Office of the Senate Secretariat

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ACADIA
UNIVERSITY

 Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur at 9:00 am on Wednesday May 12, 2010 in BAC 132.

The agenda follows:

1) Minutes of the Meeting of April 12, 2010

2) Announcements and Communications

3) Approval of the List of Graduates for the Convocation of May 2010

4) Business arising from the Minutes
   a) Motion regarding the Membership of the Chair of the Senate Curriculum Committee on the Senate Graduate Studies Committee (motion attached)
   b) Discussion regarding an Alternative System of External Reading for Honours Theses (distributed separately)
   c) Motion regarding the Process of Nomination and Election for Faculty (motion attached)
   d) Report from the Senate By-Laws Committee regarding the Research Ethics Board (attached)

5) New Business
   a) Report of the Nominating Committee (attached)
   b) Notice of Motion- Certain Duties of Chair and Deputy Chair (attached)
   c) Notice of Motion- Nominating Committee (attached)
   d) Curriculum Committee (attached)
   e) Senate Committee Annual Reports
      i.   Academic Discipline Appeals Committee
      ii.   Academic Integrity Committee
      iii. Academic Program Review Committee
      iv.   Academic Technologies Committee
      v.   Admission and Academic Standing Committee (Policy)
      vi.   Archives Committee
      vii. By-Laws Committee
      viii. Curriculum Committee
      ix.   Graduate Studies Committee
      x.   Honorary Degree Committee
      xi.   Honours Committee
      xii. Research Ethics Board

xiii. Students with Disabilities that Affect Learning Committee
xiv. Tenure-Track Teaching Complement Allocation Committee
xv. Timetable, Instruction Hours, and Examination Committee
xvi. Board of Open Acadia
xvii. Senate Executive
xviii. Senate Research Committee

f) Notice of Motion – Faculty Elections Officer

Sincerely,

ORIGINAL SIGNED

Rosemary Jotcham
Registrar and Secretary of Senate

Brought forward from the March 8, 2010 meeting of Senate:

Motion regarding the Membership of the Chair of the Senate Curriculum Committee on the Senate Graduate Studies Committee

It was moved by A. Quema and seconded by R. Raeside:

According to According to the Senate By-Laws, the duties of the Graduate Studies Committee include the following: "To consider graduate curriculum submissions from Departments, Schools and Faculties and to make recommendations to Senate. Such submissions include changes in existing programs, courses and degree requirements and proposals for new courses, degree requirements and programs" (VIII, ii, b).

On this basis, the Senate Curriculum Committee moves that its chair be an ad-hoc member of the Senate Graduate Studies Committee for the purpose of ensuring coordination in curriculum course proposals where undergraduate courses are also offered as graduate courses.

Motion re: Process of Nomination and Election for Faculty

In order to further enhance the openness and transparency of Senate, it is proposed that the Process of Nomination and Election for Faculty used by the Nominating Committee, found in VIII. (b) ii, which currently reads,

> In carrying out its responsibilities, the Nominating Committee shall:
>
> a. Review qualifications for vacant positions and determine potential candidates based on their availability, other committee loads, administrative loads, interests, etc.;
> b. Invite candidates to serve until one agrees;
> c. Present its nominations to Senate where additional nominations will be invited. Either Senate will confirm the nominations or an election will be held if additional nominations are put forward.

be amended to read

> In carrying out its responsibilities, the Nominating Committee shall:
>
> a. Issue a call for nominations from eligible members for all vacant positions. All nominations must be accompanied by an agreement to serve if elected.
> b. In a case where no nominations are forthcoming, or if the Committee so desires, determine potential candidates based on their availability, other committee loads, administrative loads, interests, etc.
> c. Whenever possible, present a slate of nominations to Senate where final nominations will be accepted and an election will be held. Nominees may submit a short statement outlining their interest in and relevant experience/expertise for a position.

REPORT FROM THE SENATE BY-LAWS COMMITTEE

Research Ethics Board
May 12, 2010

At the request of Senate (April, 2010 Senate meeting) and in accordance with its mandate, the By-Laws Committee has reviewed the Research Ethics Board's membership, selection of membership, quorum, and duties.

This review was conducted in consultation with various applicable parties and with reference to the requirements of the Tri-Council Policy Statement (TCPS). There is a *Draft 2nd Edition of the TCPS* that is expected to be approved in the immediate future. The Committee has attempted to make recommended changes that meet the requirements of the *Draft 2nd Edition* but are not in violation of the *1st Edition*.

This report outlines the recommended changes to the REB By-Laws and is followed by an Appendix A –Current REB-By-Laws and Appendix B the revisions in affected sections.

RECOMMENDED REVISIONS

<u>MEMBERSHIP</u>

- Adding**- including men and women-** to the membership composition.

<u>Reasoning:</u> This is the wording that is included in the *1st Edition of the TCPS*.

- **The addition of a representative from the Faculty of Theology with broad expertise in the methods or in the areas of research that are covered by the REB.**

<u>Reasoning:</u> Several areas of work within the Faculty of Theology touch upon research with human subjects: theology proper, ethics, practice of ministry, counseling, and chaplaincy, among others.

- A change **from** the current wording of
"One or two member(s) with no affiliation with Acadia University from the community"
          to
One member from the community with no affiliation to Acadia University and not currently engaged in scientific, legal, or academic work.

Reasoning: There should be a finite number of members, not "one or two", and the description has been enlarged to meet the new requirement as proposed under the terms of the *Draft 2nd Edition of the TCPS* .

SELECTION PROCESS

- The mandate of the Research Committee requires it to nominate the REB Faculty and Community members. The By-Laws Committee proposes that the Faculty and Community members be nominated and elected in the same manner as required for other Senate Committee members per the Senate By-Laws. Term of appointment and rotation of terms is currently contained within the *Committees* section of the By-Laws and should not be included in the REB section again so as to avoid redundancy.
- As the "One faculty member, knowledgeable in ethics, to serve as Chair" may come from any faculty, the By-Laws Committee recommends that the election for this position be conducted by the Faculty Elections Officer at large (for the Faculty as a whole).

Reasoning: This procedure results in an open and transparent appointment of members to the REB and is consistent with the selection process used for other Senate committees.

Therefore the selection process recommended will be in accordance with the following current Senate By-law Sections

Section VI. COMMITTEES

1. Standing and special committees of the Senate of Acadia University will be formed as needed. *Faculty members on such committees in positions designated for a specific faculty shall be elected by that faculty, while non-ex officio members of such committees designated for Senate shall be elected by Senate.* The Faculty Elections Officer shall be elected by Senate. The Nominating Committee shall present a list of nominees at the April meeting of Senate to fill Senate-designated vacancies.

2. **The elected members of standing committees shall normally be elected for a term of three years, except for student members, whose term of Senate is of one year's duration,** and for the elected members of the Executive Committee, who shall be elected for one year. The term of service of elected members shall commence on the First Day of July of the year of election and shall normally conclude on the Thirtieth Day of June three years thereafter. **However, with the first appointment of members to a standing committee and/or special committee of Senate, the Recording Secretary of Senate should ensure that a staggering of the appointments occurs so that not all members of the committee are retiring at the same time.**

See also

VIII. (b)   <u>NOMINATING COMMITTEE</u>

ii.   The duties and responsibilities of the Nominating Committee shall be:

-- to nominate lay persons to be members of Senate;

_____

_____

<u>QUORUM</u>

- The By-Laws Committee proposes the number of committee members required for quorum be increased from four members to five.

Reasoning: As each member is appointed to fulfill certain requirements, it is important that most members are in attendance at each meeting. This will also comply with the *Draft 2nd Edition of the TCPS,* which specifies quorum as a minimum of five members.

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<u>DUTIES</u>

- In respect to the annual report to Senate, the By-Laws Committee's proposals would require the Chair of the Committee to report directly to Senate and not through the Dean of Research and Graduate Studies. It is proposed that as a minimum specific information be included in the annual report to Senate.

Reasoning: To increase the level of independence of the Committee and its transparency.

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APPENDIX A RESEARCH ETHICS BOARD –CURRENT BY-LAWS

VIII.   (g)   <u>RESEARCH ETHICS BOARD</u>

i.   The Research Ethics Board (REB) shall be an independent board whose membership, except for the Dean of Research and Graduate Studies, and the graduate student representative, both of whom are non-voting members, shall be nominated by the Senate Research Committee, and elected by Senate. The Research Ethics Board shall report to Senate through the Dean of Research and Graduate Studies. All members (aside from the graduate student representative) shall be appointed for up to a three-year term. The graduate student representative shall be appointed for a one-year term.

Membership of the Research Ethics Board shall be as follows:

> The Dean of Research and Graduate Studies, who shall act as liaison to the Senate Research Committee, the Senate Graduate Studies Committee, and Senate;
>
> One faculty member, knowledgeable in ethics, to serve as Chair;
>
> One member from the Faculty of Arts with broad expertise in the methods or in the areas of research that are covered by the REB;
>
> One member from the Faculty of Professional Studies with broad expertise in the methods or in the areas of research that are covered by the REB;
>
> One member from the Faculty of Pure and Applied Science with broad expertise in the methods or in the areas of research that are covered by the REB;
>
> One or two member(s) with no affiliation with Acadia University from the community; **
>
> One additional member who has legal knowledge, but with no affiliation with Acadia University from the community;
>
> One graduate student, who shall be appointed by the Student Representative Council.

ii.   The duties of the Research Ethics Board shall be:

- The REB shall adopt, interpret and implement the principles, protocols and procedures outlined in the Tri-Council Policy Statement, "Ethical Conduct of Research Involving Humans," as they pertain to the types of research and related activity conducted by employees, faculty, students and researchers associated with Acadia University.

- The REB shall establish and supervise a process to review research proposals referred to it in a regular and timely manner so that researchers are not compromised in their ability to initiate their research programmes. The Research Ethics Board shall approve, reject, propose modifications to, or terminate any proposed or ongoing research involving human subjects which is conducted within, or by members of, Acadia University, using considerations set forth in the Tri-Council Policy Statement, "ethical Conduct of Research Involving Humans."

- The REB shall communicate the Tri-Council Policy Statement and its implications (and any future modifications to the Tri-Council Policy Statement) to all employees, faculty, students and researchers associated with Acadia University.

- In accord with provisions provided by the Tri-Council Secretariat, Acadia University's REB shall serve in a reciprocal relation, acting as the Appeal Board for Mount Allison University's REB.

- The REB shall provide to Senate, through the Dean of Research and Graduate Studies, an annual report of its activities.

- The REB shall consider such matters as may from time to time be referred to it.

iii Quorum for meetings of the Research Ethics Board shall be set at four voting members, one of which must be one of the two community members.

APPENDIX B- PROPOSED REVISED BY-LAWS
If approved, the various Senate committees affected will be revised as indicated below:

VIII. (g) RESEARCH ETHICS BOARD * ***

i. The Research Ethics Board (REB) **(a standing committee of Senate)** shall be an independent board. whose membership, except for the Dean of Research and Graduate Studies, and the graduate student representative, both of whom are non-voting members, shall be nominated by the Senate Research Committee, and elected by Senate. The Research Ethics Board shall report to Senate through the Dean of Research and Graduate Studies. All members (aside from the graduate student representative) shall be appointed for up to a three-year term. The graduate student representative shall be appointed for a one-year term.

