

30 November 2001

Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur **at 4:00 p.m., Monday, 10 December, 2001** in Room 132 of the Beveridge Arts Centre. The AGENDA follows:

- 1) Minutes of the Meeting of 13 November 2001
- 2) Announcements and Communications
- 3) Business Arising from the Minutes
 - a) Report of the Dean of FPAS on the APRC Review of Biology, Geology, Environmental Science **(012-17-SCI) ***
 - b) Vice-President's Annual Report 1999-2000 as distributed at meeting of 13 November 2001 **(012-11-VPA)**
 - c) Vice-President's Annual Report 2000-2001 as distributed at meeting of 13 November 2001 **(012-12-VPA)**
 - d) Students Representative Council – Honorary Degrees Committee Membership **(012-13-SRC)**
- 4) New Business
 - a) Arts Faculty Council – Declaring a Major **(012-14-ART) ***
 - b) Registrar – Scheduling Guidelines and Time Slots **(012-15-TIE) ***
 - c) Registrar – 2002-03 Calendar Dates **(012-16-TIE) ***
- 5) Other Business

Yours sincerely,

Jane Cayford
Registrar and Secretary of Senate

* Material Attached

Report from the Dean of FPAS to Senate
On
The APRC Cluster Review of Biology, Geology, and Environmental Science
December 2001

The Senate Academic Program Review Committee (APRC) completed its first cluster review under procedures adopted by Senate in December 1995. The programs in the first review were biology, geology, and environmental science. The external reviewers submitted their report in April 1999 and the units were given an opportunity to respond to the recommendations. These responses were returned to the reviewers for comment. The APRC met to consider the review and recommendations were brought to Senate at its meeting of 13 December 1999. Senate adopted the recommendations listed here on 14 February 2000. In its report, the APRC noted that “overall, the external review committee praised the three programs.” The purpose of this report is to comment on progress towards meeting these recommendations. For the readers’ convenience, each recommendation is numbered and italicized, while the comments regarding progress are identified with a “ϖ”.

General

1. *The APRC recommends that Patterson Hall be renovated to meet the needs of biology and environmental science and notes that steps are being taken to address these needs. In addition the construction of the Irving Environmental Centre will enhance the infrastructure available to these programs.*
- ❖ The Board of Governors has given approval for the University to proceed with planning and fundraising for a new wing to be added to Patterson Hall. Research facilities in the new wing will complement those in the Irving Environmental Centre, expected to open in the new year, and new teaching facilities are being planned that will greatly enhance programs in environmental science and biology.

Environmental Science

2. *The APRC recommends that the Environmental Science Steering Committee address the concerns expressed by the reviewers regarding the lack of depth in the current BSC with Major in Environmental Science program.*
- ❖ Since the review, two new environmental science courses have been introduced and a third new course is presently before the curriculum committee. These courses provide additional depth, specialization and concentration in environmental science.
ENVS 1013: Introduction to Environmental Science 1
ENVS 4023: Special Topics in Environmental Science
ENVS 1023: Introduction to Environmental Science 2 (New Course)

In particular, the steering committee should consider supplementing or replacing the current general program with environmental science with targeted streams, e.g. Bachelor of Science, Major in Environmental Science with Geology. Such programs would have a core set of courses common to all environmental science students and then a concentration in another participating subject.

- ❖ The Environmental Science Steering Committee has taken this recommendation under advisement and two targeted streams have been identified: geology and chemistry. Additional comments appear under geology, recommendation 12.
3. *The APRC recommends that the coordinator be appointed from a participating department.*
- ❖ This is current practice. The coordinator of the program is the Assistant Dean for Environmental Science. Selection procedures are stipulated in Article 42.10 of the Collective Agreement between the Board of Governors and the Acadia University Faculty Association.

Biology

4. *The APRC supports the external review committee's recommendation to develop a more ordered course stream and to offer upper year courses in alternating years.*
- ❖ The Biology Department has initiated major changes in its core curriculum that will see some modernization of topics and shifting of emphasis. Several "gateway" courses and streaming have been introduced in the new curriculum. The Department has adopted a policy of alternating upper level courses.
5. *Filling faculty positions. The external review committee recommended that particular positions in the department be filled by faculty in specific specializations.*
- ❖ It has been normal policy for the department to seek specializations that complement the overall program in biology. Recent hires have also supported research areas identified in the University's Institutional Research Plan. Particular attention has been paid to those areas of research that would utilize the special facilities available in the Irving Environmental Centre and the Acadia Centre for Microstructural Analysis.
6. *The external review committee recommended that supervision of honours students be calculated into the teaching load (2 honours students being equivalent to a 3h course).*

