



Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur at 4:00 pm on Monday, 12 September 2011 in BAC 132.

The agenda follows:

- 1) Approval of Agenda
- 2) Minutes of the Meeting of June 6, 2011
- 3) Announcements
- 4) New Business
 - a) Honorary Degrees Committee (attached)
 - i. Terms of Reference for the Awards Committee for Honorary Degrees and Emeriti Distinction
 - ii. Guidelines for Honorary Degrees
 - iii. Guidelines for Emeriti Distinctions
 - b) Senate Committee Annual Reports (attached)
 - i. Academic Discipline Appeals Committee
 - ii. Academic Program Review Committee
 - iii. Admission & Academic Standing (Appeals) Committee
 - iv. Admission & Academic Standing (Policy) Committee
 - v. Open Acadia
 - vi. Library Committee
 - vii. Timetable, Instruction Hours and Examination Committee
- 5) Faculty of Pure and Applied Science Council Constitution (attached)
- 6) Other Business

Sincerely,

ORIGINAL SIGNED

Rosemary Jotcham
Registrar and Secretary of Senate

**Motion for Senate Consideration - September 12, 2011 Senate Meeting
Honorary Degrees Committee**

The Honorary Degrees Committee has carried out a review of its Terms of Reference, as well as the guidelines and procedures for the nominating and awarding of Honorary Degrees and the Professores and Librarian Emeriti distinction.

The Committee reviewed and compared guidelines and procedures from a number of other universities. The revised guidelines and procedures and a comparison between them and the existing guidelines as well as the revised Terms of Reference were distributed with the agenda for the June meeting of Senate and again electronically to all Senators in July. Senators were invited to comment and all suggestions were considered by the Committee.

The existing guidelines have been restructured in order to bring these awards and distinctions to more prominence. It is the intention of the Committee to not only initiate nominations, but also to encourage the consideration of nominations as a means of developing the academic and scholarly community at Acadia.

Motion #1

THAT Senate approve the revised Terms of Reference for the Awards Committee for Honorary Degrees and Emeriti Distinction. (*attached*)

Motion #2

THAT Senate approve the revised Honorary Doctorate Guidelines. (*attached*)

Motion #3

THAT Senate approve the revised Professores and Librarian Emeriti Guidelines. (*attached*)

**Awards Committee for Honorary Degrees and Emeriti Distinction
(Awards Committee)**

Terms of Reference

Purpose

The purpose of the Awards Committee for Honorary Degrees and Emeriti Distinction (Awards Committee) is to:

1. Invite nominations for Honorary Doctorate degrees and Professores and Librarian* Emeriti awards.
2. Adjudicate the nominations; and
3. Recommend nominees thereon to Senate.

Committee Composition

- The President, Chair
- One member from the Faculty of Arts
- One member from the Faculty of Pure and Applied Science
- One member from the Faculty of Professional Studies
- One member from the Acadia Divinity College/Faculty of Theology
- One member from the Library*
- One lay member of either Senate or Board of Governors appointed by the Board
- One member from the Student Representative Council

Procedures for Appointment

- Faculty members – Nominated and elected within each Faculty for a three-year term.
- Librarian* – Nominated and elected by librarians for a three-year term.
- Governor or Senator – Appointed by the Board for a three-year term.
- Student – Appointed by the SRC for a one-year term.
- The President serves in an ex-officio capacity.

Frequency of Meetings

As needed to fulfill committee responsibilities, generally 3 – 4 times per year.

Responsibilities

1. Initiate, on an annual basis, a call for nominations for Honorary Doctorate degrees and for Professores and Librarian* Emeriti distinction.
2. Receive and review all nominations.
3. Determine those nominations to be forwarded to Senate for consideration.
4. Maintain and annually review the roster of Senate-approved nominations for the degree of Honorary Doctorate. *[Approved nominations are retained for a period of 3 years.]*

5. Periodically (at least once every five-years) review the guidelines for the awarding of Honorary Doctorates, and Professores and Librarian* Emeriti and make recommendations for changes, should they be necessary, to Senate.
6. Annually report to Senate on the Committee's activities.

**Includes Archivists*

**Awards Committee for Honorary Degrees and Emeriti Distinction
(Awards Committee)**

Honorary Doctorate Guidelines

An Honorary Doctorate is an honour bestowed by the University and is intended to recognize individuals who have made extraordinary contributions to the academy and/or society and whose accomplishments, leadership, and/or community service are deemed to be extraordinary and thus worthy of honoris causa – “for the sake of the honour”.

Criteria & Conditions of Eligibility

Acadia University seeks to honour individuals whose contributions or accomplishments are exceptional and reflect an appropriate standard of excellence, consistent with the values and the spirit of the University. The criteria to be considered include:

- Recognition as exceptional scholars or leaders in their field.
- A demonstrated commitment to Higher Education.
- Individuals who are known for their humanitarian leadership.
- A significant contribution to the local region.
- Exceptional service to the University.

