29 March 2007

Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur **at 4:00 p.m., Monday, 9 April 2007** in Room 132 of the Beveridge Arts Centre. The AGENDA follows:

1) Minutes of the Meeting of 12 March 2007

2) Announcements and Communications

3) Business Arising from the Minutes
   a) Faculty Development Committee - Awarding of the Named Chairs (**067-63-FAC**) *****
   b) Academic Program Review Committee - Review of Department of Chemistry (**067-64-APR**) *****

4) New Business
   a) By-Laws - Notice of Motion re Article II - Senate Membership (**067-66-LAW**) *****

5) Other Business

Yours sincerely,

Rosemary Jotcham
Registrar and Secretary of Senate

Items Carried Over/Tabled:
Academic Integrity - Policy on Conflict of Interest (as per minutes of 10Oct06)
Admissions & Academic Standing Committee (Policy) - Procedure for Memoranda-of-Understanding (067-61-AAS)

Attachment 3)a)
Senate Agenda/9Apr07
067-63-FAC

Motion: Externally Funded Named Chairs at Acadia University

Whereas the Board Policy C.010 regarding Named Chairs has not been reviewed in 15 years, but the funding source for named Chairs still exist; and

Whereas the mission of the Faculty Development Committee is to contribute to the success and development of Acadia University Faculty in the areas of teaching, research, and overall professional development;

It is resolved that the Faculty Development Committee review said policy and make recommendations on the advisability of the following:

a. That only Chairs which accrue more than $4,000 per year be awarded thus enabling disbursements of $1,000 to each of the following; the Department or School to support scholarly endeavors, the salary of the holder of the Chair, return to the principle of the investment in accordance with Board policy, for support of the research of the Chair.
b. Applicants for the Chairs must submit a research plan and should be Full Professors with distinction in their field.
c. Academic Deans will adjudicate the applications.
d. The length of term shall be for a period of three years. A named chair may be occupied by the same individual for two terms.
e. Recommendations for appointment must be received by January 15 and the President will take the final appointments to the May meeting of the Board of Governors for approval. The Chairs will be presented at Fall Convocation.

Report to Senate
Chemistry Academic Program Review
8th March 2007
On Behalf of the Academic Program Review Committee
George Iwama, Chair

The Academic Program Review Committee reports the following as a summary of the Academic Program Review of Chemistry. The Academic Review Team was made up of the following four faculty members, who conducted their site visit with the Chemistry Department on April 5th and 6th, 2006. A list of the Recommendations and the Response of the Chemistry Department to each Recommendation is attached.

- Robert Haines, Professor of Chemistry, UPEI
- Anna Ritcey, Professor of Chemistry, Laval
- Robert Raeside, Professor of Geology, Acadia
- Anne, Quéma, Associate Professor and Coordinator of Women's and Gender Studies, Acadia

Positions
There were three recommendations concerning positions. The age profile of the Department is such that there is a lack of individuals that could easily move into lead the Department. Thus it was recommended that the search for the next Head be a search open to external candidates. The filling of the recommended faculty positions and the creation of a new Instructor position would have to go through the normal budget process of the University.

Facilities and Infrastructure
The need for a safe and secure chemicals storage facility and adequate ventilation in Elliott Hall was recognized. Activities on these fronts have begun and should continue in the future. The adjustments of chemical storage after needed renovations are complete should follow. Provision of safe and secure classrooms that meet the current building standards is of high importance across campus. This is recognized in the findings of the Review Team in Recommendation 6.

Curriculum and Teaching Support
Recommendations 7 through 9 address the need for maintaining the high quality of the curriculum at the undergraduate and graduate levels. It encourages the support of such teaching and mentorship with adequate equipment and scholarships. The recommended actions would be addressed through proposals that would flow through the normal channels for curriculum changes (course offerings) and equipment renewal (budget submission).

Research
The Chemistry Department has had an outstanding record of success in obtaining external research grants and in research output. The last Recommendation encourages the continued support of involving undergraduate students in research activities.

The Academic Program Review Committee was very pleased with the planning and execution of the Review of the Chemistry Department, including the engagement and thoughtful responses of the Department.

Chemistry Department Response to the Report of the Academic Program Review Team

September 2006

The Chemistry Department agrees with most of the comments in the report. These are consistent with the Department's Vision statement which is worth repeating here since it relates to our responses below. The involvement of undergraduates in leading edge research makes a particularly important contribution to the Department's strength and is a distinctive aspect of our undergraduate instruction.

