.

Research laboratories and Animal Care facilities are inspected annually by the Animal Care Committee, more frequently and on an unannounced basis by a veterinary inspector in accordance with the Animals for Research Act and on a predetermined schedule by the Canadian Council on Animal Care. CCAC assessments include a review of University animal care policy; research and teaching involving animals; Animal Care Committee operations; Animal Care operations and site visits; and research or teaching laboratory site visits.

The ACC membership includes research, administration, and veterinary personnel as well as community representatives and other interest groups (e.g. students and labour groups). A failure to obtain approval from the Animal Care Committee means that a project involving animal use cannot proceed. Once approval has been granted, failure to adhere to the conditions of approval for a project may result in loss of research privileges; the University considers the improper use of animals in research and teaching to be a very serious matter.
RESPONSIBILITIES

The Vice-President Research and Innovation:

- Is responsible for the Animal Care and Use Program at Trent University and is the Operator as defined under the CCAC Guidelines and the Animals for Research Act;
- Is the University Veterinarian’s Supervisor and direct report;
- Delegates responsibilities for implementation of the Animal Care and Use Program to:
  i. The Animal Care Committee;
  ii. The Manager of Animal Care;
  iii. The University Veterinarian;
  iv. The Researcher

The University Veterinarian, Animal Care personnel, the Animal Care Committee, and the Research lab personnel will monitor the physical and behavioral well-being of animals.

The Animal Care Committee:

- Is established by the University in accordance with its internal nomination process and the ACC Terms of Reference.
- Is a statutory committee under s.17 of the Animals for Research Act;
- Ensures compliance with all other statues concerning animals through protocol review, post approval monitoring, facility inspections, and annual protocol renewals;
- May enter any area where animals are kept or thought to be kept;
- Ensures that the care and use of animals in research and teaching conform to ethical standards that are compatible with the goals of science and education;
- Reviews standards, activities and procedures relating to the care and use of animals; the facilities available for their care and housing; procedures for the prevention of unnecessary pain in animals including the use of anesthetics and analgesics, and the training and qualification of persons working with animal;
- Ensures animal health and well-being through implementation of University Policy concerning minimum health standards for incoming animals as well as through the delivery of veterinary care;
- Implements University Media Relations Program with respect to the care and use of animals in research and teaching in cooperation with the University Veterinarian and Public Relations and Information Services;
- Implements an animal rights activism response in cooperation with the Office of Research;
- A majority rules vote between the Veterinarian, Manager of Animal Care, and ACC Chair must occur before suspending a project, removing access of personnel, or seizing animals in distress. In the absence of one of these personnel, the action may proceed if the remaining two are in agreement. All reasonable efforts will be made to discuss the matter with the Principal Investigator responsible for the animals before a decision for action is made.

The Researcher satisfies the obligations established by the University for the care and use of animal in research and teaching by:

- Assuming responsibility for the humane and ethical use of animals in research and teaching and compliance with University Policy;
- Submitting to the Animal Care Committee, a request for permission to use animals in research projects (including field studies) and teaching;
• Initiating or changing procedures involving the care and use of animals in research and teaching only upon confirmation of approval of the Animal Care Committee;

• Informing the Animal Care Committee of adverse events encountered during a procedure or study or of significant new information which becomes available after the Animal Care Committee ethical review either of which may impinge on the ethical appropriateness of continuing with a procedure or study;

• Assuming responsibility for all persons, including students, visiting scientists or others, who will be working on approved projects and ensuring that such persons are competent and authorized to do so by the Animal Care Committee;

• Ensuring that all persons associated with a project are thoroughly knowledgeable about the standards for the care and use of animals and applicable requirements as articulated in the Guide, the Act and University Policy and are technically skilled to perform all procedures in keeping with enunciated ethical norms;

• Serving, as may be reasonably required, on the Animal Care Committee and in this capacity contributing advice with respect to protocol review, animal care and use policy, facilities planning or as otherwise required.

The University Veterinarian, under the supervision of the Vice-President of Research and Innovation and in cooperation with the Animal Care Committee:

• Advises the Vice-President of Research and the Animal Care Committee on matters of policy concerning the care and use of animals in research and teaching;

• Is an ex-officio member of the Animal Care Committee;

• Holds statutory office under the Act as a person licensed to practice Veterinary Medicine as regulated by the College of Veterinarians’ of Ontario under the *Veterinarian’s Act* R.S.O. 1980, c.22;

• May order the cessation of any procedure causing an animal unnecessary pain or other suffering and in addition will refer this matter to the Animal Care Committee for review and further action;

• May order the immediate treatment or euthanasia of any animal for any professional reason;

• Will order the treatment or euthanasia of an animal where the animal is suffering unnecessary pain or other suffering that cannot be relieved whether as a consequence of a procedure or for any other reason;

• Will act in the best interest of an animal and order treatment or euthanasia where treatment instructions have not been filed with the Animal Care Committee and the researcher (or designate) is unavailable for consultation. Under such circumstances, the decision of the University Veterinarian will be final.

Animal Use Reporting by Users:

The number of animals used for an animal use protocol must be reported to the CCAC and OMAFRA for the relevant reporting year.

Exceptions to this are:

• Non-target animals captured or disturbed during research, teaching or testing project;

• In teaching programs such as veterinary and animal health technology programs, the appropriate number of animals required to teach a mandatory skill must be included in a protocol, no matter where the training takes place. Once the learning objectives have been
met, further practice of the skills, as part of the apprenticeship of the student (with appropriate supervision and safeguards) does not need to be reported to the CCAC.

Obtaining Animal Care Committee Approval:

- A researcher may not begin a project involving animals without the PRIOR approval of the Animal Care Committee;
- When multiple research partners are involved in a project, the ACC of the principal investigator should normally take the lead in providing an ethical review of the protocol. Co-operating investigators should be responsible for provision of the reviewed protocol to their home institution, indicating that approval has already been given by the lead ACC. Any questions concerning the reviewed procedures from the home ACCs of the co-operators should be directed to the lead ACC for resolution.
- The following reviews are performed by the ACC:
  i. In Principle. The ACC can review letters of intent that a protocol submission will be made later in the life of a grant. The In Principle letter may be required by the granting agency prior to any funds being released;
  ii. Lab Research Protocols. Research with live captive animals within university or joint institution facilities;
  iii. Field Research Protocols. Research with live animals which will remain in the wild for the study and not normally require extended husbandry care;
  iv. Teaching Protocols. Teaching with live animals within facilities or in field scenarios;
  v. Renewals. Multiyear protocols may be held lasting the life of the grant but require an annual renewal with the ACC;
  vi. Standard Operating Procedures. Any procedures written involving direct interaction with or life support and welfare of live animals;
  vii. University guidelines or policy involving live animal work (note, the ACC is not the only authority for approval concerning official university policy but requires review in an advisory capacity at least concerning ACC mandates).
- The Animal Care Committee will review and approve a new project or an application for the renewal or amendment of a previously approved project where the work;
  i. Will be executed in the spirit of reduction, refinement and replacement of animals;
  ii. Meets the criteria for scientific or pedagogical merit as determined by a peer review process.
- The Animal Care Committee will grant approval to a new project or renew or approve a change in a previously approved project with or without condition, through review through regular meetings through the academic year and a subcommittee for emergency reviews. Subcommittee reviews will be ratified in full committee meetings;
- The Animal Care Committee may review or limit approval of a protocol at any time;
- The Animal Care Committee may revoke any prior authorization in the event of inappropriate or unauthorized use of laboratory animals;
- The Animal Care Committee may order the immediate treatment or euthanasia of any animal where the animal is experiencing unnecessary pain or other suffering that cannot be relieved as a consequence of a procedure;
- The Animal Care Committee may enter any area where laboratory animals are kept or are thought to be kept;
- The Animal Care Committee will document all of its activities and prepare reports as required by law or otherwise;
• Arrangements must be made with a facility for animal housing. The approval of a Protocol or
the authorization of research funding is no guarantee that the University will be able to breed
or acquire, house and care for the animals specified. If, at the time the work is to proceed the
capacity of the University's Animal Facilities are otherwise fully utilized, the research may have
to be modified or rescheduled.