Membership of the Research Ethics Board **(including both men and women)** shall be as follows:

Non-voting members:
     The Dean of Research and Graduate Studies, who shall act as liaison to the Senate Research Committee, the Senate Graduate Studies Committee, and Senate;
     One graduate student, who shall be appointed by the Student Representative Council.

Voting members
     One faculty member, knowledgeable in ethics, to serve as Chair;
     One member from the Faculty of Arts with broad expertise in the methods or in the areas of research that are covered by the REB;
     One member from the Faculty of Professional Studies with broad expertise in the methods or in the areas of research that are covered by the REB;
     One member from the Faculty of Pure and Applied Science with broad expertise in the methods or in the areas of research that are covered by the REB;
     One member from the Faculty of Theology with broad expertise in the methods or in the areas of research that are covered by the REB;

One ~~or two member(s)~~ **member** from the community with no affiliation to Acadia University **and not currently engaged in scientific, legal or academic**
work.
One member from the community who has legal knowledge, but with no affiliation with Acadia University;

ii.   The duties of the Research Ethics Board shall be:

- The REB shall adopt, interpret and implement the principles, protocols and procedures outlined in the Tri-Council Policy Statement, "Ethical Conduct of Research Involving Humans," as they pertain to the types of research and related activity conducted by employees, faculty, students and researchers associated with Acadia University.

- The REB shall establish and supervise a process to review research proposals referred to it in a regular and timely manner so that researchers are not compromised in their ability to initiate their research programmes. The Research Ethics Board shall approve, reject, propose modifications to, or terminate any proposed or ongoing research involving human subjects which is conducted within, or by members of, Acadia University, using considerations set forth in the Tri-Council Policy Statement, "ethical Conduct of Research Involving Humans."

- The REB shall communicate the Tri-Council Policy Statement and its implications (and any future modifications to the Tri-Council Policy Statement) to all employees, faculty, students and researchers associated with Acadia University.

- In accord with provisions provided by the Tri-Council Secretariat, Acadia University's REB shall serve in a reciprocal relation, acting as the Appeal Board for Mount Allison University's REB.

- The REB shall provide to Senate, through **its Chair** ~~the Dean of Research and Graduate Studies~~, an annual report of its activities. **The report should address**

   ♦ **Its policies for the training of members, appointment of Ad Hoc advisors, and other key operating decisions as required by the TCPS and implemented by the REB, and**

   ♦ **appeals, complaints, interpretive matters for which the REB has sought guidance from the Canadian Secretariat on Research Ethics, and any other matters out of the ordinary with which the Board has dealt with over the reported period**

- The REB shall consider such matters as may from time to time be referred to it.

iii Quorum for meetings of the Research Ethics Board shall be set at ~~four~~ five voting members, one of which must be one of the two community members.

VIII. (f)   RESEARCH COMMITTEE

ii. The duties of the Research Committee shall be:

a. ~~To nominate members to the Research Ethics Board in accordance with VIII.(g).i.~~

VIII.   (q)   FACULTY ELECTIONS OFFICER

i.   The Faculty Elections Officer at large shall be elected annually by Senate on nomination by the Nominating Committee of Senate. This position is to be distinguished from the Faculty Election Officers within each Faculty. **

ii.   The duties of the Faculty Elections Officer shall be:

-- **to conduct, the election of the Faculty member, knowledgeable in ethics, to serve as Chair of the Research Ethics Board, a standing committee of Senate.**

Respectfully submitted:

Patricia Corkum, Chair
William Brackney
Anne Quéma
Robert Raeside

Report of the Nominating Committee of Senate (2009-10)

<u>Committee Members;</u> Soren Bondrup-Nielsen, Kurt Bowen, Paul Callaghan (Chair), Ray Ivany, Andrew Mitchell, Anne Quema and Richard Sparkman.

The Nominating Committee met on three occasions during the year: October 13th, 2009, March 22nd and April 27th, 2010. Consistent with the duties and processes established in the By-Laws of Senate, the principal matters the Committee dealt with at these meetings were;

<u>October 13th, 2009</u>
- Select a chair for the nominating committee for 2010/11 (P. Callaghan)
- Nominate Senate representatives to serve on newly constituted Acadia Planning Committee - R. Cunningham (Arts), H. Gardner (Theology), A. Mitchell (Science), A. Vibert (Professional Studies).
- Nominate representative(s) from Acadia to serve on the nominating committee of the MPHEC (D. McKinnon)

<u>March 22nd, 2010</u>
- Nominate person(s) to serve as Chair of Senate for 2010/11 (P. Corkum)
- Nominate person(s) to serve as Deputy Chair of Senate for 2010/11 (deferred to next meeting given the number of vacancies remaining in Senate membership for 2010/11).
- Initial discussions of other vacancies requiring nominations for 2010/11.

<u>April 27th, 2010</u> - Nominate person(s) to serve in the following roles;
- Deputy Chair of Senate for 2010/11 (P. Doerr)
- Faculty Elections Officer for 2010/11 (I. Feltmate)
- Senate Executive - three Senators, one from each faculty; S. Markham-Starr (Professional Studies), D. Holmberg (Science), H. Kitchin (Arts)
- By-Laws Committee: 2010-2013 (3 years), S. Markham-Starr (Professional Studies), TBA (Theology) – see below. Also J. Best (Arts) as replacement for A. Quema for fall 2010 only.
- Students with Disabilities that Affect Learning Committee: 2010-2013 (3 years), M. Corbett (Professional Studies), TBA (Arts) – noted below.
- Library Committee Chair: G. Poulter, replacing A. Quema for fall 2010.

Each meeting was followed by communication via email as committee members reported progress in consultations with the prospective nominees they were assigned to contact.

<u>Other activities</u>
- Liaison for nominations to serve as Senate representative on the Search Committee for University Chancellor (closed April 5th, 2010 – H. Hemming and N. Clarke).
- The committee was also asked to respond to the vacancies created as a result of Linda Lusby's leave of absence during the winter 2010 term.

<u>Note: at this stage, known vacancies yet to be filled for 2010/11 include;</u>
- Representative on the University Senate, Lay person for 2010-2013 (3 years)
- Students with Disabilities that Affect Learning Committee: 2010-2013 (3 years); representative from the Faculty of Arts.
- By-Laws Committee: 2010-2013 (3 years); representative from the School of Theology (either W. Brackney or H. Gardner).
- Acadia Planning Committee: replacement for A. Vibert (Professional Studies) for winter 2011.

Paul Callaghan, Chair
May 5th, 2010

Senate By-Laws Committee
Notice of Motion- Certain Duties of Chair and Deputy Chair
May 12, 2010

PURPOSE OF MOTION
- To increase awareness of the nomination and election processes among the individual Faculties, Faculty at large, and Committees of Senate, and

- To allow for the delegation of certain duties by the Chair of Senate to the Deputy Chair of Senate

MOTION

Be It Resolved That the Senate Constitution and By-laws be amended to state:

III. TERMS AND DUTIES OF MEMBERSHIP

6.

(c) It shall be the responsibility of the Chair **or (if delegated by the Chair) the Deputy Chair** *to* implement an annual orientation meeting (prior to the first Fall meeting of Senate) for incoming Senators so as to familiarize them with the activities of Senate and the duties and responsibilities of Senators **and other such meetings as may from time to time be deemed necessary for the instruction of Senators.**

 (d) It shall be the responsibility of the Chair or (if delegated by the Chair) the Deputy Chair   to facilitate an annual meeting for all involved in the nominations and elections processes so as to ensure open, timely, and efficient nomination and election procedures.

Senate By-Laws Committee
Notice of Motion- Nominating Committee
May 12, 2010

PURPOSE OF MOTION
In the description of the Nominating Committee this motion
- reclassifies the duties based on when the duties are to be performed
- changes the date from April to May for the election of Chair and Deputy Chair, and
- is reworded to remove certain redundancies and ambiguities

MOTION
To change the description of the Nominating Committee to the following: (see Appendix A for other Senate By-Law Sections affected and Appendix B for the current description of the Senate Nominating Committee).

VIII. (b) NOMINATING COMMITTEE

ii. The duties and responsibilities of the Nominating Committee shall be:

a. To nominate for the April meeting of Senate the Chairperson and Deputy Chair of Senate, for election by Senate **in May**, to take office the following **July** ~~September~~;

b. To nominate for the **May** meeting of Senate, to be elected by Senate **and take office in July**
- candidates to fill the non-*ex officio* positions on the Executive Committee of Senate;
- candidates to fill annual vacancies designated for the Senate on *ad hoc* and standing committees of Senate;
- the Chairperson of the Senate Library Committee.
- lay persons to be members of Senate
- a person to fill the office of Faculty Elections Officer;

c. To act upon such other matters as may from time-to-time be referred to it by Senate.

APPENDIX A

OTHER SECTIONS
(*Revised to agree with the motion and/or otherwise changed for clarification*)

II. MEMBERSHIP

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

II. MEMBERSHIP

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

Chair **(see Note below)**

Note

The position of Chair is open to ex officio members of Senate, Senators, and Faculty members who are not Senators. Should an ex officio member of Senate be elected as Chairperson, there shall be no adjustment to the composition of Senate; should a Faculty member of Senate be elected as Chairperson , a replacement member shall be elected from the Faculty to which the Chair belongs; should a member from the Faculty at large be elected, there shall be no adjustment to the composition of Senate.

Deputy-Chair **(From the Elected Faculty Members of Senate)****

IV. MEETINGS

3. At the **May** ~~April~~ meeting, Senate shall elect a Chairperson **and Deputy Chair** who shall serve for the following year, commencing on the first day of July. ~~Should an *ex officio* member of Senate be chosen as Chairperson, there shall be no adjustment to the composition of Senate; however, should an elected member of Faculty be chosen, then a replacement member shall be elected from the Faculty to which the Chairperson belongs.~~

APPENDIX B

The current wording of the Senate Nominating Committee follows:

VIII. (b) NOMINATING COMMITTEE

i. The membership of the Nominating Committee shall be as follows:
The President (non-voting)
Two members of the Faculty of Arts
Two members of the Faculty of Professional Studies
Two members of the Faculty of Pure and Applied Science
One member of the Faculty of Theology
Note: Of the members of each Faculty, one shall be a senator and one a
non-senator. The Senate-members of the Nominating Committee shall be elected by the Senate in accordance with Article III. 7 (a). The non-Senate
members from each Faculty shall be elected by that Faculty in
accordance with Article VI. 1.

ii. The duties and responsibilities of the Nominating Committee shall be:
   a. To nominate annually candidates to fill the non-*ex officio* positions on the Executive Committee of Senate;
   b. To nominate candidates to fill annual vacancies designated for the Senate on standing committees of Senate;
   c. To nominate candidates for Senate-designated vacancies that may occur on both *ad hoc* and standing committees of Senate;
   d. To nominate for election by Senate a person to fill the office of Faculty Elections Officer;
   e. To nominate lay persons to be members of Senate;
   f. To nominate the Chairperson of Senate each April, for election by Senate, to take office the following September;
   g. To nominate the Deputy-Chair of Senate each April, for election by Senate, to take office the following September;
   h. To nominate the Chairperson of the Senate Library Committee. **
   i. To act upon such other matters as may from time-to-time be referred to it by Senate.