> The vision of the Chemistry Department is to continue to rank among the top national Chemistry Departments of similar size. Our graduates will be recognized as having particularly strong problem solving skills resulting from direct involvement in high quality research activity at both the undergraduate and Masters levels. This will be complemented by offering a variety of broadly based double major programs with cognate disciplines.

We believe that the recommendations of the report are in approximately the correct order of priority. The only part of the report with which the Department vigorously disagrees is the comment on page 5 that "in general, faculty members were satisfied with the amount of space available for research." No member of the department could recall suggesting this to the review team and both the quality and quantity of space have been a consistent problem for at least a decade. This is a result of the increased proportion of faculty members who are active in externally funded research. It has been necessary most recently for the Department to obtain the use of laboratory space in Huggins Science Hall and for the Head of the Department to absorb a roughly fifty percent reduction in research space in order to accommodate the increased research activity of Chemistry faculty members. Any appreciable diminution of the research capability of the Department will have a serious negative impact on faculty morale and on continuation of our progress in building the research infrastructure that is so important to the future careers of our students. It will also reduce our competitiveness both regionally and nationally and will have a serious impact on our potential to attract quality students to our programs. The Chemistry Department's responses to the specific recommendations of the review team are indicated below and are arranged in decreasing order of priority.

Recommendation 1:

That the University seek to hire a senior (mid-career) Chair externally upon the retirement of the current Chair.

The Department regards this as the top priority, given the wide age gap between the senior and junior members of the Department. The current Department Head will reach normal retirement in June of 2009 and is very reluctant to continue as Head beyond June 30, 2007. The other senior faculty members reach retirement age in 2007 and 2008. The current Head is also applying for a six month sabbatical leave in the Winter term of the 2007-2008 academic year. Of the more junior members of the Department, only one has tenure and all are sufficiently early in their careers that the duties of the Headship would have an undesirable negative impact on the development of their careers.

Recommendation 2:

That the University replace all retiring faculty members, bringing the faculty complement up to nine, and that faculty be released from the requirement to be present for the full laboratory periods so as to allow time for supervision of research students and for curriculum development.

The Department regards this as a very high priority. Under the terms of the current Collective Agreement, it would be mathematically impossible with less than nine faculty members to provide the number of courses currently taught without either limiting the number of students in the large service courses or altering the instructional format in ways that would decrease interaction with the students. The requirement that faculty members be present for the full laboratory period which they supervise, and for which they receive only half credit, seriously restricts the amount of time they have to supervise research students and to undertake development of new courses, revision of existing courses, and development of new experiments for undergraduate labs. This significantly impedes the Department's efforts to keep its course offerings current and to present Chemistry in a modern context.

Recommendation 3:

That a new Instructor position be established, by conversion of a technician position, to supervise laboratories, allowing faculty to be released from the requirement to be present for full laboratory periods.

The Department regards this as a very high priority. At the moment, faculty members do not receive teaching credit for the project courses, CHEM 3906 and CHEM 4996 (Honours Thesis), which occupy a large amount of time that is difficult to quantify precisely. Some laboratory work cannot be graded by undergraduate assistants and in those cases the faculty member must grade the laboratory reports thereby incurring a particularly heavy workload related to the laboratory work. Conversion of a technician position to an instructor position could reduce faculty effort both in the grading of the more sophisticated laboratory reports and in laboratory supervision, thereby allowing more time for supervision of project and graduate students, as well as for development of new course materials. This would have a significant positive impact on faculty morale and would strengthen the national and regional competitiveness of the Department, aiding the recruitment and retention of talented students.

Recommendation 4:

(a) That the new Chemical Storage facility be built as soon as possible, and that the chemicals be re-located, also as soon as possible;

(b) That the renovations to the Ventilation System, as prescribed in the CBCL report, be implemented as soon as possible.

The Department regards this as a very high priority. The current storage of chemicals in five separate rooms is inefficient and does not comply with modern standards of occupational health and safety. There are also serious security concerns, particularly in regard to the location of the current main chemical storeroom. The ventilation in Elliott Hall has been inadequate for many years and this makes it difficult to do both undergraduate laboratory work and research in conditions that satisfy modern standards of occupational health and safety. The combined security and occupational health and safety deficiencies are so serious that they leave the University open to costly litigation and a very negative impact on its reputation should an accident occur. The Department is encouraged to see that efforts are now under way to improve

the situation with regard to both the storage of chemicals and improvement in the functioning of the current ventilation system. However, a major upgrade in the quantity of fume hood space will be required before the occupational health and safety concerns can be adequately resolved.

Recommendation 5:

(c) That following relocation of the chemical storage, room 107 be converted to a research instrumentation laboratory.