Standards for Animal Use:

• The use of animals in research, teaching, and testing is acceptable ONLY if it promises to
contribute to understanding of fundamental biological principles, or to the development of
knowledge that can reasonably be expected to benefit humans or animals;
• Animals should be used only if the researcher’s best efforts to find an alternative have failed. A
continuing sharing of knowledge, review of the literature, and adherence to the Russell-Burch
"3R" tenet of "Replacement, Reduction and Refinement" are also requisites. Those using
animals should employ the most humane methods on the smallest number of appropriate
animals required to obtain valid information. The following principles incorporate suggestions
from members of both the scientific and animal welfare communities, as well as the
organizations represented on Council. They should be applied in conjunction with CCAC's
Guide to the Care and Use of Experimental Animals;
• If animals must be used, they should be maintained in a manner that provides for their
physical comfort and psychological well-being, according to the CCAC Policy Statement on:
Social and Behavioral Requirements of Experimental Animals;
• The acquisition of animals to be held on campus is to be coordinated with Animal Care.
Normally Animal Care will handle purchase orders for animals on behalf of the lab to ensure
personnel, facilities, and equipment are all secured in time for arrival of the animals and
support through the full length of the project. At minimum, exceptions shall involve
communication with Animal Care at least one week prior to delivery of live animals;
• The acquisition of animals unauthorized by the Animal Care Committee or the Animal Care
and Veterinary Service may result in loss of research privileges or rights;
• All animals experiencing pain or other suffering will receive analgesics or anesthetics or other
appropriate treatment as required by the Guide, the Act, University Policy and in accordance
with instructions contained in Animal Care Committee documentation;
• All surgical procedures will be performed in facilities meeting surgical standards as determined
by the Animal Care Committee and the University Veterinarian in accordance with the Guide,
the Act and standards established by the University unless otherwise specified by the Animal
Care Committee;
• No animal may be kept on campus outside of Animal Care facilities beyond a working day
(overnight), unless prior approval has been granted by the Animal Care Committee;
• Ordinarily, off-site housing (housing other than on University property or associated Animal
Facilities) of animals is not allowed due to the difficulty of monitoring the health and welfare
of animals, husbandry practices, research procedures and Protocol adherence. Exceptions to
this may be granted by the ACC if scientific justification is provided;
• Animals must not be subjected to unnecessary pain or distress. The experimental design must
offer them every practicable safeguard, whether in research, in teaching or in testing
procedures; cost and convenience must not take precedence over the animal's physical and
mental well-being;
• Expert opinion must attest to the potential value of studies with animals. The following
procedures, which are restricted, require independent, external evaluation to justify their use;
If pain or distress is a necessary concomitant to the study, it must be minimized both in intensity and duration. Investigators, animal care committees, grant review committees and referees must be especially cautious in evaluating the proposed use of the following procedures:

- Experiments involving withholding pre and post-operative pain-relieving medication;
- Paralyzing and immobilizing experiments where there is no reduction in the sensation of pain;
- Electric shock as negative reinforcement;
- Extreme environmental conditions such as low or high temperatures, high humidity, modified atmospheres, etc., or sudden changes therein;
- Experiments studying stress and pain;
- Experiments requiring withholding of food and water for periods incompatible with the species specific physiological needs; such experiments should have no detrimental effect on the health of the animal;
- Injection of Freund’s Complete Adjuvant. This must be carried out in accordance with the CCAC Policy Statement on: Acceptable Immunological Procedures.

An animal observed to be experiencing severe, unexpected, or unrelievable pain that is outside the scope of the approved study, must be humanely euthanized upon prompt consultation with the attending veterinarian and principal investigator, using a method providing initial rapid unconsciousness;

While non-recovery procedures involving anesthetized animals, and studies involving no pain or distress are considered acceptable, the following experimental procedures inflict excessive pain and are thus unacceptable:

- Utilization of muscle relaxants or paralytics (curare and curare-like) alone, without anesthetics, during surgical procedures;
- Traumatizing procedures involving crushing, burning, striking or beating in unanesthetized animals.

Studies such as toxicological and biological testing, cancer research and infectious disease investigation may, in the past, have required continuation until the death of the animal. However, in the face of distinct signs that such processes are causing irreversible pain or distress, alternative endpoints should be sought to satisfy both the requirements of the study and the needs of the animal;

Painful experiments or multiple invasive procedures on an individual animal, conducted solely for the instruction of students in the classroom, or for the demonstration of established scientific knowledge, cannot be justified. Audiovisual or other alternative techniques should be employed to convey such information.

PROCEDURE EXCEPTIONS

- Any use that can be categorized in CCAC category of invasiveness “A” (see the CCAC policy statement on Categories of invasiveness in animal experiments). This includes:
  i. The use of eggs, embryos, fetuses and larvae (except fish and amphibian larvae that have reached a stage where survival can reasonably be expected);
  ii. Cadavers of animals not killed specifically for research or teaching, including use of animals euthanized in the course of established industry or commercial practices; and
  iii. Animals that will only be observed in teaching and research, that are not being held captive for these purposes, and where there is no expected impact on these animals or
those around them (whether terrestrial or aquatic) is established by the Office of Research and Innovation for community, labour group, and staff representatives.

- Use of animals for and/or by regulatory agencies for regulated monitoring of contaminants or disease, or to obtain abundance estimates or other population variables required for assessing and managing animal populations. Monitoring involves the routine collection of information obtained in a prescribed manner using standardized methods, where these standard procedures have been approved by an animal care committee. This includes:
  i. Fish being counted at installations such as counting fences and traps and fish being lethally sampled for regulatory purposes;
  ii. Bird banding overseen by the Canadian Bird Banding Council;
  iii. Population/abundance estimates that are routine; and
  iv. The use of animals for environmental effects monitoring strategies or other environmental assessments, for example to assess the health of fish at contaminated site(s) (this does not involve placing fish in potentially contaminated water to detect contaminants).
- Pets (often fish) or display animals kept in offices or public areas, unrelated to teaching, scientific or commercial purpose

The University and investigators may jointly agree to protocols held for larvae of vertebrates when a transition from one life stage to another is reasonably expected to require a protocol by externals. In such cases, this procedure will apply.

DEFINITIONS

Animal - For the purpose of the CCAC’s mandate, an animal is a non-human vertebrate or a cephalopod.

Animal Care Committee (ACC) - An internal committee made up of stakeholders who review and approve research and teaching proposals using live vertebrates or cephalopods and standard operating procedures associated with that work. The ACC also inspects facilities and performs post approval monitoring as an additional layer of promoting good animal practices and maintenance of the supports in place for such.