Nominations for an Honorary Doctorate will *not* normally be considered for an individual who is *currently*:

- a member of federal parliament or provincial legislatures
- a member of the Board of Governors
- a member of the University faculty and staff

Nominating Procedures

1. A call for nominations for the Honorary Doctorate degree from the President’s Office will occur by October 1st of each year.
2. Any person or group may nominate an individual for the award of an Honorary Doctorate.
3. Nomination materials should include:
 - a. a letter of nomination from the nominator
 - b. a brief statement (one-page maximum) explaining why the candidate is worthy of an Honorary Doctorate from Acadia University
 - c. an up-to-date curriculum vitae of the nominee
4. Nominations are to be received at the President’s Office by November 15th of each year.

Selection Process

1. All nominations will be reviewed by the Awards Committee.
2. The nomination for the Doctor of Divinity honorary degree will be received from the Senate of Acadia Divinity College.
3. A letter acknowledging receipt of the nomination will be sent to all nominators.
4. The Committee may decide to:
 - a. Recommend the nomination to Senate
 - b. Carry the nomination forward for consideration in the following year. No nomination will be carried forward for more than a total of two years.
 - c. Seek additional information from the nominator in which case the nomination may be held over for further consideration.
 - d. Not recommend the nomination in which case no further action is taken.
5. The recommendation to Senate shall include a brief written summary of the nominee's accomplishments and a statement that attests to his/her worthiness for the honour.
6. The recommendation to Senate shall also include the designated degree (generally Doctor of Civil Law, Doctor of Divinity, Doctor of Humanities, Doctor of Letters, Doctor of Literature, Doctor of Music, and Doctor of Science).
7. Voting at Senate is through a secret ballot indicating approval/disapproval of the Committee's recommendation. A two-thirds majority is needed to approve the nomination.
8. Upon Senate approval, the nominations are filed until the Honorary Doctorate degree is conferred. If an approved degree is not conferred within 3 years of its approval date, the honorary degree is deemed cancelled.
9. The President, in consultation with the Awards Committee, shall determine the ceremony at which an approved degree will be conferred.
10. The President is responsible for approaching each Senate-approved nominee to determine acceptance.
11. No Honorary Doctorates will be conferred in absentia.
12. Confidentiality is an essential dimension of all processes involved in the selection of an Honorary Graduated. At no point in time are the names of other nominees released. The name of the Honorary Doctorate recipients will be held in complete confidence until the University makes the public announcement regarding the Honorary Doctorate recipients.

**Awards Committee for Honorary Degrees and Emeriti Distinction
(Awards Committee)**

Professores and Librarian* Emeriti Guidelines

The title of Emeritus is an honour to be conferred upon a retiring or recently retired Professor or Librarian* who is being recognized for a distinguished academic career and exemplary service to Acadia University.

Criteria

The Emeritus title:

- Is an honour that recognizes scholarly and professional excellence as well as meritorious service to Acadia University over an extended period of time.
- Reflects a standard of excellence that normally includes national and/or international recognition.
- Is conferred upon a retiring or recently retired (normally within 5 years of retirement) Professor/Librarian*.
- Is normally reserved for those individuals who have at least 10 years of full-time service at Acadia University.

Nominating Procedures

1. A call for nominations to the University Community, Vice-President Academic, University Librarian, Deans, Directors and Department Heads for the Emeriti Distinction will occur by October 1st of each year.
2. Nominations may be submitted by a Department, Unit, School, Programme, Dean, VP Academic, University Librarian or by the nominee him/herself and, in all cases, must have supporting documentation attesting to their worthiness of this distinction. In the case of self-nominations, the nominee's Department (and/or Interdisciplinary Program) and Dean(s) will be asked to provide a letter of support.
3. Where a Department/Unit/School/Programme, a Dean, VP Academic or University Librarian decides to nominate a retiring or recently retired Professor/Librarian*, the Head/Director/Coordinator is to inquire of the individual whether s/he wishes to be so considered for this distinction.
4. Where a Professor/Librarian* agrees to let her or his name stand, s/he is to provide a dossier, including a curriculum vitae and other supporting documentation for consideration by the Committee. This dossier is to be forwarded to the President's Office normally no later than January 31st.

Selection Process

1. All nominations will be reviewed by the Awards Committee
2. The Committee may decide to:
 - a. Recommend the nomination to Senate
 - b. Seek additional information from the nominator in which case the nomination may be held over for further consideration

- c. Not recommend the nomination.
3. The recommendation to Senate shall include a brief written summary of the nominee's accomplishments and a statement that attests to his/her worthiness for the honour.
4. The Committee's report to Senate shall also include a list of those nominations received by the Committee, but not recommended for Emeriti distinction. A brief explanation for each decision shall be included in the Committee's report.
5. Voting at Senate is through a secret ballot indicating approval/disapproval of the Committee's recommendation. A two-thirds majority is needed to approve the nomination.
6. Professors/Librarians* upon whom Senate confers the Emeritus distinction will have their names listed in the record of Convocation.

Privileges of Emeritus Title

- To be able to serve on undergraduate and graduate theses committees.
- To have their names listed in the Acadia University calendar.
- To be invited to Convocation and the academic procession.
- To have access to full faculty library privileges.
- To be provided with Datatel access by special request (e.g. holders of research grants).
- To be eligible for an Acadia University business card bearing the title "Professor/Librarian* Emeritus".
- To have access to shared office/lab space should space be available, subject to annual review (key access to this space to be obtained by special request).