The Department strongly endorses this recommendation since it would greatly improve the access to and supervision of our more costly and sophisticated equipment. The Department would prefer to remove the designation "research" since undergraduate instruction also requires modern, sophisticated instrumentation which would benefit from location in a dedicated laboratory. It is difficult, in a University such as Acadia, to make a distinction between research instrumentation and instrumentation that is used for teaching since virtually all our equipment is used for both purposes. This recommendation responds to a proposal made by the Chemistry Department four years ago to develop an Undergraduate Chemical Instrumentation Centre using space made available by the proposed relocation of our chemical storage.

Recommendation 6:

That the classrooms in Elliott Hall be brought up to the same standards as other science classrooms at Acadia.

The Department endorses this recommendation. Efforts made some years ago to improve computer access in Elliott 109 were not entirely successful due to the restrictions on room size that was considered acceptable for provision of laptop connections. It has also been the case that limited funds for maintenance have led to less than desirable condition of the appearance of our classrooms as well as incomplete correction of leaking plumbing in Elliott 109, peeling and completely worn off paint in Elliott 221, and excessive white noise from the ventilation in Elliott 320. The painting of Elliott 221 has now been done but the other deficiencies remain. The situation in Elliott 109 is particularly serious since the exposed pipes carry steam and hot water which would cause serious injury to occupants of the room should they rupture.

Recommendation 7:

(a) That the current practice of offering three sections of the first year Chemistry course (CHEM 1013/1023) and CHEM 1113/1123 in relatively small class sizes be continued;

(b) That more 4th year courses be offered.

The Department endorses this recommendation. Even with three sections, individual sections of CHEM 1013 and 1023 often approach 100 students making individualized attention to students a challenge. Offering CHEM 1113 and 1123 in relatively small sections provides a level of enrichment via studio instruction that would otherwise not be achievable. This approach has made the transition to second year much more manageable for our Chemistry majors and has had a beneficial effect on retention because of provision of a first year experience that focuses on the specific needs of Chemistry majors. As a result, our Chemistry majors have developed into a more cohesive group than used to be the case. The provision of more 4th year courses has been an objective for some time but has been impossible because of limited faculty numbers and because of the objection to having classes with less than ten students. However, this means that

many Honours students are not able to take an advanced course in their area of greatest interest. Our continued efforts to increase the number of graduate students may make it possible to increase the number of students who have the necessary background to do our advanced courses making it possible to increase the number of these that can be offered on a regular basis.

Recommendation 8:

That a source of funds be provided by the University to replace the undergraduate teaching equipment in order to maintain the quality of the program and student experience.

The Department considers this to be a high priority. In fact, this was a central motivation for our proposal of several years ago, noted under Recommendation 5, to develop an Undergraduate Chemical Instrumentation Centre. However, the situation extends far beyond establishment of that centre with some of the more expensive pieces of equipment dating back as far as 46 years (one of the bomb calorimeters used in the Physical Chemistry lab was purchased when Elliott Hall was opened in 1960). Much of the equipment is so old that it is no longer representative of what our graduates will find when they leave Acadia and take jobs. It is arguable that we do not provide an adequate education when we teach our students with obsolete instrumentation which they will rarely if ever encounter as professionals.

Recommendation 9:

That the Department develop a focused plan for a coherent graduate program that fits within the existing Acadia graduate program. The program should be supported by funding for scholarships from the University; and there should be a cohesive suite of non-lab graduate courses.

The Department endorses this recommendation. A small start was made last year toward a full scale revision of the description of our Graduate program. Now that we have a relatively stable full cohort of tenured and tenure-track faculty and strong external support for faculty research, we will be undertaking major revision of our graduate program as part of the on-going long range strategic planning process. This will include development of modern graduate courses that do not have a laboratory component.

The Department at one time could rely on as many as five graduate teaching assistantships. This had the very beneficial effect of enhanced interaction between undergraduates and graduate students who in many cases were effective mentors for undergraduates. Current faculty research support could accommodate roughly eight to twelve graduate students. It is common practice in Canadian graduate programs in Chemistry for faculty members to supplement University support for graduate students and our Chemistry faculty members currently provide approximately $10,000 from their research grants toward the stipend of each graduate student with whom they work. This provides significant leveraging of the University's investment in graduate student support.

Recommendation 10:

That the Department continue to focus its research efforts primarily on undergraduate students.

The Department fully supports this recommendation which is reflected in its Mission Statement and more directly in the Department Vision, both of which appear at the start of our

Self Study document. In order to successfully implement this recommendation, it is essential to first implement recommendations 2, 3, 5 and especially 8.