The Animals for Research Act - This Ontario law stipulates various conditions under which an institution is registered to perform animal related research and teaching. No live animal work may proceed without this registration and adherence to all the conditions within.

Canadian Council on Animal Care (CCAC) - A Federal regulatory body responsible for setting the guidelines. This body was assembled to provide guidelines under which live animal work is to occur and a certification program which any institution performing animal work must have in order to receive Federal funding for research. A loss of the certification will result in a suspension of all Federal research funds for all disciplines at the institution.

Display - Keeping animals for personal or public display with no specific educational, scientific, or commercial goals. Institutions may elect to have a policy or understanding in place that sets conditions for keeping animals as pets or for other purposes in an institution to avoid any adverse animal welfare issues.

GAP - Good Animal Practices. Practices used with good intention to maintaining the health and welfare of the animal while preserving the integrity of the work.
**Mandatory skills** - Technical skills required to meet an objective. These may be determined by the province, the institution, national regulatory/compliance organizations, or other accreditation/certification bodies. Manager and Technician mandatory skill sets in Animal Care are a minimum of either certification with the Canadian Association of Lab Animal Science, or a registered veterinary technician. These positions are required to fulfill several roles for the university towards supporting research, husbandry, and compliance requirements. Mandatory skill sets for lab personnel will be dictated by the requirements of the research. They may focus strictly on how to interact with the animal to properly collect data, or extend to full husbandry care depending on the needs of the project and are to be clearly defined in a protocol submission.

**Observational Studies** - Animals observed with “no expected impact” Given current knowledge of the behaviour of a particular species, the proposed study design is unlikely to alter normal behaviour, including the timing and duration of specific behaviours (e.g. feeding, grooming) and interactions between conspecifics.

**Researcher** – This includes students, staff, faculty, honorary appointments, emeritus, visiting scholars and postdoctoral fellows.

**SOP** - Standard Operating Procedure. A document which explains how to do something frequently performed in the workplace in such a manner as to standardize the process.

**Testing** - Testing refers to experimental manipulation of animals with the measurement of a defined endpoint, for regulatory purposes. Safety testing involves procedures to determine, for example, whether, in what ways and to what extent a compound is toxic. Efficacy testing involves procedures to determine whether a compound or device will be effective for a given condition. Environmental testing involves, for example, placing fish in potentially contaminated water to detect contaminants.

**The Three R’s** - Reduction, Refinement, and Replacement. These are referred to throughout the document as a widely accepted cornerstone of policies on animal-based science around the world. Ethical animal use requires consideration of animal welfare needs and minimal invasion. Reduction refers to any strategy that will result in fewer animals being used. Refinement refers to the modification of husbandry or experimental procedures to minimize pain and distress. Replacement refers to methods which avoid or replace the use of animals in an area where animals would otherwise have been used.

3.0 Related Policies, Procedures and Guidelines
- Animal Care Committee Terms of Reference;
- Provincial Guidelines – Animals for Research Act (Ontario)
- Federal Guidelines – Canadian Council on Animal Care (CCAC) Standards
- Animal Care Standards Policy
- Provision of Care for Resident Animals
- Animal Care Committee Animal Welfare Concern Identification and Response Procedures

4.0 Date for Next Review
- November 1, 2021
Provision of Care for Resident Animals

**Associated Policy:** Animal Care Standards Policy

**Policy Sponsor:** Vice President, Research & Innovation

**Date:** November 1, 2018

1.0 Purpose

Along with two associated procedures (Procedure for Approval of Animal Use in Research and Teaching, and Animal Care Committee Animal Welfare Concern Identification and Response Procedures), this procedure supports the Animal Care Standards Policy. In particular, this procedure informs the requirements of qualified animal care personnel at Trent University and the necessary overlap between students, faculty, and Animal Care personnel in situations requiring cooperation to attain research or teaching goals.

2.0 Procedure

This procedure applies to all work with live animals resident on Trent campuses. This procedure is also applicable whether the animal is the subject of science (e.g. wildlife or farm animal studies), or is supporting science either directly (e.g. animal model of disease or of a biological process, animals used in clinical trials) or indirectly (e.g. breeding colonies, sentinel animals, animals used for training, animals used as food for other animals).

All animal holding or breeding husbandry will normally be performed by Animal Care personnel in order to prevent conflict of interest situations, ensure consistency in care and routine, ensure transparency and to maintain proper records of animal use. When a cooperation or transfer of duties is required, Animal Care personnel will, at a minimum, provide support with daily checks on all active animal use protocols on campus. This does not require that each animal be observed by Animal Care personnel but that care conditions be confirmed daily as in place, properly documented, and routinely performed by stakeholders sharing husbandry duties.

The ACC may approve breeding colony husbandry by a principal investigator who provides adequate justification. Normally this would occur only when the breeding itself is an integral part of the research procedures. It is understood that coordinating the breeding and performing husbandry duties for a brood stock are distinct activities. In the spirit of upholding the tenets of the 3 R’s, stakeholders agree to only coordinate as much breeding as is required to maintain the health of the colony and supply individual research protocols. The principal investigator may delegate husbandry needs integral with the breeding or experimental process in these situations to personnel listed on the protocol which have the mandatory skill sets for care of the animals.

ACC protocols are not normally held for invertebrates. The University and investigators may jointly agree to protocols held for larvae of vertebrates when a transition from one life stage to another is reasonably expected to require a protocol by externals. In such cases, these procedures will apply.
Exceptions to this procedure are:

- Any use that can be categorized in CCAC category of invasiveness “A” (see the CCAC policy statement on Categories of invasiveness in animal experiments). This includes:
  - The use of eggs, embryos, fetuses and larvae (except fish and amphibian larvae that have reached development where survival can reasonably be expected past swim-up stage in fish and Gosner stage 24 in amphibians);
  - Cadavers of animals not killed specifically for research or teaching, including use of animals euthanized in the course of established industry or commercial practices; and
  - Animals that will only be observed in teaching and research, that are not being held captive for these purposes, and where there is no expected impact on these animals or those around them (whether terrestrial or aquatic) is established by the Office of Research and Innovation for community, labour group, and staff representatives.

Pets (often fish), service animals, or display animals kept in offices or public areas, unrelated to teaching, scientific, or commercial purposes.

**RESPONSIBILITIES**

The Vice-President Research and Innovation:

- Is responsible for the Animal Care and Use Program at Trent University and is the Operator as defined under the Guide and the Act;
- Ensures Animal Care personnel have the mandatory skills sets required for current and emerging animal use at Trent;
- Delegates respective responsibilities for implementation of the animal care and use to:
  - The Animal Care Committee;
  - The Manager of Animal Care;
  - The University Veterinarian; and
  - The Researcher.