Currently the Collective Agreement addresses this issue as follows:

- 17.34 *The supervision of advanced students shall be voluntary on the part of Employees. The University recognizes the value of Honours and Graduate programs, and the necessity for conscientious supervision of students writing theses in these programs. Those Employees in a Department who have a heavy supervisory load may be granted an appropriate reduction in teaching expectation.*

- ❖ Within the constraints of the Collective Agreement, attention is given to the overall course load for each member of the department, loads being adjusted according to course sizes and other responsibilities assumed by individual department members. It is noted that members of the biology department supervise students in environmental science as well as their own biology students.
- 7. *The external review committee recommended the tracking of double majors. The APRC notes that this information is available on the student information system.*
- ❖ Double majors are reported. Although reporting from the Registrar's Office is much improved over what it was when this recommendation appeared, department heads continue to be frustrated over the difference between their counts of double majors and those reported on the student information system.

Student Funding

- 8. *The APRC notes that the external review committee recognizes the need for significant increases in financial support for students.*
- ❖ It seems that direct funding for students through scholarships and bursaries and the funding to operate classrooms and labs will always be less than the perceived need. The University must continue to make efforts to alleviate these problems.

Technical Support

- 9. *The external reviewers noted that an animal care technician is needed immediately and other technical support is required to service the increased number of students anticipated with increased enrolment.*
- ❖ The situation regarding an animal care technician has been improved since the date of the APRC report as a part-time technician is now available throughout the year. It is noted that technical support is an ongoing issue for all units in the FPAS.

Facilities and Resources

- 10. *The external review committee listed some attributes desirable in a renovated/new facility.*

The APRC acknowledges the excellence of the academic and research programs in biology. It is hoped that the renovations to Patterson Hall will ease some of the identified issues by providing a more efficient facility for delivering courses and labs and conducting research.

- ❖ As reported under recommendation 1, the University is moving ahead in this area.

Geology

- 11. *The external review committee recommended that the Geology Department should continue to offer a program that is externally certifiable.*
- ❖ Geology programs in Canada are not certified, although geology graduates, after suitable work experience, can be registered as Professional Geologists in seven provinces, NS not

being one of the seven. Acadia's program does prepare graduates for professional registration. Graduates from last year's class either went on to graduate school or obtained jobs where they will be eligible for professional registration.

12. The external review committee recommended that the university formalize a Geology option within the Environmental Science program.

- ❖ As reported under recommendation 2, the Environmental Science Steering Committee has identified geology as a targeted stream. Suitable curriculum has been identified that will permit graduates with this specialization to be registered in British Columbia as Professional Environmental Geoscientists. BC is the only province where this specialization exists.

13. The external review committee recommended that the next hiring in geology should be a hydrogeologist. The APRC notes that the Geology Department disagreed with this recommendation

- ❖ Noting that the opportunity for a new faculty member in geology has not occurred since this report was adopted, the Geology Department continues to disagree with this recommendation. It is the Department's view that hydrogeology is too much of a specialization for a small department where faculty members are called upon to teach a wide range of courses.

14. The external review committee recommended that the Geology Department should be given access to graduate student funding.

- ❖ The Geology Department has access to graduate student funding, a very limited resource that is shared by all those departments engaged in graduate studies. Indeed, the FPAS puts considerable of its own resources into graduate teaching assistantships. Procedures within the Faculty attempt to facilitate a fair sharing of these resources among the units. Unless there is a significant increase in the funding for graduate students, no single department is likely to experience substantial growth in graduate student funding.

Attachment 4)a)
Senate Agenda/13 Nov 01
(012-14-ART)

The following notice of motion is submitted to the Acadia University Senate for approval from the Faculty of Arts:

"All students registering in the Faculty of Arts are required to declare a major. To enable this motion to take effect, the Faculty will no longer require that 24 hours of the core be completed, or a GPA of 2.00 be attained prior to declaring a major."

The Timetable, Examination Hours, and Examinations Committee moves that the following scheduling guidelines be adopted by Senate and that the teaching timeslots be approved as illustrated.