**Includes Archivists*

ACADEMIC DISCIPLINE APPEALS COMMITTEE

Annual Report to Senate for 2010-2011

June 3, 2011

Type: Standing
Status: Appointed and meets only when necessary.
Duties: To deal with the matter of academic discipline which cannot be resolved by Vice-President (Academic).

Membership:

H. Kapoor
E. Curry
M. Dennis
A. Margeson
E. Smith

Chair: Not Applicable to this Committee

Meetings:

This committee did not meet as no academic discipline appeals were received.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'T. Herman', with a long horizontal flourish extending to the right.

Tom Herman
Vice-President Academic

**ACADEMIC PROGRAM REVIEW COMMITTEE
Annual Report to Senate for 2010-2011**

August 30, 2011

Committee Members 2010-2011

Dr. Tom Herman, Vice-President Academic (Chair)
Ms. Rosemary Jotcham, Registrar (Secretary)
Dr. Heather Kitchin
Dr. David Piper
Dr. Sherri McFarland
Rev. Bryan Hagerman
Deans of academic unit under review

Purpose of Committee:

- (1) To determine policy and procedures for conducting program reviews;
- (2) To determine annually which academic units are to be reviewed;
- (3) To select the members of each unit review committee;
- (4) To oversee the process of review in each case;
- (5) To make recommendations to Senate on the basis of the findings of each unit review committee
- (6) To deal with such matters as Senate may from time to time entrust to the Committee.

Meeting Dates:

November 9, 2010
November 22, 2010
December 16, 2010
May 31, 2011

Department	Status	Report to Senate
Biology	Date of review to be determined after APRC updates the schedule for upcoming reviews – Tentative review slated for 2011-12	
E&ES	Accreditation Review of Environmental Science successfully completed in Fall of 2010 – unit to meet with APRC; Earth Sciences to be scheduled after APRC updates schedule for upcoming reviews.	
Math & Stats	Review completed in 2010-11; unit to meet with APRC	
Physics	APRC Recommendations sent to Senate	Sept 2011
Psychology		
School of Computer Sci.	Review/Accreditation successfully completed; Unit to meet with APRC.	
School of Engineering	APRC Recommendations sent to Senate	Sept 2011
School of Nutrition & Dietetics	APRC Recommendations sent to Senate	Sept 2011
Economics	Date of review to be determined after APRC updates the schedule for upcoming reviews – tentative review slated for 2011-12.	
English & Theatre	Review completed; unit to meet with APRC	
Languages & Literatures	Review completed; unit to meet with APRC	
Philosophy	Date of review to be determined after APRC updates the schedule for upcoming reviews – tentative review slated for 2011-12.	
Political Science	Date of review to be determined after APRC updates the schedule for upcoming reviews – tentative review slated for 2011-12.	
Sociology	APRC Recommendations sent to Senate	Sept 2011
Women's and Gender Studies	Review completed; unit to meet with APRC	
School of Business	Unit has met with APRC; APRC to prepare recommendations for Senate	

School of Education	Date of review to be determined after APRC updates the schedule for upcoming reviews – tentatively slated for 2011-12.	
SRMK	Review completed; Unit to meet with the APRC	
OPEN Acadia	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
Divinity College	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
Library	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
Research & Graduate Studies	Date of review to be determined after APRC updates the schedule for upcoming reviews.	

Women's & Gender Studies conducted a facilitated self-study with an external facilitator in 2010 which was well received. The APRC will meet with the Coordinator of the program to discuss the outcome of the self-study.

Outstanding: Update of Senate-approved guidelines for Academic Program Review – Senate Executive recommended that the key priorities among the program review recommendations be addressed and this step should be incorporated into the guidelines for the Academic Program Review Committee's consideration.

Respectfully submitted,



Tom Herman, Vice-President Academic
Chair, Academic Program Review Committee

ADMISSION & ACADEMIC STANDING COMMITTEE (Appeals)

Annual Report for 2010-2011

August 29, 2011

Committee Members 2010-2011

T. Herman, Vice-President Academic
R. Jotcham, Registrar
R. Seale, Arts
S. Ahern, Arts
T. Weatherbee, Professional Studies
J. Guiney Yallop, Professional Studies
N. Clarke, Science
Y. Zhang, Science
H. Gardner, Theology
K. Power, Vice-President Academic (ASU)

Purpose of Committee:

- (7) To hear appeals against academic regulations or the interpretation of such regulations that have not been resolved at the Departmental, School, or Faculty level or through the Registrar's Office.

Business:

The Committee heard 45 cases for academic dismissal since the last report to Senate.

Thirty-three of these were permitted to return to Acadia in a reduced course load (4 courses per semester) and were, in most cases, required to take the Academic Support Program.

The Committee also considered, and permitted one appeal for credit limit while on probation.

