



Office of the Deputy Provost
(Academic Operations and Planning)
421 Tory Building
1125 Colonel By Drive
Ottawa, ON K1S 5B6 Canada
Tel: (613) 520-2600 ext. 7065
Fax: (613) 520-3912
Carleton.ca/deputyprovost

Monday, August 28, 2023

Dear Ms. Cauley-Le Fevre and Dr. Marshall,

Thank you for the follow up letter that you sent to the university on 22 August 2023 regarding the safety of all the members of our community, and in particular with regards to the publicly available class schedules including classrooms, and names of instructors. The university is committed to ensuring a safe working and learning space for all instructors and students, and we share your specific concern regarding those disciplines that deal with difficult and / or sensitive topics.

Concrete actions are being taken to address some of the safety concerns with regards to courses in such disciplines. New protocols have just been implemented regarding the information that is provided on the Carleton website; the classrooms where courses are being held is no longer posted publicly. We will also be testing our Emergency Notification System in coming days to ensure its full functionality. In addition, Campus Safety Services (CSS), in collaboration with the Office of Risk Management (ORM), are offering safety assessments of classrooms or departments. These assessments, conducted in addition to those completed regularly by members of the Joint Health and Safety Committee, aim to evaluate the level of risk of a particular environment and to provide recommendations for implementing measures to mitigate these risks. Should anyone wish to request a safety assessment of their classroom or department, please contact Community Safety Co-ordinator Brittany Basten at CampusSafetyServices@carleton.ca. To read about additional safety programs and resources, please go to: carleton.ca/safety/protect-yourself/

Please be assured that the safety and well-being of all students, TAs, and instructors are very much a priority, and that we are especially vigilant in light of the recent attack at another institution.

Wishing you all the best for the start of the new academic year.

Best regards,

Catherine Khordoc
Deputy Provost
Carleton University