In carrying out its responsibilities, the Nominating Committee shall:
   a. Review qualifications for vacant positions and determine potential candidates based on their availability, other committee loads, administrative loads, interests, etc.;
   b. Invite candidates to serve until one agrees;
   c. Present its nominations to Senate where additional nominations will be invited. Either Senate will confirm the nominations or an election will be held if additional nominations are put forward.

iii. In extraordinary circumstances dictated by time constraints, the Nominating Committee will recommend to the Executive Committee of Senate, the name(s) of a Senator(s) to specific-Senate and/or other University Committees.

SCHOOL OF BUSINESS
Proposed Modification to a program
Bachelor of Business Administration with Computer Science
Please note: Students should notify the School of Business Administration after completing their first year when applying to: BBA with Computer Science programs. Students must meet the admission requirements for both BBA and BCS.
1. Required Business courses (45h): see #1 of the requirements for Bachelor of Business Administration.
2. Required non-business courses (21h): Econ 1013, 1023, Math 1413, Math 1613 or Math 1013, Math ~~2433~~ 1323 or 1333, Comm 1213, Econ 2613, each completed with a C-grade or better.
3. Required Computer Science courses (18h): Comp 1113, 1123, 2103, 2113, 2203, and 2213.
4. 12h computer science electives; at the 2000+ level (except Comp 2903 and 2913) with at least 6h at the 3000+ level.
5. 15h business or computer science electives. For those in the second-year Core program, Busi 2993 is required and business or computer science electives are reduced to 12h.
6. 9h university electives (business or non-business)
7. A minimum program GPA of 2.67 at the end of each academic year is required to remain in the BBA with Computer Science program

RATIONALE: We are proposing that the MATH 1323 or 1333 replace the existing requirement of MATH 2433 for the Bachelor of Business Administration with Computer Science degree program. All linear and matrix algebra covered in MATH 1413 will be removed. Material previously covered in MATH 2433 will move to MATH 1413 or be taught in COMP courses.

MATHEMATICS AND STATISTICS
Proposed modification to a course: change in calendar description; change in course title
►Current Description:
MATH 1413 DISCRETE & MATRIX ALGEBRA
Logic, techniques of proof, mathematical induction, sets, relations and functions, ~~equivalence~~
~~relations and partial orders, matrix arithmetic, solution of systems of linear equations~~. Prereq:
NS Grade 11 and 12 Advanced Math and Pre-calculus (or equiv) and computer science Enrolment.

►New Description:
MATH 1413 DISCRETE MATHEMATICS
Logic, techniques of proof, mathematical induction, permutations and combinations, inclusion/exclusion, sets, relations and functions, elementary number theory. Prereq: NS Grade 11 and 12 Advanced Math and Pre-calculus (or equiv) and computer science enrolment, or permission of Instructor.

RATIONALE: This course modification reflects corresponding changes to Math requirements in all Computer Science programs. Students in these programs will now complete Math 1323 or Math 1333, so the material on matrix algebra is no longer required in this course. The revised list of topics was developed in consultation with the School of Computer Science and has been approved by them. The addition of the "Permission of Instructor" clause is to reflect the fact that non-CS students occasionally take this course; preference will still be given to CS majors, since it is required for them.

Proposed Modification to a program
►Current Description:
Bachelor of Science in Mathematics and Statistics with Music
1. Math 1013, 1023, 1313, 1333, 2013, 2023, 2213, 2223, 2313, and 15h additional at the 3000/4000 level (42h)
2. Comp 1113 or Apsc 1413 (3h)
3. ~~The music core (39h + 8h), which will include the following: Musi 1112, 1122, 1133,~~ ~~1143, 1161, 1171, 1253, 1263, 2113, 2123, 2133, 2143, 2163, 2263, 2283, 4123 (39h)~~
4. ~~Two consecutive courses in principal applied study (12h)~~
5. ~~One of Musi 2223, 2233, 2243, 2253, 2273, 4213, 4223 (3h)~~
6. ~~Eight consecutive music ensemble courses (8h) in addition to the normal 120h credits~~

►New Description:
Bachelor of Science in Mathematics and Statistics with Music
1. Math 1013, 1023, 1313, 1333, 2013, 2023, 2213, 2223, 2313, and 15h additional at the 3000/4000 level (42h)
2. Comp 1113 or Apsc 1413 (3h)
3. Musi 1133, 1130L, 1143, 1140L, 1253, 1263, 2133, 2130L, 2143, 2140L, 2163, 3203 (24h)
4. Musi 1666, 2666 (for students who complete a successful audition on an instrument or voice) or 12h music electives (IDST music courses may be used to satisfy this requirement). (12h)
5. Musi 1600 in first year and Musi 2701 in each subsequent year of enrolment.

RATIONALE: These changes are to the Music requirements for the B.Sc. Math with Music program to align these second-major requirements with the current major requirements for Music programs.

SCHOOL OF ENGINEERING
New Course Proposal
APSC 2813 - Engineering and the Biosphere
The course explores the effect of engineered systems and structures on the biosphere. Topics include cell structure and function, microbiology and toxicology, nutrient cycles, communities and ecology as these relate to engineering projects. The application of technology and design to

minimize the impact of human activities on living systems is also considered. Laboratory sessions will consist of field-trips to local sites.

Note: APSC 2813 is not considered an equivalent to any course offered through the Biology department. PREREQUISITES: CHEM 1023 or permission of instructor.
It is a required course for the CAS in the new engineering curriculum.

Proposed course deletion
APSC 1213 – Technical Communications and Professional Practice
RATIONALE: It was a requirement for several disciplines of Engineering under the old program, but is not required for any in the proposed new curriculum. We are adding APSC 2813 – Engineering and the Biosphere and making several modifications to existing courses as part of an extended program change.

Proposed Modification to an existing course
We are requesting a change in the calendar description for APSC 1113 – Statics. We are also adding a pre/co-requisite of PHYS 1013 to the course.
►Current description:
APSC 1113 – Statics
Cartesian geometry, lines and planes, directed vectors, dot and cross products. Equivalent force and moment systems, particle and rigid body equilibrium. Analysis of loads and struts, beams, trusses, rope and pulley arrangements, frames and machines. Friction, centroids and moments of inertia. Co-req: Math 1013

►New description:
APSC 1113 - Statics
Statics is the cornerstone course of the Engineering program. It begins with an introduction to the Engineering profession and progresses to the analysis of simple static structures. Topics include the history of engineering and static analysis of struts, beams, trusses, rope and pulley arrangements, frames and machines. Students complete a major design project for part of their grade. Pre/Co-reqs: Math 1013, Phys 1013

RATIONALE: We are modifying this course to conform to the requirements of the new Engineering Curriculum.

Proposed Modification to an existing course
We are requesting a minor change in the calendar description for APSC 1133 – Strength of Materials.
►Current description:
APSC 1133 – Strength of Materials
Elastic deformation and failure analysis for common engineering elements. Material properties, stress strain testing and diagrams. Axial, torsion, transverse and bending loads. Stress transformations and principal stresses. Statically indeterminate problems. Design of struts, pins, shafts, pressure vessels, beams and columns. Prereq: Apsc 1113, Coreq:Math 1023

►New Description:
APSC 1133 – Strength of Materials
This course follows APSC 1113, and deals with the elastic deformation and failure analysis of common engineering elements such as struts, pins, shafts, pressure vessels, beams and columns. Topics include material properties, stress strain testing, axial, torsion, transverse and bending loads, stress transformations, principal stresses and statically indeterminate problems. Students complete a major design project for part of their grade. Prereq: Apsc 1113, Pre/Coreq:Math 1023

RATIONALE: We are modifying this course to conform to the requirements of the new Engineering Curriculum

Proposed Modification to an existing course
We are requesting a change in the course number for APSC 1863 – Design II.

►Current description:
APSC 1863 – Design II (Project)
This course provides a project-based exercise in the engineering design process. Students work in teams and as individuals on defined projects which utilize knowledge gained from their previous engineering courses. The projects encompass conceptual design, detailed analysis, engineering drawings, physical model fabrication, experimentation, testing and report writing.

►New description:
APSC 2683 – Design II
This course provides a project-based exercise in the engineering design process. Students work in teams and as individuals on defined projects which utilize knowledge gained from their previous engineering courses. The projects encompass conceptual design, detailed analysis, engineering drawings, physical model fabrication, experimentation, testing and report writing.

RATIONALE: The course has been taught in the second year ever since inception. It will become mandatory in the second year under the new curriculum. Renumbering the course will help eliminate confusion on the part of students at registration time.

Proposed Modification to an existing course
We are requesting a change in the title of APSC 2113 – Thermodynamics and a minor change in the calendar description.
►Current description:
APSC 2113 – Thermodynamics
Definitions and systems of units. The ideal gas equation of state. Simple compressible substances. Work and heat interactions. First and second laws of thermodynamics. Enthalphy, entropy and specific heat. Steady and unsteady flow. Carnot and refrigeration cycles. Prereq: Apsc 1113, Math 1023

►New description:
APSC 2113 – Thermo-Fluids I
This course introduces the sciences of Thermodynamics and Fluid Mechanics in an integrated manner. It covers the basic properties of fluids and gasses, the ideal gas equation of state, simple compressible substances, fluid statics, work and heat interactions, the first and second laws of thermodynamics, enthalphy, entropy and specific heat, steady and unsteady flow, Carnot, Rankine and refrigeration cycles. Prereq: Apsc 1113, Math 1023

RATIONALE: We are modifying this course to conform to the requirements of the new Engineering Curriculum

Proposed Modification to an existing course
We are requesting a change in the title of APSC 2123 – Fluid Mechanics and a minor change in the calendar description. In addition, APSC 2113 is being added as a pre-requisite and APSC 1113/MATH 1023 are being dropped as pre-reqs.

►Current description:
APSC 2123 – Fluid Mechanics
Fluid flow definitions and material properties. Fluid statics, forces on submerged surfaces, buoyancy and stability. Continuity, Euler, energy and momentum equations with engineering applications. Dimensional analysis, similitude, theory of physical models. Reynolds number, laminar vs turbulent flows, friction factor and simple piping systems. Lift and drag of submerged objects. Prereq: Apsc 1113, Math 1023

►New Description:
APSC 2123 – Thermo-Fluids II
This course continues on from APSC 2113 in examining the thermo-fluid sciences in an integrated manner. Topics include buoyancy and stability, the use of continuity, Euler, energy and momentum equations in engineering applications, dimensional analysis, similitude, the theory of physical models, Reynolds number, laminar vs turbulent flows, friction factor, simple piping systems and the Lift and drag of submerged objects. Prereq: APSC 2113

RATIONALE: We are modifying this course to conform to the requirements of the new Engineering Curriculum

Proposed Modification to an existing course
We are requesting a change in the title of APSC 3313 – Fundamentals of Chemical Engineering.
►Current description:
APSC 3313 – Fundamentals of Chemical Engineering
This course seeks to develop the student's ability to perform mass and energy balances on reactive and non-reactive processes. Topics include the fundamental properties of multiphase systems, phase equilibrium, vapour pressure, phase rule, Rouault's and Henry's laws and

colligative properties. Emphasis is placed on developing problem solving skills. Prereq: Chem 1023 or 1123, Math 1023.

►New Description:
APSC 3313 – Fundamentals of Process Engineering
This course seeks to develop the student's ability to perform mass and energy balances on reactive and non-reactive processes. Topics include the fundamental properties of multiphase systems, phase equilibrium, vapour pressure, phase rule, Rouault's and Henry's laws and colligative properties. Emphasis is placed on developing problem solving skills. Prereq: Chem 1023 or 1123, Math 1023.