Respectfully submitted by the Chair,



Tom Herman
Vice-President Academic
Chair, Admission and Academic Standing Committee (Appeals)

ADMISSION & ACADEMIC STANDING COMMITTEE (Policy)

Annual Report to Senate for 2010-2011

August 30, 2011

Committee Members 2010-2011

Tom Herman (Chair)
Rosemary Jotcham (Secretary)
Peter Williams
Bob Perrins
Heather Hemming
Gary Hepburn
Patricia Rigg
Leigh Whaley
Ian Hutchinson
David Piper
Barbara Anderson
Paul Arnold
Christopher Killacky
Gail Noel
Kyle Power

Purpose of Committee:

To interpret and to apply the conditions of admissions and academic standing as outlined in the University Calendar and to make recommendations to Senate with respect to its policy as it relates to admissions, failures, and academic regulations.

Meeting:

A meeting of the committee was held on December 10, 2010. A number of issues were discussed.

Proposal to Raise TOEFL Score Requirement for Admission:

The committee discussed the pros and cons of raising the minimum requirement of the TOEFL test. Open Acadia and the Admissions Office have been requested to initiate a more comprehensive review and to come back to the committee with a suite of recommendations before the number is changed.

Policy for admitting independent undecided applicants directly from high school:

The Admissions Office is encountering incoming applicants who wish to enter without declaring a degree program. Although other institutions permit this, our present structure prevents it. One short-term solution is to admit “undecided” applicants and provide them with appropriate and timely academic advising. Peter Williams, Leigh Whaley, Bob Perrins and Kyle Power agreed to work with the Admissions Office to identify faculty who could assist with this.

Move to numeric grades:

Due to the imprecision of GPA's, the Committee discussed the value of converting to a purely numeric grading system, and passed the following motion "that Acadia University move to numeric grades at a pace which can be supported by technology".

Respectfully submitted by the Chair,



Tom Herman
Vice-President Academic
Chair, Admission and Academic Standing Committee (Policy)

**Board of Open Acadia
Annual Report to Senate for 2010-11**

August 30, 2011

Board Members for 2010-2011:

Dr. Tom Herman, Vice-President Academic, Chair
Dr. Robert Perrins, Dean of Arts
Dr. Peter Williams, Acting Dean of Pure and Applied Science
Dr. Heather Hemming, Dean of Professional Studies
Ms. Rosemary Jotcham, Registrar
Ms. Mary MacVicar, Associate Vice-President Finance and Treasurer
Ms. Rachel C. Weldrick, Student Representative
Dr. Jeffrey Banks, Acting Director of Open Acadia

The Board of Open Acadia met once over the 2010-11 academic year in April of 2011. At that meeting the following items were discussed:

- 1- A full report on the activities of Open Acadia, including enrolments, programming, staffing and upcoming initiatives.
- 2- Open Acadia was scheduled for an Academic Program Review but was bumped from the Schedule.
- 3- Open Acadia does not currently have a Mission Statement or a Strategic Plan.

1. Enrolments were up considerably for Undergraduate Online courses and EAP while down marginally for Intersession and the M.Ed. program. Overall Net Revenue was better than projected (by 7.4%). Continued growth is projected for Online programs. Although EAP has seen explosive growth over the past year this was due to an influx from one geographic region. OA is now working closely with Enrolment Services to stabilize and diversify EAP enrolments. OA continues to work closely with Schools and Departments to offer flexibility to our students via innovative programming options. Open Acadia has undergone some staffing changes and as a result has had to reorganize some of its processes. As well, the new collective agreement resulted in the development of new processes to streamline the hiring process for credit programs offered through Open Acadia. Several new initiatives are in the works.

2 and 3. Open Acadia has never undergone an Academic Program Review. Its precursor (The Division of Continuing and Distance Education) was last reviewed in 2001. Open Acadia must undergo an academic program review in the near future. This will be important to develop a strategic plan and define a clear mandate for the unit.

In addition to the activities of the Board of OA, the following activities of OA should be of interest to Senators:

- The Department of Fisheries and Oceans awarded Open Acadia a contract to deliver the Physical Education program at the Canadian Coast Guard College in Sydney, NS. Classes began in August.

- The first M.Ed. cohort for health professionals is scheduled to graduate in the fall of 2011. This was a partnership between Open Acadia, the Acadia School of Education and the Dalhousie Continuing Medical Education Division. Feedback from this program was very positive and OA is currently working with these partners for a new cohort.
- Open Acadia is working with the School of Education and the Nova Scotia Department of Education (along with other Academic Units within Acadia) on new Certificate Programs for NS Teachers.
- Online Learning continues to grow and Open Acadia is working with its Academic partners to develop innovative delivery methods.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'T. Herman', followed by a long horizontal line.

Tom Herman, Ph.D.
Vice-President, Academic
Chair, Board of Open Acadia

SENATE LIBRARY COMMITTEE REPORT
JUNE 3, 2011

Committee membership: Kendra Carmichael, Patricia Gallant (secretary), J. Ghoshdastidar, Sarah Lochhead, C. Meuhlberger, David Piper, Gillian Poulter (acting chair), Peir Pufahl, Anne Quéma (chair), M. Tango, Kerry Vincent, Leigh Whaley, G. Wooden.