The Animal Care Committee:

- Established by the Nominating Committee on behalf of Senate;
- Established by the Office of Research and Innovation for community, labour group, and staff representatives;
- A statutory committee under s.17 of the *Animals for Research Act*;
- Ensures compliance with all other statutes concerning animals through protocol review, post approval monitoring, facility inspections, and annual protocols renewals;
- Ensures that the care and use of animals in research and teaching conform to ethical standards that are compatible with the goals of science and education;
- Review SOPs;
- Reviews and approves the standards, training and qualification of persons working with animals;
- Will delegate all husbandry and breeding to Animal Care personnel in situations where irresponsible breeding practices or inadequate care of animals in demonstrated.
The Researcher satisfies the criteria established by the University for the care and use of animals in research and teaching by:

- Assuming responsibility for the humane and ethical use of animals in research and teaching and compliance with University Policy;
- Justifying where the need to share to project population or brood stock husbandry between stakeholder groups exists to support research and teaching goals, and ensuring such arrangements shall be defined in an approved ACC protocol;
- Initiating or changing procedures involving the care and use of animals in research and teaching only upon confirmation of approval of the Animal Care Committee;
- Ensuring that all lab personnel associated with a project are thoroughly knowledgeable about the standards for the care and use of animals and applicable requirements as articulated in the Guide, the Act and University Policy;
- Ensuring that all lab personnel are able and available to perform mandatory skill sets as required by the research and animal needs where such intersect;

DEFINITIONS

**Animal** - For the purpose of the CCAC’s mandate, an animal is a non-human vertebrate or a cephalopod. These are animals brought or bred to reside on campus as part of a research or teaching program. This policy refers strictly to vertebrates and cephalopods requiring a protocol as defined by the guidelines of the CCAC and Animals for Research Act.

**Animal Care Committee (ACC)** - An internal committee made up of stakeholders who review and approve research and teaching proposals using live vertebrates or cephalopods and standard operating procedures associated with that work. The ACC also inspects facilities and performs post approval monitoring as an additional layer of promoting good animal practices and maintenance of the supports in place for such.

**The Animals for Research Act** - This Ontario law stipulates various conditions under which an institution may be registered to perform animal related research and teaching. No live animal work may proceed without this registration and adherence to all the conditions within.

**Canadian Council on Animal Care (CCAC)** - A Federal regulatory body responsible for setting the guidelines. This body was assembled to provide guidelines under which live animal work is to occur and a certification program which any institution performing animal work must have in order to receive Federal funding for research. A loss of the certification will result in a suspension of all Federal research funds for all disciplines at the institution.

**Husbandry** - The life support care and breeding of animals.

**Mandatory skills** - Technical skills required to meet an objective; these may be determined by the province, the institution, national regulatory/compliance organizations, or other accreditation/certification bodies. Manager and Technician mandatory skill sets in Animal Care are a minimum of either certification with the Canadian Association of Lab Animal Science, or a registered veterinary technician. These positions are required to fulfill several roles for the university towards supporting research, husbandry, and compliance requirements. Mandatory skill sets for lab personnel will be dictated by the requirements of the research. They may focus strictly on how to interact with
the animal to properly collect data, or extend to full husbandry care depending on the needs of the project and are to be clearly defined in a protocol submission.

**Researcher** – This includes students, faculty, honorary appointments, emeritus, visiting scholars and postdoctoral fellows.

**The Three R’s** - Reduction, Refinement, and Replacement. These are referred to throughout the document as a widely accepted cornerstone of policies on animal-based science around the world. Ethical animal use requires consideration of animal welfare needs and minimal invasion. Reduction refers to any strategy that will result in fewer animals being used. Refinement refers to the modification of husbandry or experimental procedures to minimize pain and distress. Replacement refers to methods that avoid or replace the use of animals in an area where animals would otherwise have been used.

3.0 Related Policies, Procedures and Guidelines
- Animal Care Committee Terms of Reference
- Provincial Guidelines – Animals for Research Act (Ontario)
- Federal Guidelines – Canadian Council on Animal Care (CCAC) Standards
- Animal Care Standards Policy
- Procedure for Approval of Animal Use in Research and Teaching
- Animal Care Committee Animal Welfare Concern Identification and Response Procedures

4.0 Date for Next Review
- November 1, 2021
Animal Care Committee Animal Welfare Concern Identification and Response Procedures

**Associated Policy:** Animal Care Standards Policy

**Policy Sponsor:** Vice President, Research & Innovation

**Date:** November 1, 2018

1.0 Purpose of the Procedure

Trent University is obliged by its commitment to the Agreement on the Administration of Agency Grants and Awards by Research Institutions to fully comply with CCAC (Canadian Council on Animal Care) standards. Therefore, Animal Care Committees are required to establish and enact a post-approval review program that includes a framework for reviewing and correcting elements of a research project that may deviate from an approved AUP and/or from current veterinary and regulatory standards of animal ethics and care.

Keys to the success of this program are effective collaborative communications between the Animal Care Committee (ACC) and the research and teaching community, and commitment by all parties to follow the policy and related procedures.

The Main purpose of this procedure is in fulfilling our obligations above by:

- Providing a framework for Trent’s Animal Care Committee (ACC) to effectively and collegially assess concerns and then respond to incidents and non-compliance pertaining to animal-based science;
- Re-aligning animal care procedures and related processes with the approved Animal Use Protocol (AUP) and/or current regulatory, veterinary, and institutional standards of animal ethics and care; and
- Ensuring that appropriate project refinement in response to incidents, and action plans and/or sanctions, in response to non-compliance, are promptly enacted by accountable parties.

2.0 Scope of this Procedure

This procedure pertains to all Trent related teaching and research involving the use of live vertebrates or cephalopods in the field or captive environments. It is applicable to all students, faculty, and staff associated with the animal work. This applies to any work whether unfunded; funded privately; funded through operating funds; or, funded by a government grant.
Compliance with a variety of regulations is required for maintaining our license to work with animals under the Animals for Research Act, for maintaining certification with the CCAC to be eligible for government grant funding, and for upholding our Agreement on the Administration of Agency Grants and Awards by Research Institutions between Trent University & The Federal Granting Agencies namely NSERC, SSHRC & CIHR.

3.0 Procedure

Where reasonable and appropriate, concerned individuals must attempt to work with Principal Investigators (PIs) to appropriately and promptly resolve concerns regarding a perceived departure from an approved Animal Use Protocol (AUP) or current regulatory standards that negatively impact animal health, behaviour and/or well-being.

All members of Trent’s research community must promptly notify the ACC or its designates of any concerns that have not been appropriately and promptly resolved through preliminary discussions between the concerned individual and Principal Investigators (PIs) and their staffs.

The ACC must ensure confidentiality for those who disclose their concerns relating to an animal’s health, behaviour and/or well-being.

All Concerns brought forward to the ACC must be based upon evidence presented to and corroborated by the ACC in order to be classified further as Incidents (see definition) requiring Project Refinements (see definition) or Non-Compliance (see definition) requiring Action Plans (see definition) and/or Sanctions (see definition).

All matters brought to the attention of ACC must first be regarded as a Concern (Appendix A). If the Concern is substantiated, in general, it must first be considered an Incident-requiring adherence to the Concerns Identification and Project Refinement Procedures (Appendix B) – Step 1 (see definition).

If the Incident is not resolved through Step 1 or if the ACC believes that a situation may be considered Non-Compliance, the Concerns Identification and Corrective Action Plan for Non-Compliance – Step 2 (Appendix C) process must be followed (see definition).

The ACC’s degree of response to Incidents and Non-Compliance and related timelines must correspond to the potential impact upon an animal’s health and well-being.

Veterinarians must ensure that animals involved in procedural Incidents and Non-Compliance promptly receive medical interventions to relieve unnecessary suffering if necessary.

The ACC must promptly inform the Principal Investigator (PI) of Concerns brought to its attention, and must regularly communicate with the PI throughout assessment and response processes.