RATIONALE: We are modifying this course to conform to the requirements of the new Engineering Curriculum

Proposed Modification to a program
We wish to increase the number of required courses for the CAS from 22 to 23, add one new engineering course to the curriculum and make a number of existing courses currently taken by our students compulsory.
►Current description:
Certificate in Applied Science (66h)
1. Apsc 1113, 1223, 1413, 2213
2. Math 1013, 1023, 2213, 2723
3. Phys 1013, Chem 1013
4. 6h humanities with a strong writing component
5. 30h at the direction of the school
The 30h block of courses at the direction of the school will typically include additional courses in Mathematics, Physics, Chemistry, humanities and/or social sciences as well as Applied Science. A minimum program GPA of 2.0 is required in order to graduate.

►New description:
Certificate in Applied Science (**69h**)
1. Apsc 1113, **1133**, 1223, 1413, 2213, **2813, 2113, 2683**
2. Math 1013, 1023, **1323**, 2213, 2723, **2753**
3. Phys 1013, **1023**, Chem 1013, **1023**
4. 6h humanities **or social science** with a strong writing component
5. **9h** at the direction of the school
A minimum program GPA of 2.0 is required in order to graduate.

RATIONALE: We are updating our program to conform to changes in the engineering curriculum recently agreed on by all universities in the Associated University System for Engineering.

Proposed Modification to a program

We wish to decrease the total number of required courses for the BASc from 31 to 30, and reduce the required number of math courses by one.

►Current Description

Bachelor of Applied Science (93h)

1. 33h applied science

2. 21h mathematics in consultation with the school and the Department of Mathematics and Statistics

3. 18h from the Faculty of Pure and Applied Science in topics other than mathematics or applied science, with 6h at the 2000-level or higher

4. 15h outside of the Faculty of Pure and Applied Science.

5. 6h from business or the Faculty of Pure and Applied Science.

A minimum program GPA of 2.0 is required in order to graduate

►New Description

Bachelor of Applied Science (*90h*)

1. 33h applied science

2. **18h** mathematics in consultation with the school and the Department of Mathematics and Statistics

3. 18h from the Faculty of Pure and Applied Science in topics other than mathematics or applied science, with 6h at the 2000-level or higher

4. 15h outside of the Faculty of Pure and Applied Science.

5. 6h from business, *economics* or the Faculty of Pure and Applied Science.

A minimum program GPA of 2.0 is required in order to graduate

RATIONALE: We are increasing the requirements of the CAS from 22 to 23 courses, and would like to make the BASc a more palatable alternative for students who feel intimidated by the prospect of tackling 3 overloads in two years. We were also urged to try to better develop a three year program in our latest unit review, and the existing overload in the BASc program is seen as a drawback to students selecting it over the CAS.

COMPUTER SCIENCE (in three parts)

A) The following are Mathematics-related changes.

RATIONALE: in all cases (pp.7-10), the changes are made to courses and programs to accommodate the replacement of MATH 2433 with MATH 1323 or 1333 in the CS curriculums.

Proposed Modification to an existing course: change in prerequisite

►Current Description:

COMP 2113 DATA STRUCTURES AND ALGORITHMS

Topics include introduction to abstract data specification, implementation and testing, introduction to algorithms and their analysis. Prereq: Comp 2103 and either (Math 1323 or Math 1333 or Math 1423) all with C- or better

►New Description:

COMP 2113 DATA STRUCTURES AND ALGORITHMS

Topics include introduction to abstract data specification, implementation and testing, introduction to algorithms and their analysis. Prereq: Comp 2103 and either (Math 1323 or Math 1333 ~~or Math 1423~~) all with C- or better

Proposed Modification to an existing course: change in prerequisite
►Current Description:
COMP 3403 ANALYSIS OF ALGORITHMS
Brief review of computer representation and manipulation of mathematical structures. Introduction to models of computations, basic programming techniques for efficiency (recursion, balancing back-tracking, etc.), complexity theory, estimation and measurement of efficiency of algorithms, and proving algorithms optimal. Prereq: Comp 2113, Math 1023, 2433, each with C- or better

►New Description:
COMP 3403 ANALYSIS OF ALGORITHMS
Brief review of computer representation and manipulation of mathematical structures. Introduction to models of computations, basic programming techniques for efficiency (recursion, balancing back-tracking, etc.), complexity theory, estimation and measurement of efficiency of algorithms, and proving algorithms optimal. Prereq: Comp 2113, Math 1023, ~~2433~~ 1413, (1323 or 1333), each with C- or better

Proposed Modification to an existing course: change in prerequisite
►Current Description:
COMP 3413 AUTOMATA, FORMAL LANGUAGES, and COMPUTABILITY
Automata theory, formal languages, computability and complexity, including the Chomsky hierarchy for languages, decision problems for languages, theoretical computability, non-computable functions and related problems. Prereq: Comp 2113, Math 1023, 2433, each with a C- of better

►New Description:
COMP 3413 AUTOMATA, FORMAL LANGUAGES, and COMPUTABILITY
Automata theory, formal languages, computability and complexity, including the Chomsky hierarchy for languages, decision problems for languages, theoretical computability, non-computable functions and related problems. Prereq: Comp 2113, Math 1023, ~~2433~~ 1413, (1323 or 1333) each with a C- of better

Proposed Modification to an existing course: change in prerequisite
►Current Description:
COMP 3553 COMPUTER GRAPHICS
Selected higher-level concepts in computer graphics, such as display devices, display files and data structures for graphics, interactive and dynamic display techniques, three-dimensional graphics, shaded and colour graphics. Graphics language standardization, and device-independent software. Prereq: Comp 2113, Math 1023, 2433, each with C- or better

►New Description:
COMP 3553 COMPUTER GRAPHICS
Selected higher-level concepts in computer graphics, such as display devices, display files and data structures for graphics, interactive and dynamic display techniques, three-dimensional graphics, shaded and colour graphics. Graphics language standardization, and device-independent software. Prereq: Comp 2113, Math 1023, ~~2433~~ 1413, (1323 or 1333), each with C- or better

Proposed Modification to an existing course: change in prerequisite
►Current Description:
COMP 3613 ARTIFICIAL INTELLIGENCE 1
Topics include an introduction to logic and functional programming, and artificial intelligence. Includes first order logic, constraint logic programming, lambda calculus, intelligent agents, search, planning, and knowledge representation and reasoning. Prereq: Comp 2113, Math 2433, each with C- or better

►New Description:
COMP 3613 ARTIFICIAL INTELLIGENCE 1
Topics include an introduction to logic and functional programming, and artificial intelligence. Includes first order logic, constraint logic programming, lambda calculus, intelligent agents, search, planning, and knowledge representation and reasoning. Prereq: Comp 2113, Math ~~2433~~ 1413, (1323 or 1333), each with C- or better

Proposed Modification to an existing course: change in prerequisite
►Current Description:
COMP 3703 TRANSLATORS
Basic components and techniques of translators for programming languages; preprocessors, compilers, interpreters, assemblers. Prereq: Comp 2113, Math 2433, each with C- or better

►New Description:
COMP 3703 TRANSLATORS
Basic components and techniques of translators for programming languages; preprocessors, compilers, interpreters, assemblers. Prereq: Comp 2113, Math ~~2433~~ 1413, (1323 or 1333), each with C- or better

Proposed Modification to an existing course: change in prerequisite
►Current Description:
COMP 3753 DATABASE MANAGMENT SYSTEMS
The analysis, design, operation and maintenance of large information systems, especially those using database techniques, on-line processing, and networking. The most common models for database management systems with commercial examples. Prereq: Comp 2113, Math 2433, each with C- or better

►New Description:
COMP 3753 DATABASE MANAGMENT SYSTEMS

The analysis, design, operation and maintenance of large information systems, especially those using database techniques, on-line processing, and networking. The most common models for database management systems with commercial examples. Prereq: Comp 2113, Math ~~2433~~ 1413, (1323 or 1333), each with C- or better

Proposed Modification to an existing course: change in prerequisite
►Current Description:
COMP 4343 COMPUTER NETWORKS AND DISTRIBUTED SYSTEMS
Design and implementation of computer networks and related systems, communications protocols and distributed systems. Prereq: Comp 3343, 3713, Math 1023, 2433, each with C- or better

►New Description:
COMP 4343 COMPUTER NETWORKS AND DISTRIBUTED SYSTEMS
Design and implementation of computer networks and related systems, communications protocols and distributed systems. Prereq: Comp 3343, 3713, Math 1023, ~~2433~~ 1413, (1323 or 1333), each with C- or better

Modification to the following programs:
Bachelor of Business Administration with Computer Science
Please note: Students should notify the School of Business Administration after completing their first year when applying to: BBA with Computer Science programs. Students must meet the admission requirements for both BBA and BCS.
1. Required Business courses (45h): see #1 of the requirements for Bachelor of Business Administration.
2. Required non-business courses (21h): Econ 1013, 1023, Math 1413, Math 1613 or Math 1013, Math ~~2433~~ **1323 or 1333**, Comm 1213, Econ 2613, each completed with a C-grade or
better.
3. Required Computer Science courses (18h): Comp 1113, 1123, 2103, 2113, 2203, and 2213.
4. 12h computer science electives; at the 2000+ level (except Comp 2903 and 2913) with at least 6h at the 3000+ level.
5. 15h business or computer science electives. For those in the second-year Core program, Busi 2993 is required and business or computer science electives are reduced to 12h.
6. 9h university electives (business or non-business)
7. A minimum program GPA of 2.67 at the end of each academic year is required to remain in the BBA with Computer Science program

Bachelor of Computer Science
1. Comp 1113, 1123, 2103, 2113, 2203, 2213, 2663, 2903, 3343, 3403, 3613, 3703, 3713, 3753, 4983, and Math 1413 or 1313, and ~~2433~~ **1323 or 1333**, each with C- or better (51h)
2. 12h other Comp, each with C- or better

3. Math 1013, 1023, 2233, each with C- or better (9h)
4. 6h English or one language other than English
5. 9h of courses offered by the Faculty of Arts (not Econ 2613, 2623, or Soci 3103)
6. 12h from the Faculty of Pure and Applied Science (not mathematics or computer science) or from the School of Business Administration
7. The remaining 21h are electives with at most 15h in Comp (21h)
8. A minimum CGPA of 2.00 is required to be eligible to graduate.

Bachelor of Computer Science with Honours
1. Comp 1113, 1123, 2103, 2113, 2203, 2213, 2663, 2903, 3403, 3343, 3413, 3613, 3703, 3713, 3753, 4996, and Math 1413 or 1313, and ~~2433~~ **1323 or 1333**, each with B- or better
(57h)
2. 12h Comp at 3000/4000-level, with B- or better
3. Math 1013, 1023, (2213, 2223 or 2233, 2243), and 6h mathematics elective at the 2000 plus level, each with C- or better (18h)
4. 6h English or one language other than English
5. 9h of courses offered by the Faculty of Arts (not Econ 2613, 2623, or Soci 3103)
6. 12h from the Faculty of Pure and Applied Science (not mathematics or computer science) or from the School of Business Administration
7. 6h of elective courses with at most 3h of computer science
8. A minimum CGPA of 3.0 is required to be eligible to graduate.