Please note that Gillian Poulter was acting chair of the Committee while Anne Quéma was on sabbatical during the fall term of 2010. This document reports on activities that took place under Gillian Poulter's chairing.

Vaughan Library Staff Reduction

The Committee members discussed the Library complement in the context of the Senate Library Curriculum's mandate as stated in the Senate By-Laws. The mandate includes the following:

VIII e) ii. b. "To advocate for necessary and appropriate resources for the academic functions of the library." Although the Senate Library Committee does not have the authority or the power to affect budgetary allocations to the Library sector, committee members nevertheless deemed it necessary to convey the following concerns to Senate.

On the one hand, the Library has experienced a reduction in staffing. While the full complement stands at 8, the current number of filled position is 5 (2 positions remain unfilled, and one librarian is on sabbatical). There has also been a reduction among the Library support staff. The Library has coped with those reductions by dividing and reassigning responsibilities among currently employed librarians. On the other hand, under the current Collective Agreement, the possibility of filling in the two complement positions remains thin. For information's sake, it should be noted that there is a distinction between the library complement and the faculty complement, as hiring decisions are made on the basis of two separate budgets.

Flow of Information between the Senate Library committee and Faculties

The mandate of the Committee includes the following: VIII e) ii. "On the Senate Library Committee, the University Librarian, liaison Librarian, students and faculty members work collaboratively.

a. To consult actively with their constituents, to offer another conduit through which constituents convey their academic concerns regarding the library and to address these concerns by various means, including the formulation of policies."

In this context, it is the responsibility of the Library to ensure faculty members are advised about librarian assignments. To ensure communication, departments typically select one of their members to act as liaison with the Library. To enhance communication and transmission of information, committee members agreed to send a letter to departments, encouraging them to invite librarians to at least one departmental meeting to discuss the needs of faculty and students as well as changing expectations for library services in the current period of staff reduction.

Bill C-32 and Implications of the Copyright Modernization Act

Erin Patterson briefed the Committee on Bill C-32 whose purpose is to revise and modernize the existing Copyright Act. Although Bill C-32 had a first reading in Parliament, the second reading was delayed by the federal election. So the Copyright Modernization Act has yet to pass. Among the proposed changes are:

- The language on fair dealing for research and private study will also include education.
- It is not an infringement of copyright for an educational institution to reproduce a work or do any other necessary act to display it. However, this provision would not apply if the item were commercially available.
- Language is proposed concerning formats which either are obsolete or in the process of becoming so. This applies for instance to VHS tapes and players, which are becoming unavailable.
- Language is also proposed concerning digital rights management or locks embedded in a product. Under the proposed legislation, access to certain items may be restricted despite the fact that they might still be legislated by the Copyrights Act.

The Human Library Project and the Vaughan Library

Pamela Maher presented a report on the Human Library. This project derives from the activism of a Danish group (“Stop the Violence”) which was created in 1993 after their friend was attacked. Their chief objective is to fight social prejudices. The Human Library project was initiated in 2000 (see link: <http://humanlibrary.org/>). For the first time, the Human Library was held in Wolfville on October 22 and 23 in three sessions, two at the Vaughan Library and one at the Wolfville Public Library. The purpose of the event was twofold: address issues of prejudice and connect university students with the community. The event also allowed for collaboration between the Public Library and the Vaughan Library (with support from the Department of Sociology) and has been reported as a major success among students.

VHS and VCR

The members of the Committee discussed issues surrounding the use of VHS recordings at the University. At present, several classroom VCRs have broken down and have not been repaired or replaced. This situation has two potential consequences. Faculty members who wish to use VHS in class may no longer be able to do so; further, while the Vaughan Library has a large collection of VHS tapes, many of which had been purchased with Public Performance Rights, places where these tapes can be accessed are becoming fewer. At present, the Library has a VCR which can be used in the group study rooms. Technology Services has equipment which will transfer VHS to DVD, but there may be security codes to prevent copying. To address these problems, replacements might have to be purchased for key titles.

Anne Quéma
Chair of Senate Library Committee

Timetable, Instruction Hours, and Examination Committee

Report to Senate for 2010/2011 Academic Year

Membership

Registrar or Delegate	Lisa Davidson
Senior Director Student Affairs:	James Sanford
Faculty of Arts	Anna Saroli
Faculty of Professional Studies	Scott Landry
Faculty of Pure & Applied Science	Frederick Giles
Student representative	Kyle Power
Student representative	Emma Smith

The TIE Committee met electronically between October and December to discuss Calendar Dates which were generated by Lisa Davidson, Assistant Registrar, Academic Services. Once feedback was received by the Committee, the dates were sent to several departments on campus for input on specific dates concerning their departments. Dates were edited and re-sent to the Committee. The dates received approval, by Senate, at the December meeting on December 13th, 2010. There were no other issues brought to the TIE Committee during the 2009/2010 Academic Year.

An item brought to the Committee was a possible “Fall Break”, so this along with the Calendar Dates for 2012/2013 will be on the agenda for October 2011.