Principal Investigators and their staffs must be afforded opportunities to provide the ACC with clarifications and to express any discomfort regarding proposed Project Refinements (see definition) relating to Incidents or Action Plans relating to allegations of Non-Compliance.

The ACC, Principal Investigators, Manager of Animal Care, and their designates must act collegially in good faith to readily resolve any Incidents associated with animals under their care.

For instances involving allegations of Non-Compliance:

- the VPRI must support the ACC by providing direction regarding Action Plans and Sanctions;
- Applicable Senior Administration must be advised of non-compliance allegations and proposed Action Plans, as directed by the VPRI and implemented by the ACC or its Executive Team.
Incidents and Non-Compliance, related Project Refinements, Action Plans, Sanctions, and follow-up must be documented by the ACC and made readily available to Senior Administrators and regulators.

Non-Compliance Action Plans must be communicated to granting agencies via Trent’s Office of Research to fulfill our regulatory obligations.

The Animal Use Protocol must be up-dated via amendments to reflect alterations to or clarifications arising from Incidents and/or Non-Compliance.

4.0 Responsibilities

Animal well-being is the joint responsibility of the research lab personnel and Animal Care personnel. A solid foundation of good communication between the Principal Investigator lab personnel and Animal Care personnel acting in good faith is the basis of professional research, which should resolve most concerns without the necessity of involving the ACC.

The Vice-President Research and Innovation’s responsibilities:

- Provide direct support to the ACC, as requested;
- Provide timely direction to the ACC and Compliance Officer regarding action plans and sanctions in response to non-compliance;
- Follow up on an incident that is not readily resolved (i.e. enact Academic Misconduct Policy when ACC efforts toward resolution are exhausted and a charge is submitted by the ACC.

The Animal Care Committee’s responsibilities:

- Appoint designates to act on their behalf;
- Review and provide timely feedback to the all stakeholders regarding their proposed action plans;
- Provide technical and consultative support to the PI towards aligning animal-research practices with the approved AUP and/or all regulatory requirements throughout the process via:
  - Dialogue;
  - Animal model and drug regime refinement;
  - Hands-on demonstrations;
  - Staff training recommendations;
- AUP documentation refinement;
- Objectively assess evidence associated with Concerns presented to the ACC;
- Ensure prompt response to incidents and non-compliance;
- Develop initial recommendations for Action Plans;
- Seek VPRI direction on actions for incidents not readily resolved;
- Follow-up with the PI to ensure Action Plans have been implemented.

Chair, Animal Care Committee’s responsibilities:

- Maintain an objective position;
- Communicate regularly with the ACC and PIs, VPRI as appropriate;
- Ensure timely and appropriate communications between the PI and the ACC.
Certifications and Regulatory Compliance Officer’s responsibilities:

- Send communications to ACC members regarding upcoming meetings;
- Record and promptly distribute meeting minutes associated with Concerns, Incidents and Non-Compliance;
- Provide administrative and technical support to the ACC regarding continuing care assurance through:
  - Incident and Non-Compliance case administration and record-keeping;
  - Consultation with the ACC and its designates regarding veterinary and regulatory standards of care;
- Follow-up directly with the PI / PI group to facilitate prompt resolution of any Concerns;
- Forward any Concerns that cannot be readily resolved between the Compliance Officer and the PI / PI group to the ACC;
- Coordinate post approval monitoring meetings for the ACC in undertaking regular inspections of areas associated with live animal work, implementing Project Refinements, Action Plans and Sanctions, as directed by the ACC.

Trent University Veterinarian’s responsibilities:

- Advise the ACC of current veterinary standards;
- Perform or authorize a competent designate to treat or euthanize an animal as directed by Action Plans or Sanctions;
- Work with the PI to implement Project Refinements and/or Action Plans;
- Act as a designate of the ACC with respect to supporting the PI in implementing Project Refinements, Action Plans and Sanctions, as directed by the ACC;

Trent University Manager of Animal Care (and/or designate) responsibilities:

- Provide day-to-day assistance and information with respect to animal care and use to animal scientists and animal care staff in remaining compliant with approved AUPs and institutional and CCAC standards by ensuring:
  - Animal scientists and their staffs are comfortable handling animals and carrying out procedures successfully, and that they are able to do so in appropriate conditions;
  - Endpoints are applied as approved by the ACC to avoid unnecessary distress to animals;
- Where reasonable and appropriate, communicate directly with PIs and their staff’s concerns regarding a perceived departure from an approved Animal Use Protocol (AUP) or current regulatory standards that negatively impacts animal health, behaviour and/or well-being;
- Inform the ACC or its designates of any animal health and welfare concerns that are not readily resolved through direct work with the PI and PI staff;
- Act as the ACC’s designate for implementing corrective Action Plans as required.

Senior Administrators’ responsibilities:

- Support the ACC and enter discussions regarding corrective Action Plans as required.
Principal Investigator’s responsibilities:

- Work promptly with ACC representatives to address concerns in the event of a perceived departure from an approved Animal Use Protocol (AUP) or current regulatory standards that negatively impact animal health, behaviour and/or well-being;
- Be available to ACC representatives for collegial interaction throughout the process;
- Collegially interact with ACC representatives;
- Provide clarifications to ACC representatives, as requested;
- Promptly implement ACC’s corrective Action Plans;
- Source and appoint a representative should the PI not be available for the problem solving effort.

Principal Investigator’s Representative’s responsibilities:

- Be available to the ACC when called upon to act as a liaison between the PI and the ACC;
- Objectively communicate with the PI and maintain collegiality on the ACC’s behalf;
- Objectively represent the PI’s feedback to the ACC, VPRI and other Senior Administrators.

Definitions

**Acting in Good Faith** - A sincere belief or motive without any malice or the desire to defraud others. A sincere intention to deal honestly and fairly with others.

**Action Plans** - Specific actions to realign procedures with the approved AUP and/or current regulatory/veterinary/institutional standards of animal ethics and care, which may include sanctions, as directed by the Vice-President, Research and Innovation (VPRI).

**Agreement on the Administration of Agency Grants and Awards by Research Institutions** – Formerly, The Memorandum of Understanding – Tri-Agency’s formal acknowledgment with Trent University committing the institution to specific criteria that permits the release of funding. Compliance with this agreement is regularly audited by Tri-Agency in addition to CCAC’s assessments.

**Animal Use Protocol (AUP)** – The ACC’s mandatory animal ethics form that contains details of a AUP holder’s intended live vertebrate animal care and use, which must be reviewed and approved by the ACC in advance of animal-based science or public viewing of displayed animals.

**Animal Care Committee (ACC)** – The institutional Animal Care Committee is responsible for overseeing all aspects of animal care and use and for working with animal users, animal care personnel and the institutional administration. The ACC is responsible for ensuring that animal ethics and care for animal-based science and animal displays directly associated with Trent’s research community is in accordance with all regulatory and institutional policies and guidelines.

**ACC Subcommittee** - A subset of the ACC tasked with performing preliminary assessments of concerns and related evidence brought forward to the ACC; developing recommendations for Project Refinements and Action Plans; and assigning a specific PI Rep to incidents as they arise. This subset must include at least one experienced animal-based scientist, a Veterinarian, ACC Community Rep, and the Manager of Animal Care.

**CCAC** – The Canadian Council on Animal Care is a not-for-profit organization, created in 1968 to oversee the ethical use and care of animals in science (research, teaching and testing) throughout Canada.
**Community Rep** – An ACC member that represents the public. A Community Rep must have no direct current or prior involvement in animal-based science.