Bachelor of Computer Science with Specialization
1. Comp 1113, 1123, 2103, 2113, 2203, 2213, 2663, 2903, 3343, 3403, 3613, 3663, 3703, 3713, 3753, 4983, and Math 1413 or 1313, and ~~2433~~ **1323 or 1333**, each with C- or better
(54h)
2. A set of required specialty courses, each completed with a grade of C- or better. The specialties and their required courses, are: **Electronic Commerce:** Comp 2513, 2523, 3503, (9h from Comp 3513, 3583, 4343, or 4583), Busi 1703, 2213, 2413, 2053, 3h other Busi, Comm 1213 (36h); **Environmental Informatics (*):** Biol 1113/1123, 2033, Envs 1013; 1023; 3423; (Envs 3313 or other Envs or Geol course with permission of the School), Geol 1013, 2703, Comp 3503, 4523 and 3h Comp at the 2000+ level (36h); **Mobile and Ubiquitous Computing (*):** Comp 2513, 2523, 3583, 4583; Psyc 1013, 1023, 2013; (Psyc 2023 or 2143); plus 12h with permission of the School. (*) **Pending approval from MHPEC**
3. Math 1013, 1023, 2233, each with C- or better (9h)
4. 6h English or one language other than English
5. 9h of courses from the Faculty of Arts (not Econ 2613, 2623, or Soci 3103).
6. 6h of non-computer science courses
7. A minimum CGPA of 2.00 is required to be eligible to graduate

Bachelor of Science with Honours in Computer Science: Comp 1113, 1123, 2103, 2113, 2213, 2203, 2663, 2903, 3343, 3713, 3753, 4996, Math (1413 or 1313), 2233,

~~2433~~ 1323 or 1333, and 12h Comp at the 3000+ level (51h)

Certificate in Computer Science (30h): Comp 1113, 1123, 2103, 2113, 2203, 2213, Math 1413 and ~~2433~~ **1323 or 1333**, 6h Comp electives at the 2000+ level (except Comp 2903). This
program is open only to part-time students.

Bachelor of Science with Computer Science as the Second Major (36h): Comp 1113, 1123, 2103, 2113, 2203, 2213, 12h Comp electives at the 2000+ level (except Comp 2903) of which at least 6h must be at 3000+ level (30h). Math 1413, ~~2433~~ **1323 or 1333** (6h).

B) The following are changes affecting service courses
Modification to an existing course : change in calendar description
►Current Description:
COMP 1893 MULTIMEDIA BASED INTRODUCTION TO PROGRAMMING
An introduction to programming by writing computer programs to manipulate images and sound. No prior computer knowledge assumed.

►New description:
COMP 1893 MULTIMEDIA BASED INTRODUCTION TO PROGRAMMING
An introduction to programming by writing computer programs to manipulate images and **other media**. No prior computer knowledge assumed.
RATIONALE: The new wording is to more accurately reflect the manipulation of all forms of digital media: sound, animation, video, etc.

Modification to an existing course : change in calendar description; change in course title
►Current Description:
COMP 2853 DATABASES
Introduction to the uses of databases for storing and querying information. Prereq: Comp 1813

►New description:
COMP 2853 DATABASES **AND DATA ANALYTICS**
Introduction to the use of databases **and tools for the integration and analysis of data, and data transform into information. Prereq: Comp 1813 or permission of school.**
RATIONALE: The new wording is to more accurately reflect the data analytical components of the revised course.

Modification to an existing course : change in calendar description
►Current Description:
COMP 2863 HOW WEB SITES WORK
Topics include an introduction to Web fundamentals, and programming techniques for Web site development. Prereq: Comp 1813 or permission of school
►New description:
COMP 2863 HOW WEB SITES WORK

Topics include an introduction to Web fundamentals, and programming techniques for Web site development. Prereq: **3h Comp**

RATIONALE: The new prerequisite makes it clear that any student who has completed a 3h COMP credit to take the course, including COMP 1113, 1813, or 1893.

Modification to an existing course : change in year level
►Current Description:
COMP 2873 BUILDING WEB-BASED APPLICATIONS
Development of dynamic Web applications using database technology. Topics include an introduction to Web development frameworks, and building Web sites which access data stored in a database backend. Prereq: Comp 2853 and 2863
►New description:
COMP **3873** BUILDING WEB-BASED APPLICATIONS
Development of dynamic Web applications using database technology. Topics include an introduction to Web development frameworks, and building Web sites which access data stored in a database backend. Prereq: **(Comp 2853 and 2863), or permission of school**

RATIONALE: The new course number reflects the fact that this course should normally follow a 2000 level course. The "permission of school" has been added to allow non-CS major students to take the course because of related transfer credits or computer programming work experience.

C) The following are changes affecting specializations
Proposed course deletion: COMP 4443 Selected topics in Computer and Network Security; Proposed course deletion: COMP 4523 ENVIRONMENTAL INFORMATICS

Proposed Modification to an existing course: change in calendar description
►Current Description:
COMP 4613 Artificial Intelligence 2
Topics include uncertain knowledge representation and reasoning, machine learning, agent communication, and natural language processing. Prereq: Comp 3613 and (Math 2223 or 2233) with C- or better

►New description:
COMP 4613 Artificial Intelligence 2
Topics include uncertain knowledge representation and reasoning, machine learning, agent communication, natural language processing, and artificial intelligence for games. Prereq: Comp 3613 and (Math 2223 or 2233) with C- or better

RATIONALE: This change is to ensure AI content such as path finding, dynamic decision making, and real-time learning are provided in this course because it is a required course in the proposed BCSS Game Development.

<u>Proposed Modification to a program</u>: Delete the "Environmental Informatics" specialization from the "Bachelor of Computer Science with Specialization".
Bachelor of Computer Science with Specialization
~~**Environmental Informatics:** (*): Biol 1113/1123, 2033, Envs 1013; 1023; 3423; (Envs 3313 or other Envs or Geol course with permission of the School), Geol 1013, 2703, Comp 3503, 4523 and 3h Comp at the 2000+ level (36h)~~

<u>Proposed Modification to a program</u>: Delete the "Security" specialization from the "Bachelor of Computer Science with Specialization".
Bachelor of Computer Science with Specialization
~~**Security:** Comp 2513, 2523, 3413, 4343, 4923; Math (1323 or 1333), 2313, (3303 or 3513), 4333; 9h Comp/Math at the 3000+ level (36h).~~

<u>Proposed Modification to a program</u>
We are proposing that the requirements for successful completion of the Co-op Option for a Computer Science undergraduate degree be changed from a **mandatory four** 4-month Co-op work terms (or one 12 or 16-month internship) to a **mandatory three** 4-month Co-op work terms with an **optional fourth** 4-month Co-op work term (or one 12 or 16-month internship).

RATIONALE: This change would make all Co-op programs at Acadia equal. All other Co-op programs have 3 mandatory 4-month Co-op work terms with the fourth being optional. Three 4-month Co-op work terms during a typical 4-year degree meets national accreditation standards for Co-op. Currently, CS students entering the Co-op program in their third year cannot complete a degree with the Co-op Option in the typical 4.5 years. Instead, it takes them 5 full years. With this change, these students could complete their Co-op degree in 4.5 years.
►New descriptions in different sections of the Calendar:
p.49
Current: Science students alternate study terms with co-op terms, completing 3 four-month co-op work terms (4 four-month work terms for computer science) or a 12 – 16 month co-op internship, ending on a study term, to complete the Co-op Option.
Proposed: All Science Co-op students alternate study terms with Co-op terms, completing 3 four-month Co-op work terms (with an optional fourth) or a 12 – 16 month internship, ending on a study term, to complete the Co-op Option.
p.57
Current: A student may complete any of the four BCS degrees with a co-operative education option or an internship option. Co-operative education offers 4 four-month work terms alternating with study terms. It is mandatory for a student to complete 16 months of successful work experience once enrolled in the co-operative education program. An internship offers 16 months of consecutive work experience prior to the last year of study. Further details about the options are available from the school.
Proposed: A student may complete any of the BCS degrees with the Co-operative Education Option. It is mandatory for a student to complete three 4-month Co-op work terms (with an optional fourth), or a 12 or 16 month internship, to graduate with the Co-op Option. An internship offers 12-16 months of consecutive work experience prior to the last year of study. Further details about Co-op are available on page 49 or from the Science Co-op Office.

p.107

Current: Arts, Science and Business co-op students are required to successfully complete COOP 1900, 2900, 3900 or COOP 3700 or 3800 to complete the Co-op Option. For further information on Arts Co-op see page 32; Science Co-op see page 47; and Business see page 60.

Computer Science Co-op student are required to successfully complete COOP 1900, 2900, 3900, 4900 or COOP 3700 or COOP 3800

This is the first (second, third, fourth) four-month term in which the student is employed in a discipline related position. To receive a passing grade for the course, students must successfully complete all work term requirements as documented in the Co-op Student Handbook. In addition a minimum overall Student Evaluation 2 (below average) and a minimum work term report grade 2 (below average) is required.

Proposed: Arts, Science and Business Co-op students are required to successfully complete COOP 1900, 2900, 3900 (with an optional COOP 4900), or COOP 3700, or 3800 to complete the Co-op Option. For further information on Arts Co-op see page 32; Science Co-op see page 47; and Business see page 60.

This is the first (second, third, fourth) four-month term in which the student is employed in a discipline related position. To receive a passing grade for the course, students must successfully complete all work term requirements as documented in the Co-op Student Handbook. In addition a minimum overall Student Evaluation of 2 (below average) and a minimum work term report/presentation grade of 2 (below average) is required.

New program proposal

We are proposing a new specialization stream called "Game Development" within our "Bachelor of Computer Science with Specialization" degree. The new stream will consist of 12 computer science and mathematics courses related to the game development area. Note that this is not a new degree we are proposing; it is a new specialization within an existing degree.

Append the following to item 2 of the description of the "Bachelor of Computer Science with Specialization" which appears on page 58 of the 2009-2010 Calendar:

Game Development: Comp 3553, 3583, 3773, 4343, 4613, 4553, Math 2313, Comp 4983 Project must be in the area of game development, plus 15h with permission of the School (36h)

ACADEMIC DISCIPLINE APPEALS COMMITTEE

Annual Report to Senate for 2009-2010

May 12, 2010

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

Membership:
Deborah Day
Haiyi Zhang (A. Trudel Jan. 1 – June 30, 2010)
Emma Vaasjo
Robert McIntyre

Chair: Not Applicable to this Committee

Meetings:

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

Respectfully submitted,

Tom Herman

Vice-President Academic

Academic Integrity Annual Report for 2009-10

Committee Members 2009-10:

Rosemary Jotcham (Registrar) ex-officio
Phyllis Rippeyoung (Arts)
Robert Pitter (Professional Studies)
Martin Tango (Pure and Applied Science)
 Jennifer Richard (Library)
Vacant (Student)

Duties:
(1) to advocate for any additional resources that are necessary and appropriate to support effective proctoring of tests and examinations, plagiarism detection software, campus awareness programs, etc.;
(2) to recommend practical and technical measures to deter and detect cheating and plagiarism;
(3) to monitor University policy on cheating and plagiarism and to recommend any changes deemed necessary;
(4) to promote uniform procedures across campus for reporting cheating and plagiarism;
(5) to oversee a Registry in the Registrar's Office of reported incidences of penalties applied for cheating and plagiarism in order to deter repeated offences; and
(6) to review as necessary policy and procedures in other Canadian universities and to act as a liaison with outside organizations as appropriate.