Respectfully submitted,

Lisa Davidson
Assistant Registrar

**Motion for Senate Consideration - September 12, 2011 Senate Meeting
Faculty of Pure and Applied Science Council Constitution**

Preamble:

An accreditation of the Environmental Science Program was conducted in the Fall of 2010. One of the “binding“ recommendations of the review was that the coordinator of the ENVIS program participate in curriculum and budget meetings and in order for that to happen, we had to modify our constitution. Specifically, we added the Environmental Science Program Coordinator as a non-voting member of the Curriculum and Budget Committees.

We also did some minor house-keeping, moving a statement of how nominations are to be made from the elections officer section to the nominating committee section and changing a reference from “Bylaws” to “Constitution”.

In most cases, text that has been deleted appears struck through and new text appears highlighted in yellow. The only exception to this was the re-lettering of a list in the elections officer section. Item (C) of the list was removed (indicated as struck through) and the consequent renumbering this necessitated is indicated in yellow as a change – the old lettering does not appear as struck-through.

Motion - That Senate approve the indicated amendments to the Constitution of the Faculty of Pure and Applied Science Council.

CONSTITUTION
of
The Faculty of Pure and Applied Science Council
of
Acadia University

Preamble

This Constitution is written under the appropriate terms and conditions of an Act respecting Acadia University Chapter 113 (1968) of the Laws of Nova Scotia (commonly called Bill 30), and subsequent amendments thereto, especially those resulting from the report "Into the Fourth Quarter". The latter establishes the Faculty of Pure and Applied Science Council as a sub-committee of the Senate of Acadia University, and gives the Council a formal position within the structure of the University, with specific rights and duties to perform. This Constitution is the formal instrument by which those rights and duties are to be carried to fruition. This Constitution, and any amendments thereto, are to be approved by the Senate. However, it is implied hereunder that the Senate may take no other action with respect to this Constitution or any amendments thereto.

I NAME

The name of the organization shall be the Faculty of Pure and Applied Science Council (referred to herein as "the Council").

II OBJECTS

- (A) The Council may give consideration to all matters pertaining to academic policy within the Faculty of Pure and Applied Science.
- (B) The Council may, if it so desires, express opinions on affairs of Acadia University (sometimes referred to herein as "the University").
- (C) The Council may, if it so desires, deal with any matter which the Board of Governors, the Senate, or the Faculty may request it to consider.
- (D) The Council shall not carry on any venture for the purpose of financial gain for its members.

III MEMBERSHIP*[previous section A removed; other sections renumbered below]*

- (A) From and after the enactment of this Constitution, all of the Faculty of Acadia University who have an academic appointment in the Faculty of Pure and Applied Science shall be members. For the purposes of this Constitution, a member of Faculty shall be considered to be a person who has an academic appointment at Acadia University. *Professores emeriti*, adjunct faculty members and visiting scholars shall not be voting members. Notwithstanding anything in the foregoing, but for further clarity, the Dean of Pure and Applied Science is a member, as is any of the President of the University, the Vice-President (Academic), or any academic Director who has an academic appointment in the Faculty of Pure and Applied Science. Librarians with liaison appointments to Units within the Faculty of Pure and Applied Science shall be members of the Council. Any questions of or pertaining to the rights of an individual to membership in the Council shall be decided at the first Council meeting of the fall term of each year. A person shall cease to be a member of the Council when his or her employment in the Faculty of Pure and Applied Science is terminated. All members of the Council remain members while on leave, but may not serve on any committees of the Council during their absence.
- (B) Representatives from the Faculty of Arts and the Faculty of Professional Studies shall be elected by those respective councils and such representatives shall have the full voting rights and responsibilities of other voting members.
- (B) There may also be Associate members of Council. Those eligible for Associate membership shall include, but not be limited to, *Professores Emeriti*, Post-doctoral Fellows, and Adjunct Professors. Candidates for Associate membership shall be nominated by a School or Department of the Faculty of Pure and Applied Science, and elected by a simple

majority of the Council; Associate membership may also be withdrawn by a simple majority vote. Associate members shall not vote, but have all the other rights and responsibilities of voting members.

- (E) A full-time student in the Faculty of Pure and Applied Science, selected under the auspices of the Student Representative Council, shall be a voting member of the Council.
- (F) There shall be no membership fee or other dues of the Council, nor shall there be any form of admission fee.

IV THE YEAR

The year of the Council shall correspond to the academic year of Acadia University, presently July 1 to June 30 next.

V OFFICERS AND DUTIES

- (A) The Dean of the Faculty of Pure and Applied Science shall be ex-officio the Chair of the Council.
- (B) The Vice-Chair of the Council shall be elected from members of the Council at the winter meeting of the Council. The Vice-Chair shall serve for the next Council year.
- (C) The Secretary of the Council shall be elected from members of the Council at the winter meeting of the Council. The Secretary shall serve for the next Council year.
- (D) The Elections Officer of the Council shall be elected from members of the Council at the winter meeting of the Council in each even calendar year. The term of office of the Elections Officer shall be two years.
- (E) It shall be a duty of the Chair to preside over all meetings of the Council as an impartial arbiter over debate.
- (F) The Vice-Chair shall act as Deputy to the Chair and serve whenever the Chair is prevented from so doing, or whenever the Chair wishes to participate in debate as an individual member of the Council.
- (G) No two offices of the Council may be held simultaneously by the same person.
- (H) The Council Secretary shall:
 - (1) record, or have recorded, and distributed within seven days after meetings proper minutes of all Council meetings;
 - (2) distribute notices of meetings and all information pertaining thereto;
 - (3) carry out such other duties as may properly be construed to be within the jurisdiction of the office of Secretary, including maintaining an updated version of the Constitution.