**Concerns** – Anything communicated to any member regarding animal health and/or welfare, human safety, and AUP-related issues. Concerns that cannot be readily resolved will be reviewed the ACC as appropriate. Concerns will be communicated to the PI before they are classified as either Incidents or Non-Compliance.

**Concerns Identification & Follow-Up Procedures** - (Appendix A) A flow chart and procedural outline that illustrates or describes the stepwise process for resolving concerns regarding a perceived departure from an approved Animal Use Protocol (AUP) or current regulatory standards that negatively impacts animal health, behaviour and/or well-being;

**Concerns Identification and Project Refinement Procedures** – (Appendix B) Step 1. A flow chart and procedural outline that illustrate or describe the stepwise process for resolving Incidents;

**Concerns Identification And Corrective Action Plan For Non-Compliance** – (Appendix C) Step 2. A flow chart and procedural outline that illustrate or describe the stepwise process for ensuring quality assurance.

**Incident** – A Concern that is substantiated by evidence provided to and reviewed by the ACC, which requires project refinements. May be either administrative or procedural in nature.

**Administrative Incident** – Substantiated concerns associated with Animal Use Protocol form content (e.g. animal use exceeds authorized numbers, overdue form renewals); outstanding CCAC-mandated training; or incomplete/inaccurate animal record-keeping;

**Procedural Incident** – An incident that affects the health, behaviour and/or well-being of an animal that has either not been pre-approved on an AUP, or contravenes current regulatory, veterinary or institutional standards of animal care and use. Requires project refinement.

**Non-Compliance** – A demonstrated disregard for animal-related regulatory, veterinary and/or institutional standards and related policies and procedures; a demonstrated lack of empathy for animals used in animal-based science. Requires action plans and sanctions. May begin as an Incident or series of Incidents; if not readily resolved, may be considered by the ACC as Non-Compliance. A failure to communicate in 21 calendar days to concerns or requests for information will be deemed as non-compliance.

**Principal Investigator (PI)** – A scientist responsible for undertaking animal-based science in alignment with an approved Animal Use Protocol and current veterinary standards of animal care.

**PI Representative (PI Rep)** – An animal user appointed by the ACC who agrees to act as a liaison between the ACC and PI associated with an Incident or Non-Compliance as needed.

**Sanction** – Corrective action taken in response to non-compliance, e.g. AUP ‘on hold’, as directed by the Vice-President, Research and Innovation.

**Senior Administration** – Vice-President, Research and Innovation, and the Deans.

**Substantiated Concerns** – Concerns that are supported by evidence obtained by the ACC and considered to be incidents requiring project refinements.

**VPRI** – Vice-President Research and Innovation
5.0 Contact Officer
   • The Trent Manager of Animal Care
   • The Certifications and Regulatory Compliance Officer

6.0 Date for Next Review
   • November 1, 2021

7.0 Related Policies, Procedures and Guidelines
   • Animal Care Committee Terms of Reference
   • Provincial Guidelines - Animals for Research Act (Ontario)
   • Federal Guidelines - Canadian Council on Animal Care (CCAC) Standards
   • Procedure for Approval of Animal Use in Research and Teaching
   • Provision of Care for Resident Animals

Trent University gratefully acknowledges the assistance of the CCAC and Western University for the original source material to adapt for Trent University use.
Appendix A: Trent ACC Concerns Identification and Follow-Up Procedures

A Concern identified by personnel is forwarded to the ACC Chair, Manager of Animal Care, or Veterinarian.

1. Fact-Finding – Manager of Animal Care or designate collects and reviews information associated with the concern by fact-finding and communicating directly with Animal Care (AC) C and PI as needed.

2. Manager of Animal Care starts an AC internal record (Concern Report) detailing OH&S, animal welfare, or other concerns.

3. Manager of Animal Care works directly with the PI &/or Vet (re animal health concerns) and Risk Management (if appropriate) to resolve the concern. Repeat within reason.

4. Readily Resolved. Manager updates involved stakeholders on actions taken and resolution status. Note is added to the monthly ACC report by the Manager as needed.

5. Compliance Officer adds the incident report to the Post Approval Review standing agenda item for the next ACC meeting. During the summer ACC hiatus, this goes directly to the ACC subcommittee or in emergencies.

4. Not Readily Resolved. Manager forwards an Incident Report to the ACC and updates concerned stakeholder on actions taken and resolution status.

6. ACC follows the process for Step 1 Appendix B.

The degree of response to concerns and related timelines must correspond to the potential impact upon an animal’s health and well-being.

As necessary the Veterinarian provides direction for relief to animals experiencing unnecessary pain or suffering.
Appendix B: ACC Concerns Identification and Project Refinement Procedures Step 1

1. A Concern identified by the ACC Chair, Veterinarian or Manager of Animal Care is brought to the attention of the Trent ACC or ACC subcommittee.

2. ACC members determine concern type – Incident or Non-Compliant

3A. Incident. ACC determines proposed refinements or procedures commensurate with degree of impact upon the animal, AUP, & with reference to related roles, e.g. ACC Chair, Veterinarian, or Manager.

3B. Non-compliance. Concerns identification and corrective response for non-compliance are defined and communicated by the ACC to the PI.

4A. If the PI is unavailable, the PI may appoint a PI Rep to act as liaison between the ACC and the PI if needed.

4B. PI encouraged to meet with the Chair or ACC and work towards a resolution.

5. PI Rep or other ACC designate liaises with PI regarding proposed refinements as necessary.

5. Compliance Officer details the workflow in the Post Approval Review (PAR) standing agenda item for the next ACC meeting. This PAR agenda item goes to the ACC subcommittee during any ACC hiatus. ACC.

6A. Resolved. Compliance Report is complete and filed.

6B. Not resolved. Proceed to Appendix C.

7A. Resolved. ACC Chair emails PI acknowledging Incident resolution & indicating nature of any further ACC follow-up; other admin are copied on the email to complete documentation.

7B. Not Resolved. ACC determines whether to return to Step 3A, 3B, or report as Non-Compliance.

8. Incident Report is completed and filed.
Appendix C: Concerns Identification and Corrective Action Plan – Step 2

1. ACC representative and PI (may be individual previously involved PI Rep in historical Incident follow-up) meet regarding situation to discuss proposed action plan.

2A. Resolved. Chair copies action plan to the PI. Proceed directly to section 5.

2B. Not Resolved. ACC develops recommendations w. associated timeframes; copies to VP of Research for feedback. The ACC implements protocol work stoppage to maintain animal welfare*.

3. Once the action plan is confirmed by VP-R or designate, the ACC representative will liaise with PI regarding

4. Action plan is implemented by ACC or its designates; ACC Chair updates VPR, other Senior Administration (Deans or Provost), and Office of Research as applicable.

5. PI implements action plan as per VP-R/ACC (submits a Protocol Modification, as required) & updates VP-R/ACC on actions taken. ACC confirms implementation*.

6A. The concern is resolved.
ACC Executive emails PI noting resolution and any follow-up; administration copied on the email, as applicable.

6B. The concern is not resolved.
The protocol is suspended and all live animal work stops. The ACC submits a formal need for corrective action or return to section 4.

7A. ACC directs Trent personnel to lift corrective actions and an incident report is filed. As applicable, the granting agency receives a status update.