Meetings in 2009-10:

March

Summary of Activities:

During the only meeting of the Committee this year, we continued to discuss the "Academic Integrity" section of the university calendar. The comments from the May Senate meeting discussion were reviewed by the committee and the committee began working on a "Best Practices for Dealing Academic Dishonesty at Acadia" document. This work is ongoing.

Respectfully,

Jennifer Richard

ACADEMIC PROGRAM REVIEW COMMITTEE
Annual Report to Senate for 2009-2010

May 12, 2010

Committee Members 2009-2010

        Dr. Tom Herman, Vice-President Academic (Chair)
        Ms. Rosemary Jotcham, Registrar (Secretary)
        Dr. Linda Lusby
        Dr. Deborah Day
        Dr. Heather Kitchin
        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:
September 18, 2009

Department	Status	Report to Senate
Biology	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
Chemistry	Submitted post review follow-up.	
E&ES	Accreditation Review of Environmental Science moved to fall term 2010; Earth Sciences slated for 2010/11 Fall term will be rescheduled.	
Math & Stats	Self-study in progress; Review pending 2010/11 term	
Physics	Head met with APRC in response to review report	
Psychology	Post review follow-up discussed at departmental retreat	
School of Computer Sci.	Review/Accreditation completed December 3 & 4, 2009; awaiting Review Panel Report slated for June 2010	
School of Engineering	Director met with APRC in response to review report	Jan 2010
School of Nutrition & Dietetics	Director met with APRC in response to review report	Jan 2010
Economics	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
English & Theatre	Review completed January 28 & 29, 2010; Review Panel Report Received – awaiting response from unit	
History & Classics	Post-review follow-up due	
Languages & Literatures	Review completed March 11 & 12, 2010; awaiting Review Panel Report	
Philosophy	Date of review to be determined after APRC updates the schedule	

Department	Status	Report to Senate
	for upcoming reviews.	
Political Science	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
School of Music	Post review follow-up received	
Sociology	Head met with APRC in response to review report	Jan 2010
Women's and Gender Studies	Facilitator engaged to conduct review 2010	
School of Business	Review completed March 1-2, 2010; awaiting Review Panel Report	
School of Education	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
SRMK	Review completed January 10-14, 2010; Review Panel Report Received – awaiting response from unit	
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 & Grad.Studies	Date of review to be determined after APRC updates the schedule for upcoming reviews.	

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

Academic Technologies Committee

Report To Senate

Submitted by Duane Currie, Secretary
April 30, 2010

The Academic Technologies Committee has met twice, once on April 1, 2010, and once on April 15, 2010. These meetings have focused on committee governance, and identifying current issues with academic technology on campus. The issues currently identified are:

- Prioritization method for academic technology requests
- Communications strategy regarding academic technology
- Funding model for specialized academic software
- Classroom and other teaching technology requirements
- Network and library connectivity
- Backup strategy for academic data

Action items have been identified in each area and committee members will be reporting on their progress at the next meeting.

The committee is scheduled to meet once every two months. Terms of service for faculty and librarians last 3 years. Terms of service for students last 1 year. The current membership of the committee is as follows:

Membership	Representative	Term	Retirement
Vice President, Academic	Tom Herman	Ex-officio	N/A
Coordinator, Academic Technologies	Duane Currie	Ex-officio	N/A
Professional Studies: Faculty Representative	Robert Pitter	3 yr	2013
Pure and Applied Science: Faculty Representative	Danny Silver	3 yr	2012
Arts: Faculty Representative	Jon Saklofske	3 yr	2011
Professional Studies: Student Representative	Emma Smith	1 yr	2011

Membership	Representative	Term	Retirement
Pure and Applied Science: Student Representative	Ashley Margeson	1 yr	2011
Arts: Student Representative	Christina Muehlberger	1 yr	2011
1 Librarian	Cordelia Perry	3 yr	2012
Director, Technology Services	Lynn Chipman (appointed as TS representative)	Ex-officio	N/A
Director, Open Acadia	Gary Hepburn	Ex-officio	N/A

Chair: Robert Pitter
Secretary: Duane Currie

ADMISSION & ACADEMIC STANDING COMMITTEE (Policy)
Annual Report to Senate for 2009-2010
May 12 2010

Committee Members 2009-2010
Dr. Tom Herman (Chair)
Ms. Rosemary Jotcham (Secretary)
Dr. Rob Raeside
Dr. Bob Perrins
Dr. Heather Hemming
Dr. Gary Hepburn
Dr. Patricia Rigg
Dr. Leigh Whaley
Dr. Roger Wehrell
Dr. Robert Pitter
Dr. Wilson Lu
Dr. Christopher Killacky
Dr. Gail Noel
Ms. Emma Cullen
Ms. Jenny White

Purpose of Committee:
(1)   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 August 21, 2009. A number of issues were discussed.

The Criteria for Inclusion on the Deans' List: It was agreed that the current criteria disadvantage students in our co op programs. To address this, a change in wording was proposed:
Currently:
The Deans' List includes the names of the top 5% of non-graduating students in their degree, by faculty or school, registered in and completed 30h or more in each academic year of undergraduate study of their first undergraduate degree."
Proposed change:
The Deans' List includes the names of the top 5% of non-graduating
Students' in their degree, by faculty or school, registered in and completed 30h or more, or 15h or more with a fall or winter term co-op placement, in each academic year of undergraduate study of their first undergraduate degree.
This change was brought to Senate and approved at the meeting of September 14, 2009. The revised criteria appear in the 2010/11 academic calendar.

Information for Faculty Regarding Evaluation:
The information provided to faculty regarding evaluation was reviewed.
The information currently reads in part: **Mid-semester grades -** Instructors are to inform their students of their mid-term standings so that students can seek advice from their advisors if they feel it necessary. Five days before the last day to drop a course without penalty, instructors are to have available an indication of the relative standing of each student for the use of the dean should such information be requested.
Revised wording will read:
Course Standings - Instructors are to inform their students of their standings so that students can seek advice from their advisors if they feel it necessary. Five days before the last day to drop a course without penalty, instructors are to have available to the student an indication of their standing in the course.

MOU Working Group Update
The working group met on August 20[th.] Acadia does not currently have a complete and up-to-date repository of existing agreements with other institutions. This is a concern as we are frequently asked to sign agreements of this nature; a comprehensive list of these agreements is very important. Each agreement needs to be reviewed centrally before it is signed. The group identified a number of areas to address: a series of templates needs to be developed to streamline the process; operational procedures need to be developed to guide anyone who wants to develop an agreement; records management needs to be introduced to keep track of our agreements so that they can be maintained appropriately; the communication of this information via the website needs to be put in place; partner management needs to be undertaken to identify the updating and maintaining of the MOUs. The importance of developing a protocol for visits to our campus and for visits to potential partners arose. A suite of protocols for both types of visits will be developed.

Review Recommendation of the Admissions Task Force
The recommendations from the task force were reviewed and discussed. The recommended changes were approved and forwarded to Senate for consideration at the September 2009 meeting. They were approved at that time. Subsequent feedback from school boards across the province has been extremely favorable.

Evaluation Section of the Academic Calendar:
Page 24 of the Academic Calendar states in part: Evaluations – second bullet – no credit is given for a course unless all requirements for it have been completed. The committee recommended to Senate that this statement be changed. Senate considered the proposed revisions at the September 2009 meeting and voted to alter the statement in the calendar. The new wording is reflected in the 2010/11 calendar.

High School Students Admitted with Advanced Standing:
The committee agreed that there is a need to provide support for the transition into University for students arriving from high school with advanced standing as many are coming directly into second year studies in some subject areas. These students will have a different set of challenges than other first year students. To be sure that adequate support is in place, unit heads should be informed by the Deans at the beginning of the year of any students in their unit arriving with advanced standing. The

Registrar's Office will provide the Deans with the names of the students arriving with advanced standing.

Respectfully submitted by the Chair,

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

Senate Archives Committee

Annual Report for 2009-2010

April 2010

Committee Members 2009-2010

Arts	S. Henderson	3 yr	2011
Arts	B. VanBlarcom	3 yr	2011
Arts	P. Doerr	3 yr	2010
Prof. St.	S. Markham	3 yr	2012
P&A Sc.	A. Tong	3 yr	2010
Theology	R. Wilson	3 yr	2011
Alumni Appointee	W. Horton	3 yr	2012
Presidential Appointee	Ann Smith	3 yr	2012
Convention of Atlantic Baptist			
Churches Appointee	Hugh McNally	3 yr	2010
Student (Graduate or Honours)	Emma Vaasjo	1 yr	2010
University Archivist	Pat Townsend	ex-officio	
University Deputy Archivist	Wendy Robicheau	ex-officio	
University Librarian	Sara Lochhead	ex-officio	

Meetings 2009-2010
No meetings were conducted this year.

Respectfully submitted by the Recording Secretary,

Wendy Robicheau
Deputy University Archivist

By-Laws Committee
Annual Report to Senate
May 12, 2010

The Committee met several times over the 2009/2010 academic year to execute its mandate.

Review of the By-Laws of Faculty Councils

Included in the mandate of the Senate By-Laws Committee is the following:

-to review any changes to the By-Laws of Faculty and Faculty Councils prior to their presentation to Senate and recommend any revisions or additions necessary, and
-to conduct periodic reviews of the By-Laws of the Senate, Faculty and Faculty Councils and recommend any changes or additions deemed necessary.

Faculty of Pure and Applied Science Constitution

On April 21, 2009 the Faculty of Pure and Applied Science Council approved changes to its constitution.

The Senate By-Laws Committee reviewed and made recommendations on these proposed changes and other aspects of the Constitution of the FPAS. In doing so, the By-Laws Committee considered the following two principles:
        1) the Constitution should provide accessible terms of description for all members—including newcomers to the FPAS—so that the Constitution functions not only as a statement of governance principles, but also as a document of reference and guidance for new members appointed or elected to offices and committees
        2) the FPAS determines the terms of its Constitution.

By-Laws of Senate

Standing Committees of Senate

Senate Library Committee (910-14-LAW)

At the request of Senate, the By-Laws Committee examined the changes to the

Senate Library Committee as per the June 8, 2009 Senate minutes and suggested no changes to the final wording.

Senate Archives Committee (**910-15-LAW**)
At the request of Senate , the By-Laws Committee examined the changes to the Senate Archives Committee as per the June 8, 2009 Senate minutes and recommended that:
"Members of the Senate Archives Committee, representing the faculty, students, local community, and the Convention of Atlantic Baptist churches, will work collaboratively"
Be changed to
Members of the Senate Archives Committee and the local community, will work collaboratively

Technologies Committee (**910-16-LAW**)

At the request of Senate , the By-Laws Committee examined the description of the newly created Senate Technologies Committee as approved at the June, 2009 Senate meeting. The By-Laws Committee recommended that Senate add it to the By-Laws as item VIII (w).

Research Ethics Board

At the request of Senate (April, 2010 Senate meeting), the By-Laws Committee reviewed the Research Ethics Board's membership, selection of membership, quorum, and duties.