- (I) The Council Elections Officer shall conduct all Council elections by secret ballot, as prescribed by this Constitution and as directed by the Council or as directed in the current Collective Agreement. The Elections Officer shall set all necessary dates for elections and perform such other duties as may be necessary, co-opting assistance when required. Electronic ballots are understood to meet the requirements of a secret ballot.

VI MEETINGS

- (A) There shall be at least one scheduled meeting of the Council during each academic term. Also, the Council shall meet at the call of the Chair or, in the absence or indisposition of the Chair, at the Call of the Vice Chair and the Secretary or whenever fifteen members of the Council, in writing to the Secretary, request that a meeting be called.
- (B) Procedure at all meetings of the Council, and of the Committees of the Council, shall be guided by Roberts Rules of Order (latest edition). The agenda, including all notices of motion (other than amendments to the Constitution) shall be distributed to all members of the Council or, in the case of standing committees, to the members of the committee seven days in advance of the meeting.
- (C) The quorum for all meetings of the Council shall be twenty-five per cent of the voting members of the Council, determined for the year as of the date of the first meeting of the fall term and excluding members on leave at that time and part-time members.
- (D) All decisions made by the Council prior to the coming into force of the Constitution and all Sections thereof, shall be binding upon the Council after the date of ratification of this Constitution. Notwithstanding anything in the foregoing, any previous action or decision of the Council which is altered, amended, or repealed by anything which is written in any article of this Constitution shall, if it be in contravention of or repugnant to any part of this Constitution, be void when this Constitution is ratified.

VII CORPORATE MATTERS

Because of the nature of the Council there shall be no corporate matter other than that the Council's mailing address shall be The Secretary of the Faculty of Pure and Applied Science, 12 University Avenue, Acadia University, Wolfville, Nova Scotia, Canada, B4P 2R6.

VIII COUNCIL COMMITTEES

- (A) There shall be six Council committees: the Heads, Directors and Dean Committee, the Curriculum Committee, the Budget Committee, the Nominating Committee, the Co-op Committee, and the Scholarships and Awards Committee.

- (B) The Heads, Directors and Dean Committee shall consist of the Dean, who shall chair the committee, and the Director or Head of each School or Department in the Faculty of Pure and Applied Science, and any Assistant Deans in the Faculty. The Administrative Assistant shall be a non-voting *ex officio* member of the Heads and Directors Committee. It shall be the responsibility of the Heads, Directors and Dean Committee to oversee the routine matters of the Faculty. The Dean shall report the activities of the HDD committee annually.
- (C) ~~The Curriculum Committee shall be identical in membership to the Heads, Directors and Dean Committee.~~ The Curriculum Committee shall consist of the membership of the Heads, Directors and Dean Committee and the Environmental Science Program Co-ordinator (as a non-voting member). It shall be the responsibility of the Curriculum Committee to review and approve all curriculum proposals generated from the Faculty and to forward the proposals to Faculty Council. The Dean shall report the activities of the HDD committee annually.
- (D) ~~The Budget Committee shall be identical in membership to the Heads, Directors and Dean Committee.~~ The Budget Committee shall consist of the membership of the Heads, Directors and Dean Committee and the Environmental Science Program Co-ordinator (as a non-voting member). Duties of the Budget Committee shall be to advise the Dean in the management of the finances of the Faculty. The Dean shall report the activities of the HDD committee annually.
- (E) The Nominating Committee shall consist of three members of the Council to be elected by Council. The Faculty Elections Officer shall conduct an election for one member of the Nominating Committee each year after nominations from the floor are obtained at the fall meeting of the Council. The term of duty on the Nominating Committee will normally be for three years, one member retiring each year, the most senior member acting as chair. The term of office shall normally be from 1 July following election to 30 June.

It shall be the responsibility of the Nominating Committee to nominate candidate(s) for

- a) the Vice-chair – each year at the winter meeting of Council,
- b) the Secretary – each year at the winter meeting of Council,
- c) the Elections Officer – each even calendar year at the winter meeting of Council,
- d) all positions on Senate committees, Faculty committees, and any committees arising from the Collective Agreement, and that such a list be available on the website as an Appendix to the ~~Bylaws~~ Constitution
- e) to provide slates of nominees for ad hoc committees as from time to time may be required.
- f) and to forward all positions requiring an election to the Elections Officer.

The nomination of any and all candidates must be supported by at least one member of the Council. All candidates must state their willingness to offer and, if elected, to serve. Electronic and/or telephone confirmation is understood to meet the requirements of this nomination process.