7B. As applicable, the granting agency is updated about the quality assurance scenario and next steps.

*The ACC’s degree of response and related timelines must correspond to the potential impact upon an animal’s health and well-being.
Cyclical Program Review Committee
Senate Report 3 – January 15, 2019
Report Dated: January 3, 2019

Agenda Items - For Information

1. Completion of Cyclical Review Process
   - BScFS Forensic Science and BSc/BA Joint Major Forensic Science

2. Final Assessment Report
   - English Literature BA & English (Public Texts) MA

1. Completion of Cyclical Review Process

As the final step in the Cyclical Review Process, degree programs are required to submit an Implementation Report that addresses the recommendations and timelines as outlined in their respective Final Assessment Reports under the Implementation Plan section.

The Cyclical Program Review Committee reviews and approves the Implementation Report ensuring that all recommendations have been satisfactorily completed and/or addressed. Based on the Committee’s review, the external review process for the following degree program is now completed:

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>YEAR OF REVIEW</th>
<th>NEXT REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>BScFS Forensic Science and BSc/BA Joint Major Forensic Science</td>
<td>2016-2017</td>
<td>2024-2025</td>
</tr>
</tbody>
</table>
2. Final Assessment Report

Cyclical Program Review Committee (CPRC)  
Final Assessment Report & Implementation Plan  
BA English Literature & MA English (Public Texts)

| Degree Programs Being Reviewed | BA English Literature  
|                               | MA English (Public Texts) |
| External Reviewers            | Dr. Ted Bishop, University of Alberta  
|                               | Dr. Paul Keen, Carleton University |
| Internal Representative       | Dr. Fiona Harris-Stoertz, Department of History |
| Year of Review                | 2017-2018 |
| Date of Site Visit           | March 1 & 2, 2018 |
| Due Date for Implementation Report by English Literature | October 1, 2019 |
| Date of Next Cyclical Review | 2025-2026 |
| Date Prepared by CPRC        | December 12, 2018 |
| Date Approved By Provost & VP Academic | December 17, 2018 |
| Signature Of Provost & VP Academic | 

Students enrolled in Trent University’s English programs will be engaged in curriculum that demands creativity, critical inquiry and strong communication skills. Throughout their degree, students will explore literature, culture and the history of ideas in courses ranging from medieval romance to contemporary graphic fiction.

The English BA program introduces students to literature in English, from its beginnings over a thousand years ago in Anglo-Saxon England, to its current status as the global medium of culture and communication. Students have the opportunity to study the language of our daily existence (whether that language happens to be Shakespearean, Canadian, Chaucerian or Jamaican) in works of the imagination, which confront the pressing and enduring issues in our lives and our world.

In the Public Texts MA program, students can use the knowledge that they have already obtained and explore what it means to “go public” or to “publish” and how that act resonates for writers, cultures and publics. Students will develop new ways of looking at the production and circulation of texts, and at the history and future of texts and publics, exploring issues and emerging as central to research today.
Summary of Process

During the 2017-2018 academic year, the BA English Literature and MA English (Public Texts) programs underwent a review. Two arm’s-length external reviewers (Dr. Ted Bishop, University of Alberta and Dr. Paul Keen, Carleton University) and one internal member (Dr. Fiona Harris-Stoertz, Department of History, Trent University) were invited to review the self-studies and related documentation. A site visit was conducted at both the Peterborough and Durham campuses’ on March 1st and 2nd, 2018.

This Final Assessment Report (FAR), in accordance with Trent University’s Institutional Quality Assurance Policy (IQAP), provides a synthesis of the cyclical review of the degree programs. The report considers five evaluation documents: the Undergraduate Program Self-Study, the Graduate Program Self-Study, the External Reviewers’ Report, the Programs’ Responses, and the Decanal Responses.

A summary of the review process is as follows: the undergraduate and graduate programs each prepared a separate self-study document addressing the evaluation criteria as outlined in Trent’s IQAP. Appendices included: Curriculum Vitae; Course Syllabi; Learning Outcomes; Enrolment, Retention and Student Data; Calendar Copy and Student Surveys. Qualified external reviewers were invited to conduct a review of the programs that involved a review of all relevant documentation (self-studies, appendices, IQAP) in advance of the site visit. A two-day site visit took place where reviewers met with senior administration, faculty, and students.

Once the external reviewers’ report was received the Programs, Undergraduate Dean and Graduate Dean provided responses to the report. The Cyclical Program Review Committee (CPRC) reviewed and assessed the quality of the degree programs based on the five review documents and reported on significant program strengths, opportunities for improvement and enhancement, and the implementation of recommendations.

The Implementation Plan identifies those recommendations selected for implementation and specifies: proposed follow-up, who is responsible for leading the follow-up, and the specific timeline for addressing the recommendation, if applicable. Academic units, in consultation with the respective Dean(s), will submit an Implementation Report in response to the recommendations identified for follow-up. The Report is due October 1, 2019.

Significant Program Strengths

- Reviewers commented that ‘both the BA and MA programs exemplify Trent University’s emphasis on creating vibrant, engaged and sustainable communities of learning, teaching, and research that are responsive to broader publics, locally, nationally, and globally.

- The Public Texts MA, was noted by the reviewers, as a program that ‘challenges students to explore both the fundamental influence of much broader social and materialist contexts on various literary forms, and the ways that literary culture can help to shape the world around it’. The MA program has unique and highly innovative features offering students a variety in educational experiences including cutting edge introductions to book history, editing and internships.
• The BA program has recently made fundamental structural changes, discarding traditional models of historical coverage to offer students an unlimited choice from a wider range of course and a capstone experience in fourth year.

Opportunities for Program Improvement and Enhancement

• The program should explore opportunities to create new programming in writing skills, creative writing, journalism as well as the potential for online learning.

• In order to address faculty retirements, the program should review curriculum offerings and begin planning for imminent retirements that may require streamlining curriculum offerings.

• The introduction of ‘new’ Options at the undergraduate level will provide opportunities of increased enrolment.

Complete List of Recommendations

Recommendation 1
That the program hire additional faculty for both campuses, to replace retiring faculty and to address the need for a Renaissance specialist.

Undergraduate Program Response
The program supported this recommendation and indicated the most pressing need would be for a Renaissance specialist.

Undergraduate Decanal Response
The department has identified some hiring needs in specific areas. Multi-year hiring scenarios have been developed to facilitate planning and investment needs to maintain program offerings and quality of education.

Graduate Program Response
Renaissance/digital humanities is a common joint field and would address missing areas of expertise in the graduate program. Digital humanities would support the important research and internship opportunities provided by the EditionsTrent digital lab at Traill College, at which many of our students intern, and which constitutes a key focus of the MA program.

Graduate Decanal Response
Digital humanities are an exciting area for the program to explore and is worth continuing to prioritize as a potential hire. To support the case for Digital Humanities, it might be useful to think about synergies and joint initiatives to make a stronger case for delving into the digital humanities.
RECOMMENDATION 2
That a student assistant be hired to assist the graduate administrator during peak times of the academic year.

Graduate Program Response
The program supported the recommendation.

Graduate Decanal Response
The program could use some of its Operating Budget to hire additional student support if required. Alternatively, the graduate studies department is developing online processes and procedures that will streamline the workflow for our academic administrative assistants, and provide efficiencies.

RECOMMENDATION 3
That an advisor be hired to oversee the internship program.