Rosemary Jotcham
Secretary, TIE Committee

Scheduling Guidelines:

1. Departments/schools must fully use the timetable within the constraints of their discipline. (e.g. science departments with 3 hour labs are not expected to schedule courses in the afternoon). Departments/schools using 1.5 hr slots should have courses distributed evenly throughout the teaching week.
2. Departments must make reasonable efforts to avoid conflicts for students outside their unit who require their courses as part of their programs.
3. All courses must be offered within the slots approved by Senate. Any request to offer a course at another time will be considered after all other courses have been assigned.
4. Discussion groups, required tutorials, and studios must be advertised and scheduled as part of the timetable so that students can plan their schedules more accurately and so that classrooms can be assigned.
5. Senior seminar courses within a department should be evenly distributed across the week.

Key to proposed timeslots:

Slot	Day	Time
9	MW	10:30 – 11:30
17	MW	1:30 – 2:30
18	M	10:30 – 11:30
19	W	10:30 – 11:30
20	F	10:30 – 11:30
31	M	11:30 – 12:30
32	W	11:30 – 12:30
33	F	11:30 – 12:30
34	M	12:30 – 1:30
35	W	12:30 – 1:30
36	F	12:30 – 1:30
37	T	8:30 – 10:00
38	H	8:30 – 10:00
39	T	12:00 – 1:30
40	H	12:00 – 1:30
41	M	2:30 – 4:00
42	TH	7:00 – 8:30
43	T	1:30 – 3:00
44	W	1:30 – 3:00
45	W	3:00 – 4:30
46	H	1:30 – 3:00
47	T	10:00 – 11:30
48	M	1:30 – 3:00
49	M	3:00 – 4:30
50	MW	9:30 – 10:30
51	MW	1:30 – 3:30

52	MW	3:30 – 5:30
53	M	1:30 – 2:30
54	W	9:30 – 10:30
55	F	9:30 – 10:30
58	M	1:00 – 2:30
59	M	4:00 – 5:30
60	M	9:30 – 10:30
61	T	3:00 – 4:30
62	M	4:30 – 5:30
63	T	4:30 – 5:30
64	W	4:30 – 5:30
65	H	4:30 – 5:30
67	H	12:30 – 1:30
68	M	1:30 – 3:30
69	W	1:30 – 3:30
70	M	7:00 – 8:30
75	F	1:30 – 3:30
76	W	4:00 – 5:30
78	W	1:00 – 2:30
79	W	7:00 – 8:30
80	H	7:00 – 8:30
84	H	10 – 11:30
85	F	1:30 – 2:30

The Timetable, Instruction Hours, and Examinations Committee moves that the following academic calendar of dates be approved for 2002-2003

Rosemary Jotcham, Secretary

August 29 - 31	International Student Orientation
August 31	Residences open for new students
September 2	Residences open for returning students
September 4	First day of classes
September 10	Fee deadline
September 13	Last day to add first semester courses
September 16	Honours thesis deadline for fall convocation
September 30	Last day to opt out/add dependents to health plan
October 4	Deadline for approved Masters theses fall convocation
October 7	Last day to receive completed honours theses fall convocation
October 8	Faculty meeting to approve fall graduates
October 11	Last day to decrease meal plan
October 14	Thanksgiving Day – no classes
October 15	Senate meeting to approve fall graduates
October 19	Homecoming
October 26	Fall convocation
October 30	Last day to drop 3h first term courses w/o academic penalty
November 11	Remembrance Day – no classes
November 13	Last day of classes for BEd students
December 2	Last day of classes before exams for all other programs
December 3/4	Study days
December 5	Examinations begin – fall term
December 11	Last day to apply to graduate for Spring 2003
December 17	Last day of examinations – fall term
December 18	Residences close
December 20	Last day of practicum for BEd students
January 3, 4	International Orientation
January 5	Residences open
January 6	Classes begin – winter term
January 10	Fee deadline
January 15	Last day to add semester 2 courses/last day to drop full year courses without academic penalty
January 31	Last day to decrease meal plan
February 17 – 21	Study week
March 4	Last day to drop winter term courses without academic penalty
March 11	Last day to request oral defense of masters theses
March 21	Last day of classes for BEd students
March 26	Honours theses deadline for Spring convocation
April 9	Last day of classes for all other programs
April 10/11	Study days
April 12	Examinations begin – winter semester

April 18	Good Friday – no examinations
April 19	Deadline to receive approved masters theses for spring convocation
April 25	Last day of practicum for Bed students
April 26	Last day of examinations – winter semester
April 26	Last day to receive completed honours theses for spring convocation
April 27	Residences close
May 5	Classes begin – intersession 1
May 11	Baccalaureate service
May 11, 12	Spring convocation
May 19	Victoria Day – no classes
June 13	Classes end – intersession 1
July 7	Classes begin – intersession 2
August 15	Classes end – intersession 2