(F) The Faculty Co-op Committee shall comprise the Co-op Liaison for each department with the Co-op Option in the faculty and the Science Co-op Co-ordinator. It shall coordinate Co-op programs, develop consistent policies through the Faculty on Co-op placements, report on developments pertaining to Co-operative Education.

(G) The Scholarships and Awards Committee shall administer the selection of recipients for the FPAS Scholarships, Prizes and Awards each year and recommend the selections to the University Scholarships, Prizes and Awards Committee for action.

(H) **GOVERNING PRINCIPLES**

(1) Except where the Chair is already determined, the Chair of each committee shall be elected by the members of the committee at their first meeting after July 1;

(2) It shall be considered to be the right of any member of the Council to request an appearance before, or make a submission to, any committee of the Council.

(3) All committees of the Council may establish sub-committees to assist them with their functions, and they may also co-opt assistance whenever they believe it to be desirable and in the best interests of all concerned. The Council must be informed at the next Council meeting of the establishment of any and all sub-committees.

IX **AD HOC COMMITTEES**

The Council may, by a majority vote of those present and voting, establish any number of *ad hoc* committees to study and report on any matter within the Council's competence. The membership of such committees shall be determined by the Council at the time the Committee is established.

X **COMMITTEE REPORTS**

At the winter Council meeting of each year all Council committees and all ongoing *ad hoc* committees shall report in writing to the Council on their activities.

XI **COUNCIL ELECTIONS**

(A) The Elections Officer shall be responsible for conducting elections for:

(i) All positions as directed by Council and/or the Faculty Nominating Committee.

(ii) A member of the Nominating Committee after nominations from the floor are obtained at the fall meeting of the Council.

(iii) Members to serve on the Committee to allocate research funds as required in the current Collective Agreement.

(iv) FPAS representatives and alternates on the University Review Committee as required in the current Collective Agreement.

(B) Council elections shall be by secret ballot, and normally shall be held in March of each year. Electronic ballots are understood to meet the requirements of a secret ballot

~~(C) The nomination of any and all candidates must be supported by at least one member of the Council. All candidates must state their willingness to offer and, if elected, to serve. Electronic and/or telephone confirmation is understood to meet the requirements of this nomination process.~~

(C) If a member goes on leave or is otherwise unable to complete a term of office a vacancy shall exist, and an election shall be carried out with the winning candidate serving the duration of the leave, after which the original committee member completes the term.

(D) Nominations shall not close before one week after the call for nominations has been distributed. Elections shall not close before one week after the ballots have been distributed.

(E) All members of the Council including representatives from the Faculty of Arts and the Faculty of Professional Studies shall be eligible to vote in all elections.

(F) Each member of the Council shall have as many votes as there are vacancies to be filled, but no member may give more than one vote to any candidate. Where voters cast fewer votes than the number of vacancies to be filled, such ballots shall still be counted.

(G) Where there is a single vacancy to be filled, the winning candidate is the one who receives the largest number of votes cast.

(1) Where there is only a single nominee, that nominee is elected by acclamation.

(2) Where there are two nominees, there shall be a single ballot to determine the winner.

(3) Where there are three or more nominees, the person with the most votes after a single vote-tally will be declared the winner of an election.

(H) Where there are two or more vacancies to be filled and more nominees than vacancies, the winning candidates are the ones who receive the largest number of votes cast from a single election.

(I) The Elections Officer shall not vote in Council elections except to break ties. All ties shall be broken by a vote of the Elections Officer, but using only one vote per round of balloting.

XII SENATE REPRESENTATION OF THE FACULTY OF PURE AND APPLIED SCIENCE

(A) There shall be nine senators from the Faculty.

(B) Each School shall be represented by its director. The other representatives shall be elected by departments in a manner to be determined by each department. In the event that the number of departments differs from the number of seats open on Senate, departments shall agree to a rotation of their Senate representatives.

(C) The terms of office shall be three years.

XIII **AMENDMENTS**

The Council may, by Special Resolution which shall be distributed fourteen (14) days in advance of the next meeting of the Council, amend or repeal any article of this Constitution provided that all amendments, either additions or deletions, are consistent with the statutes of Nova Scotia and more particularly Chapter 113 (1968) of the statutes of Nova Scotia, and with the Constitution of Senate. All amendments of this Constitution must be approved by two thirds of the Council, present and voting, in the form of a special resolution before any such amendment comes into force. A vote on any such amendment shall be conducted by secret ballot, unless the members present agree unanimously that a secret ballot is not necessary.

XIV **INTERPRETATION**

In all articles of this Constitution, the singular shall include the plural and the plural the singular. Whenever reference is made in this Constitution to any statute or section thereof such reference shall be deemed to extend and apply to any amendment to or re-enactment of the said statute or section, as the case may be.

XV This Constitution, known as the "1987 Constitution of the Faculty of Pure and Applied Science Council", becomes effective on the first day of July, 1987.

Amended, 15 April 1993
19 April 1995
21 November 1995
13 February 1996
14 November 2000
20 April 2006
23September 2010
April 2011