Undergraduate Program Response
This recommendation is directed at the part-time program’s internship option. As internships are becoming a standard part of the university experience, the humanities will need a coordinator to oversee internships and practicums. The program hopes the new Director of Co-op, Careers and Experiential Learning at Trent will be able to provide options.

Undergraduate Decanal Response
Experiential learning is growing in the humanities and will need to be supported administratively. There are a variety of options for support to explore.

Graduate Program Response
This is essential, given the demands on the graduate director and staff member to support internship stream students, and the likelihood that applications to this stream will increase.

Graduate Decanal Response
Trent recently completed a review of Experiential Learning resulting in a new Co-op, Careers, and Experiential Learning office. Supporting internships is a priority for the University.

RECOMMENDATION 4
That in first year, GTAs be in charge of running seminars only, and that separate marking assistants be hired to grade first-year coursework.

Undergraduate Program Response
TAs are predominantly competent, engaged, and effective, and it is important to ensure that TAs are equipped with the tools to be effective. Because English, like the other undergraduate program in humanities, relies on TAs from several different graduate programs, some of this work needs to be done holistically.
Undergraduate Decanal Response
Better TA training seems like the most reasonable approach to the problem. The reviewers’ suggestion that we separate TAships and marking assistance is problematic insofar as, marking is a skill that graduate students need to learn and there is no reason to assume that marking assistants will necessarily be better at marking than TAs.

RECOMMENDATION 5
That first year writing courses be restructured to full-year courses.

Undergraduate Program Response
If the university changes its policy on 1.0 credit courses, the program will certainly revisit the delivery of Write in Time and several courses in ENGL, particularly at the upper year levels.

Undergraduate Decanal Response
One key reason to offer writing courses is to help students across the university develop better writing skills. One advantage of 0.5 credit writing courses is that students in a wide variety of disciplines are better able to fit in a writing course or two as they progress through their degree. In a half course system, full-year courses eliminate a significant number of students from the enrolment pool. There are also students who might be willing to invest in a half course, but not a full course. Fortunately, students who want to develop their writing further have the option of taking more than one writing and/or English course.

The English Department is in a great position to support student success across campus through the delivery of half credit writing courses. This contribution is an intellectual and social good and one of which we should be very proud.

RECOMMENDATION 6
That more events be organized for graduate students so that they have a chance to meet and learn about each other’s work.

Graduate Program Response
In 2017-18, the program organized the first Public Texts Public Talks event with some financial assistance from the undergraduate program. Graduate students in 2017-18 organized and conveyed student activities via social media accounts. The graduate administrator regularly emails graduate students with announcements regarding the many graduate student events at Traill College, in addition to specific program events in English, Cultural Studies, History, and Theory Culture Politics. A student driven initiative might be more successful.

Graduate Decanal Response
Graduate Studies has a Strategic Research Fund (SRF), which programs can apply to. The SRF is used to fund events to enhance graduate student research experience. Typically, this fund is used to hold mini-conferences or bring in noted speakers. Programs can obtain between $500-$1000 per term to support events. The English Public Texts MA has applied to the SRF in the past, and the program should continue to do this to help support these sorts of activities.

With the changes to the college system in 2018-2019, Traill College has both more autonomy and funding to support graduate student initiatives. In the coming year, more events will be hosted by
Traill College that will help expand opportunities. The program should work with the Principle of Traill College to make sure that the program’s priorities are reflected in Traill College offerings.

RECOMMENDATION 7
That the Materiality and the Text in the Digital Age course be a required course for graduate students.

Graduate Program Response
‘Materiality and the Text in the Digital Age’ replaced Public Texts 1 this year as ‘recommended but not required.’ The external reviewers commented positively on this course. The program will monitor participation in 2018-19 and revisit in spring 2019.

Graduate Decanal Response
The Dean agrees with the Program’s response.

RECOMMENDATION 8
That the thesis option be reserved for students with an 80% average and that students wishing to shift into the thesis option be asked to apply by the end of first semester in their first year.

Graduate Program Response
The department agreed to make this change however would substitute ‘normally reserved’ to allow for worthy exceptions. The program agreed that a firm deadline for changing streams be required.

Graduate Decanal Response
The Dean agreed with the Program’s response.

RECOMMENDATION 9
That the department create a list of courses offered by other departments that would count toward the English degree instead of cross-listing courses.

Undergraduate Program Response
The program intends to introduce this list for 2019-20.

Undergraduate Decanal Response
This might be difficult for the Registrar’s Office to manage and track over time. Perhaps another way to address the issues at hand can be found.
IMPLEMENTATION PLAN

The Implementation Plan provides a summary of the recommendations that require action. The Academic Unit in consultation with the Dean will be responsible for moving forward with the recommendations to ensure that each is completed within the recommended timeframe.

The Academic Unit will be responsible for submitting an Implementation Report reporting on the completion and/or status of each recommendation. The Implementation Report should be submitted to the applicable Dean(s) who will then forward the Report to the Office of the Provost.

**DUE DATE FOR IMPLEMENTATION REPORT: October 1, 2019**

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Proposed Follow-Up</th>
<th>Position Responsible for Leading Follow-up</th>
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</thead>
</table>
| **Recommendation 1 – Graduate and Undergraduate**
That the program hire additional faculty for both campuses, to replace retiring faculty and to address the need for a Renaissance specialist. | No follow up required.
This is a faculty resource issue and is part of annual staffing plan discussions; under the purview of the Dean. | |
| **Recommendation 2 – Graduate**
That a student assistant be hired to assist the graduate administrator during peak times of the academic year. | No follow up required.
This is a resource issue and is part of annual staffing plan discussions; under the purview of the Dean. | |
| **Recommendation 3 – Graduate and Undergraduate**
That an advisor be hired to oversee the internship program. | No follow up required.
This is a resource issue and is part of annual staffing plan discussions; under the purview of the Dean. | |
| **Recommendation 4 – Undergraduate**
That in first year, GTAs be in charge of running seminars only, and that separate marking assistants be hired to grade first-year coursework. | No follow up required.
The program and Dean agree that this recommendation will not improve the program’s quality. The Centre for Teaching and Learning offers courses in TA training that lead to a certificate. | |
| **Recommendation 5 – Undergraduate**
That first year writing courses be restructured to full-year courses. | No follow up required.
The University academic plan is to eliminate 1.0 credits courses when possible. | |
| **Recommendation 6 – Graduate**
That more events be organized for graduate students so that they have a chance to meet and learn about each other’s work. | Provide follow-up on events hosted. | Graduate Director |
| **Recommendation 7 – Graduate**
That the Materiality and the Text in the Digital Age course be a required course for graduate students. | Provide update. | Graduate Director |
<table>
<thead>
<tr>
<th>Recommendation 8 – Graduate</th>
<th>No follow up required. Program has already implemented this recommendation.</th>
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</thead>
<tbody>
<tr>
<td>That the thesis option be reserved for students with an 80% average and that students wishing to shift into the thesis option be asked to apply by the end of first semester in their first year.</td>
<td></td>
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<tr>
<td>Recommendation 9 – Undergraduate</td>
<td>Provide update.</td>
</tr>
<tr>
<td>That the department create a list of courses offered by other departments that would count toward the English degree instead of cross-listing courses.</td>
<td>Undergraduate Chair in consultation with the Dean &amp; Registrar’s Office</td>
</tr>
</tbody>
</table>