This review was conducted in consultation with various applicable parties and with reference to the requirements of the Tri-Council Policy Statement (TCPS). There is a *Draft 2nd Edition of the TCPS* that is expected to be approved in the immediate future. The Committee attempted to make recommended changes that meet the requirements of the *Draft 2nd Edition* but are not in violation of the *1st Edition*.

The report outlines the recommended changes to the REB By-Laws and is followed by an Appendix A –Current REB-By-Laws and Appendix B the revisions in affected sections.

This report is attached to the Agenda for the May, 2010 meeting of Senate.

Nominating Committee

The By-Laws Committee recommended changes to the description of the Nominating Committee and other related sections of the By-Laws:
- to reclassify the duties based on when the duties are to be performed,
- to change the date from April to May for the annual election of the Chair of Senate, and
- to remove certain redundancies and ambiguities

These recommendations are attached to the Agenda for the May, 2010 meeting of Senate.

Duties of Chair and Deputy Chair of Senate

The By-Laws Committee recommended an addition to the duties of the Chair and/or Deputy Chair to increase awareness of the nomination and election processes among the individual Faculties, Faculty at large, and Committees of Senate and to allow for the delegation of certain duties by the Chair of Senate to the Deputy Chair of Senate.
The recommendation would require the Chair or (if delegated by the Chair) the Deputy Chair to facilitate an annual meeting for all involved in the nominations and elections processes so as to ensure open, timely, and efficient nomination and election procedures.

This recommendation is attached to the Agenda for the May, 2010 meeting of Senate.

Faculty Elections Officer

The By-Laws Committee has made a Notice of Motion to add to the stated duties of the Faculty Elections Officer; "**To conduct elections each May for the Chair, Vice-Chair and Secretary of Faculty Council to serve for the next academic year".** This is required by *The Constitution of the Faculty of Acadia University*.

Respectfully submitted:

Patricia Corkum, Chair
William Brackney
Linda Lusby (July 1-December 31, 2009
Anne Quéma
Robert Raeside (January 1-June 30, 2010)

Annual Report of the Senate Curriculum Committee (2009-10)

Members
Paul Callaghan
Emma Cullen
Eva Curry
Rosemary Jotcham
Sara Lochhead
Erin Patterson (replacing Sara Lochhead)
David Piper
Anne Quéma
Robert Raeside
Patricia Rigg
Julia Turner

The Senate Curriculum Committee met on three occasions: 22 October 2009, 11 December 2009, and 27 January 2010. During these sessions, the Committee's members analyzed curriculum submissions from the three faculties. Some of the proposals under review were minor, while others presented major and complex revisions to existing programs.

Communication between the Committee's chair and chairs of departments, directors of schools, and faculty members took place for the following purposes:
- to request clarification with regard to proposals for new courses or new programs;
- to request clarification with regard to modifications to existing programs and courses;
- to indicate a need for minor corrections to the different proposals.

Collaborative work on the Committee and with the different faculties was constructive and successful. The Chair presented a final detailed report to the Committee on issues that had to be solved, while the Office of the Registrar prepared the final summary of curriculum changes for submission to Senate. On 8 February 2010, Senate approved curriculum changes to the Faculties of Arts, Professional Studies, and Pure and Applied Science.

Other activities
- The Senate Curriculum Committee introduced four motions to Senate, three of which were passed (see Senate minutes).
- During its deliberations, the Committee explored a mechanism for input to the SCC from the University community when course and program proposals with impact on other units are being considered.
- A sub-committee was struck to review the MPHEC's new program form with the aim of revamping the SCC New Program Proposal forms, using some of the same questions as used on the MPHEC form.

Anne Quéma, Chair
April 9, 2010

Senate Committee on Graduate Studies
Annual Report to Senate
May, 2010

The Senate Committee on Graduate Studies met on three occasions in the past year: June 16th, September 29th, and November 24th. The business that came before the Committee this year included the following:

- Discussion of the external review for a proposed new MA/MSc program in Health, Culture, and Sustainability, and viability of the program
- Curriculum changes for the graduate programs in English and Education
- Meeting with President Ivany on the place of graduate studies at Acadia

As a result of these discussions, the following actions have been taken:

- Following from the external review of the proposed MA/MSc in Health, Culture, and Sustainability, the School of Recreation Management and Kinesiology revisited their proposal and came forward with a recommendation for a MS/MSc in Health and Wellness.
- The Committee met with a representative from the School of Recreation Management and Kinesiology to discuss the ways in which the School had responded to the recommendations of the external reviewer and to consider the modified program proposal. At the conclusion of these discussions, the Committee was unable to support the new program.
- The modifications to the graduate programs in English and Education were relatively minor, including name changes and new course proposals to better reflect to current operation of these programs.
- The meeting with President Ivany was held to allow committee members an opportunity to discuss the importance of graduate studies given the fiscal challenges facing the University. Prior to the meeting, the President was provided with a chronology of changes to graduate programs and to the Acadia Graduate Awards program, as well as admission and tuition statistics, and external and internal funding support for graduate students.

Committee members:
D. MacKinnon (Research and Graduate Studies), P. Horvath (Psychology), R. Evans (Biology), T. Muldner (Computer Science), J. Slights (English), D. Day (Education), R. Brickner (Political Science), J. Brittain (Sociology), G. Bissix / J. Colton (Recreation Management), R. Karsten (Mathematics and Statistics), S. Barr (Geology), J. Murimboh (Chemistry), W. Brackney (Theology), I. Spooner (Applied Geomatics), A. Biro (Social and Political Thought), J. Brillinger (graduate Student – Arts), C. Trueman (graduate student – Professional Studies), K. Bailey (graduate student – Pure and Applied Science).

Submitted by:
David MacKinnon
Acting Dean
Research and Graduate Studies

Honorary Degree Committee
Annual Report for 2009-2010

April 2010

Committee Members 2009 -2010

Mr. Ray Ivany, President & Vice-Chancellor
Dr. Zelda Abramson, Faculty of Arts Representative
Dr. John Colton, Professional Studies Representative (sabbatical leave as of July 1, 2009; replaced by Dr. Susan Markham-Starr)
Professor Linda Lusby, Faculty of Science Representative
Dr. Chris Killacky, Acadia Divinity College Representative
Ms. Janet Kirk, Board of Governors
Ms. Emma Cullen, SRC Representative
Ms. Patti Davis/Ms. Cathy Walsh, Recording Secretary

Purpose of the Committee:

(1) Solicit and receive suggestions for honorary degrees from the University community and to make recommendations to the Senate for the award of honorary degrees;
(2) To receive, through the President, nominations for the appointment of "Professor Emeriti" and to make recommendations thereon to Senate.
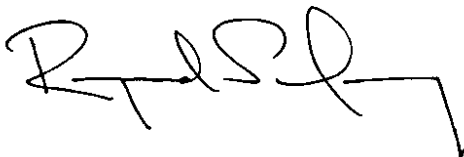
Meetings 2009-2010:

December 10, 2009
January 25, 2010

Summary of Committee Activities:

The Committee forwarded to Senate for a vote by secret ballot, a total of three Honorary Degree and one Professor Emeritus nominations of which three Honorary Degrees and one Professor Emeritus received approval by Senate.

Respectfully submitted by the Chair,

Raymond E. Ivany
President & Vice-Chancellor

Honours Committee

Annual Report for 2009-2010

Committee Members 2009-2010
R. Jotcham, Registrar
D. MacKinnon, Dean of Research and Graduate Studies
M. Grieve, Faculty of Arts
S. Hewitt, Faculty of Arts
P. Callaghan, Faculty of Professional Studies
 J. Yang, Faculty of Professional Studies
P. Ranjan, Faculty of Pure and Applied Sciences
N. O'Driscoll, Faculty of Pure and Applied Sciences
Julia Turner, Honours Student (Arts)
Leslie Lewis, Honours Student (Prof. St.)
 Emma Vaasjo Honours Student (P&A Sc.)

Meetings 2009-2010

17 February 2010

23 March 2010

Agenda for 17 February 2010

Chair: David MacKinnon

Also in attendance: Mathew Durant (Honours Committee chair 2008-2009)

1. Welcome and introductions
2. Selection of Committee Chair
3. External review of Honours theses
4. Back-to-back printing
5. Deadlines for submissions
6. Wording of letters to external readers
7. Date of next meeting

Summary of Committee Activities:
This year the Committee received and approved 99 submissions. At the meeting of 17 February 2010, the Committee discussed the external review process at some length, especially given scheduled discussions in Senate on this topic. As a result, the decision was taken to adopt a different model on a

one-year trial basis. Instead of sending all theses to external readers, the Committee met on 23 March 2010 to review all theses. The process involved reading the first portion of each thesis carefully, along with selected sections throughout, checking for formatting, spelling and grammar, presentation, and other editorial factors. If a number of these were noted through this process, the thesis was sent to an external reader. If not, it was returned to the student with comments attached for attention. In addition, theses that were submitted after the date of the committee meeting were automatically sent for external review. The committee will meet again in September to discuss the outcome of this process and to determine the procedures for the 2010-2011 academic year.

Respectfully submitted,

Sonia Hewitt
Chair, Honours Committee

Annual Report of the Research Ethics Board
Annual Report for 1 May 2009 to 30 April 2010

Mandate

The REB's mandate is to ensure that all research on living human subjects involving any member of the Acadia community complies with the Tri-Council Policy Statement *Ethical Conduct for Research Involving Humans*. The REB reports to Senate through the Acting Dean of Research and Graduate Studies.

REB members

Dr. Joan Boutilier, Community Member
Dr. Richard Cunningham, Faculty Representative, Arts, to 30 June 2009
Dr. David F. Duke, Faculty Representative, Arts, from 1 July 2009
Ms. Anita Hudak, Community Member
Dr. David MacKinnon, Acting Dean, Research and Graduate Studies (*ex officio*, non-voting)
Dr. Stephen Maitzen, Chair
Ms. Vanessa McColl, Graduate Student Representative (non-voting), from 1 September 2009
Dr. Susan Potter, Faculty Representative, Pure and Applied Science
Dr. Christopher Shields, Faculty Representative, Professional Studies
Ms. Naomi Stright, Graduate Student Representative (non-voting), to 31 August 2009

Applications and meetings

During the reporting period, the REB reviewed 71 new formal applications for ethics approval, as well as numerous formal requests from researchers to approve changes to previously approved research. The REB met on 11 occasions during this period.

Other activities

The REB's Chair and Faculty Representatives also responded to numerous informal inquiries from student and faculty researchers at Acadia and elsewhere. The Chair serves as the University's liaison to the national Secretariat for Research Ethics, prepares and distributes the agendas for meetings, records the minutes at meetings and distributes them for approval, writes letters of ethics approval or rejection, performs all filing and maintenance of records, follows up on unapproved research, reviews annual reports from department-level ethics committees, publicizes the role and requirements of the REB, maintains the REB website, and reports to Senate and other bodies concerning the business of the REB.

Electronic application submission and review

In order to help reduce the use of paper, the REB now accepts only electronic applications. All documents associated with the review and approval of applications are now stored in digital form on a secure server.

Respectfully submitted,

S. Maitzen
Chair, Research Ethics Board

Senate Committee for Students with Disabilities that Affect Learning

Annual Report for 2009-2010

Committee Members 2009-2010

>   Diane Holmberg, Chair and Faculty of Pure and Applied Science representative
>   Patricia Rigg, Faculty of Arts representative
>   Heather Hemming, Faculty of Professional Studies representative
>   Carol Anne Janzen, Faculty of Theology representative
>   Emma Vaasjo, student representative
>   Rosemary Jotcham, Registrar, *ex officio*
>   Jill Davies, Academic Support Coordinator, *ex officio*
>   Suzanne Robicheau, Disability Resource Facilitator, *ex officio*

Summary of Activities

The committee met on five occasions: Sept. 1, Sept, 22, Oct. 6, Nov. 26, and Jan. 25.