Plan for Implementation of the Report:

The Chemistry Department met with the Dean of the Faculty of Pure and Applied Science on September 22, 2006, to formulate long range planning objectives. The Department sees the following as the priorities for future directions and initiatives over the next three to five years. The nature of the recommendations of the Review Team is such that much of this implementation hinges critically on actions by Senior Administration.

Recommendation 1 was first addressed in the search for a Biochemistry faculty member but was not successful in attracting a potential Department Head. This was repeated in the current search for a faculty member and again appears to have been unsuccessful. The Department intends to continue to use positions which become available, as a result of retirements, to search for a suitable individual in mid career who would be willing, if asked, to assume the duties of Head. This has become an urgent priority with the approaching sabbatical leave and retirement of the current Head. *The Department considers this to be the top priority for the Department but requires an on-going commitment by Senior Administration to facilitate the search for a suitable candidate.*

Recommendation 2 is linked to Recommendation 1 and is essential if the search for a new Head is to have a chance of success. *The Department considers this recommendation to be equal in priority to Recommendation 1.*

Recommendation 3 is considered to be a very high priority. *This will be implemented as soon as a suitable vacancy is available and we are authorized by Senior Administration to search for a replacement in the Instructor classification.*

Recommendation 4 is currently in progress. Engineering plans have been prepared and a contractor has been approached for a cost. *The Department considers completion of this project to be a very high priority which now requires a commitment from Senior Administration for funding.*

Recommendation 5 logically follows Recommendation 4. *The Department considers this to be a very high priority which should immediately follow completion of Recommendation 4.* This is important so as to ensure that the more expensive instrumentation in the Department is properly cared for. This recommendation will be implemented as soon as funding is made available.

Recommendation 8 is considered to be an urgent priority particularly in the more instrumentation intensive courses. *The Department will implement this recommendation immediately on an on-going basis as adequate funding is made available to it.*

Recommendation 7 has been under consideration for some years. *Implementation of (a) will require that the Department's teaching capacity not be decreased. Implementation of (b) will only be possible if Recommendation 3 is implemented.* Our ability to implement

Recommendation 7 hinges on a commitment by Senior Administration to authorize implementation of Recommendations 2 and 3.

Recommendation 6 is considered to be important but is completely beyond the control of the Department. It relates both to the serious deferred maintenance problems of the Department and to the very deficient custodial attention which Elliott Hall receives.

Recommendation 9 *is planned for implementation during the 2006-2007 academic year.*

Recommendation 10 *has been continuing practice for some time.* Evidence of it's implementation is found in the large variety of undergraduate programs available in the Department, allowing both Honours students and those not in the Honours program to take courses requiring original research. The Department has no plan to change this situation. However, *increasing our capacity to provide undergraduate research opportunities will require a commitment from Senior Administration to implement Recommendations 2, 3, 5 and especially 8.* Increased capacity to provide undergraduate research opportunities is also not possible without a significant increase in both the quantity and quality of the research space that is available for faculty members.

Attachment 4)a)
Senate Agenda/9Apr07
067-66-LAW

Notice of Motion for
Senate Meeting
April 9, 2007

MOVED that an addition be made to the Constitution and By-laws of the Senate of Acadia University to include one elected member from among Acadia professional librarians within the membership of Senate.

The specific addition proposed is as follows:

Under II. Membership

Following the entry beginning "Twenty-seven members of Faculty…" insert:

A professional librarian from among members of the University Community holding appointments as professional librarians.

II. Membership

The membership of the Senate of Acadia University shall be as follows (See Appendix A):

Chair
Deputy Chair
Chancellor
President
Vice-President (Academic)
Vice-President (Student Affairs) (non-voting)
Chief Financial Officer (non-voting)
Dean of Arts
Dean of Professional Studies
Dean of Pure and Applied Science
Dean of Theology
Dean of Research and Graduate Studies
Director of Continuing Education
University Librarian
Registrar, Secretary to Senate (non-voting)
Student Union President (non-voting)
Twenty-seven members of Faculty, to include nine from each of the Faculties of Arts, Professional Studies, and Pure and Applied Science. This membership shall include one representative from each school.
A professional librarian from among members of the University Community holding appointments as professional librarians.
A member of the Faculty of Theology (non-voting)
Three members of the Board of Governors
Five students, at least one of whom shall be a Graduate Student
Three lay persons, nominated by the Senate Nominating Committee who are not eligible for membership under the roles and categories laid out above provided they are not full-time employees of Acadia at the time they are appointed lay members.