As summarized in more detail in the report to Senate on November 9, 2009, the committee worked to review its forms and policies. These revisions to policy were passed by Senate on Nov. 9, and are posted on the Disability/Access Services website. The committee recommended that this policy be reviewed by a lawyer for potential legal concerns; we renew this recommendation.

A motion was brought to Senate encouraging efforts to improve the accessibility of buildings on campus. A letter noting Senate's concern was written by the Chair of Senate and sent to President Ivany, the Chair of the Board of Governors, the Vice President Administration, and the Director of Facilities. Senate also requested "the development of a plan and priorities for such improvements as soon as possible." We renew this request.

The committee discussed the possibility of altering the rules, permitting students with disabilities to hold scholarships while taking less than a full course load. After considerable discussion, the committee decided not to pursue this option further at this time. It was felt that such changes might potentially be inequitable.

Committee members worked on revisions to a guide for Faculty, providing information about common disabilities, common accommodations, and addressing frequently asked questions. Work on this document is ongoing; it should be ready to bring to Senate for the fall.

We encourage Senators to bring other issues that require the committee's attention forward at any time.

Respectfully submitted,

Diane Holmberg, Chair

Tenure-Track Teaching Complement Allocation Committee
Annual Report for 2009-2010

Committee Members 2009-2010

> Diane Holmberg, Non-voting Chair (replaced Peter Williams September 2010)
> Ian Stewart, Faculty of Arts representative
> Rene Murphy, Faculty of Professional Studies representative (replaced Gary Ness July

2010)

> Jeff Hooper, Faculty of Pure and Applied Science representative
> Robert Perrins, Dean of Arts, *ex officio*
> Heather Hemming, Dean of Professional Studies, *ex officio*
> Robert Raeside, Acting Dean of Pure and Applied Science, *ex officio* (replaced January
> 2010 by Peter Williams)

Summary of Activities

Dr. Peter Williams reported to Senate on the committee's activities up to June 2009, including the main rankings for the 2009/2010 academic year. Dr. Diane Holmberg took over as Chair in September. Since then, the committee met in person on two occasions, Sept. 24 and Nov. 3, and corresponded on other occasions via e-mail. As summarized in more detail in the minutes of the Senate meeting of October 13, 2009, the committee developed procedures to allow for ranking of positions opened up due to late resignations, and executed those procedures for the current year. These changes to procedures were incorporated into Senate By-laws (see minutes of November 9, 2009). Further to a request from a Senator, the Chair sought advice from the AUFA President and Senior Grievance Officer, and was assured that AUFA sees no conflict between the TTTCAC procedures and the 12th Collective Agreement (see minutes of December 14, 2009).

The committee briefly discussed issues surrounding incorporating TTTCAC procedures into the 13th Collective Agreement, and developing appeals procedures. It was decided these issues were better left for negotiations; all committee members were encouraged to discuss their views on the issues with their respective representatives for negotiation. Proposed language on these issues has been incorporated into AUFA's negotiating package.

Looking ahead, in late May the committee will circulate a call for applications. This call will include information on the TTTCAC's procedures, as well as data compiled from the Registrar's office on all units. Unit heads will be encouraged to prepare their two-page applications. Dates for faculty-wide rankings will be set by each Dean. The TTTCAC will meet as soon as possible after September 1 to collate these faculty lists. We would encourage all involved to proceed with approval processes, advertising, etc., as quickly as possible at that point, so that positions can be advertised by October 1. Should any late resignations occur between September 1 and December 15, the TTTCAC will meet again ASAP to incorporate those positions into the existing rankings, following the approved procedures. An initial report regarding the year's procedures and rankings will be made to Senate in September, with a follow-up report on any late rankings in January.

Respectfully submitted,

Diane Holmberg, Non-Voting Chair

Timetable, Instruction Hours, and Examination Committee

Annual Report for 2009-2010

Summary of Committee Activities:

The TIE Committee met electronically between November and January to discuss Calendar Dates. The dates received approval, by Senate, at the January meeting on November 24th, 2009. There were no other issues brought to the TIE Committee during the 2009/2010 Academic Year.

Respectfully submitted by the Chair,

Lisa Davidson,
Assistant Registrar

Board of Open Acadia
Annual Report to Senate for 2009-10

May 6, 2010

Board Members for 2009-2010:
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. Emma Cullen, Student Representative
Dr. Gary Hepburn, Director of Open Acadia

The Board of Open Acadia met once over the 2009-10 academic year in April of 2010. At that meeting the following items were discussed:

1- Board positions and supporting initiatives that would create greater flexibility for and responsiveness through OA credit offerings to the needs of the following student groups:
    a. Acadia students in full-time programs
    b. Acadia student participating in Intersession
    c. Independent and/or part-time students
2- Financial policy barriers to each of the above student groups from participating in online or offsite courses.
3- Online course development policies
4- Other business

With respect to item 1 and 2, there was consensus among board members that all Acadia students (full-time, part-time, and independent) ought to have maximum access to all credit courses. Many academic policy and financial policy barriers to such access were identified. A few changes to the Academic Calendar were recommended at the meeting. A number of issues were identified for further study by the Director of Open Acadia, the VPA, and/or the Registrar. While some of these issues fall under the house keeping area, others are expected to be brought to Senate in the Fall or brought to the attention of the Board of Governors.

A number of issues were identified for attention in the area of course development. Noting changes in Open Acadia's approach to involve faculty in creating online course material (see below), it was agreed to review guidelines and procedures to ensure that recent instructional innovations are considered in courses, quality is maintained, and the institution attends to its responsibilities with regard to student information.

Under other business, the Board of OA recognized the necessity to include the Dean of Research and Graduate Studies in its membership. The issue will be addressed through Senate in the near future.

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

- In consultation with AUFA, OA shifted from using a course development agreement resulting in OA owning the course material, to one based on licensing of the material. This results in the faculty member retaining ownership of the material they developed and agreeing to allow OA to use it for a specified period of time.
- OA ceased running summer academies (camps) with the exception of the Huggins science seminar, which is supported by an endowment.
- OA has developed the technical capability to use video streaming (webcasting) within courses and for events. This will be utilized is a number of future projects.
- OA is planning an initiative to begin in Fall 2010 that is intended to engage the broader adult learner demographic. It will be based upon broad engagement around academic issues in which Acadia has expertise.

Respectfully Submitted,

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

Senate Executive Annual Report for 2009-10

Committee Members 2009-10:

H. Gardner	R. Murphy
H. Hemming	R. Perrins
T. Herman	R. Raeside (first term)
D. Holmberg	G. Whitehall
R. Ivany	I. Wilks
R. Jotcham	P. Williams (second term)
D. MacKinnon	

Duties:

"The duties of the Executive Committee shall be as follows: between meetings of Senate, to consider matters that in its judgment call for senatorial action or that by statute law may require senatorial action; to consider matters referred to it by Senate" (*Constitution and By-Laws* VII).

Meetings in 2009-10:

May 19, May 27, September 21, and January 21.

Summary of Activities:

The Executive continued its usual activity of receiving agendas for comment via e-mail prior to Senate meetings. In addition it held four meetings, called for the purposes of discussing current and future agenda items. The main focus of these discussions was how and when these items should be brought to the floor of Senate.

The two meetings held in May fell outside of last year's reporting period, and were therefore not included in last year's annual report. They involved the membership of the 2008-09 Executive, and were specifically directed to the issue of creating a Senate committee to oversee development of policy in the area of academic computing. The motion to create an "Academic Technologies Committee" was the product of these meetings. This motion was subsequently passed by Senate, as was a motion to revise the Constitution and By-Laws accordingly.

The September meeting began by reviewing several items of business left over from the previous year: the possibility of re-activating the Endowed Chairs, guidelines for memoranda of agreement, a conflict of interest policy, procedure for approving memoranda of agreement/ understanding and procedure for multi-disciplinary curriculum proposals. All of these issues continue to be pending. There was also discussion about Secretariat renewal, the timeline for the Acadia Planning Committee, software licence payments and application procedure for courses not using a final exam format. A motion on the last of these issues came subsequently came before Senate and was passed.

The January meeting mainly focused on Senate's role in academic program review process, and the sort of role it should play in approving review documents. There was also continued discussion of the Endowed Chairs issue and the role of the Board of Governors in bringing this issue to completion.

I will be requesting that the members of the Executive make themselves available for a final meeting before the end of this academic year.

After many years of inactivity, the Senate Executive has now re-emerged as an effective tool of policy-making. It has much to contribute to Senate's overall performance, and I trust that this committee will continue to find new ways to advance the academic richness of Acadia.

Respectfully Submitted by the Chair,

Ian Wilks

Senate Research Committee
Annual Report to Senate
May, 2010

The Senate Research Committee met on three occasions this academic year: September 23rd, November 25th, and March 26th. The work during these three meetings focused on the following:

- Review of Committee mandate and structure
- Tri-Council results
- Discussion of on-going review structure for the Strategic Research Plan
- Ongoing work on the establishment of an Acadia experts database
- New Canada Research Chair

Following from these meetings, the Division of Research and Graduate Studies has undertaken or will be undertaking the following:

- Plans are underway for two workshops in May/June focused on best practices for NSERC and SSHRC grant preparation
- The work on the development of a searchable Acadia research database has resumed after being sidelined by reduced resources in R&GS following two retirements.
- The central focus of the Committee's meetings has been on the development of a structure for regular reviews of the Strategic Research Plan. This continues to engage the Committee in devising a plan that is meaningful yet not bureaucratic or overwhelmingly time and labour intensive. A motion in this regard will be coming to Senate in the fall of 2010 from the Research Committee.

Committee members:

D. MacKinnon (Research and Graduate Studies), M. Dennis (Faculty of Arts), J. Grant (Faculty of Professional Studies), A. Jha (Faculty of Pure and Applied Science), W. Brackney (Faculty of Theology), A. Smith (Library), H. Chipman (Canada Research Chair), R. Perrins (Director of the Northeast Asia Research Centre), J.-L. Pilote (graduate student), R. MacIntyre (undergraduate student).

Submitted by,

David MacKinnon
Chair, Senate Research Committee

Senate By-Laws Committee
Notice of Motion- Faculty Elections Officer
May 12, 2010

PURPOSE OF MOTION
   To add certain elections to the duties of the Faculty Elections Officer,
   required by *The Constitution of the Faculty of Acadia University*.

VIII. (q) FACULTY ELECTIONS OFFICER

i. The Faculty Elections Officer at large shall be elected annually by Senate on nomination by the Nominating Committee of Senate. This position is to be distinguished from the Faculty Election Officers within each Faculty. **

ii. The duties of the Faculty Elections Officer shall be *:
d. To conduct elections each May for the Chair, Vice-Chair and Secretary of Faculty Council to serve for the next academic year.
d. **e.** To conduct other elections as may from time to time be referred to the Faculty Elections Officer.

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Respectfully submitted:

Patricia Corkum, Chair

William Brackney

Anne Quéma

Robert Raeside