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ACADIA
UNIVERSITY

A meeting of the Senate of Acadia University occurred on Monday, 8 September 2008 beginning at 4:03 p.m. with Chair Ian Wilks presiding and 46 present.

1) Minutes of the Meeting of
    7 May 2008

It was moved by R. Perrins and seconded by T. Hansen *that the minutes of Wednesday, 7 May 2008 be approved as distributed.*

MOTION WAS CARRIED.

2) Announcements and
    Communications
    a) From the Chair
       -re Agenda

There was no objection to the addition of Item 4)d) to the agenda - Annual Report of the Senate Admission & Academic Standing Committee (Appeals).

     -re Guests

The Chair welcomed guest J. Hooper who was present at this meeting to address item 4)b) – report from the Senate Tenure-Track Teaching Complement Allocation Committee..

     -re Senate Membership

I Wilks acknowledged newly appointed Senators (some returning for a second term): D. MacKinnon as Acting Dean of Research & Graduate Studies; K. Steele; A. Quéma, H. Kitchin, G. Whitehall, M. Dennis, B. Verstraete, A. Vibert, L. Elshof, M. Snyder, J. Banks, R. Karsten, P. Williams, E. Cullen, G. Ness, T. Hansen, M. Keaveny, S. Barron, B. Scott, and J. White.

     -re Important Dates

The Chair advised that the Senate Executive would meet September 29th in the Committee Room of University Hall beginning at 4:00 p.m. and the annual Senate Orientation Session would take place September 22nd in BAC 204 beginning at 4:00 p.m.

     -re Senate Rules of
      Procedure

I. Wilks noted that he attempts to end the Senate meetings by 6:00 p.m.; however, when the agenda demands it may be necessary to go a little beyond and he asked Senators to consider the importance of dealing with items and having a quorum to do so. He said that the Senate rules of order are those of the Beauchesne's Rules & Forms of the House of Commons of Canada and extensive use is also made of Robert's Rules of Order – the latter work as guiding and the former as determining for purposes of order. The Chair reminded Senators of his procedure on a tie vote: vote to keep the motion alive by voting against it, but also encouraging its mover to bring it before Senate again, perhaps in altered form.

-re Regrets

Regrets were received from B. Hagerman, A. Irving, and J. Kirk.

b) From the President (Acting)
  & Vice-President
  (Academic)

T. Herman welcomed new Senators to another academic year and noted the following new academic appointments: D. Silver as Director of the Jodrey School of Computer Science, G. Hepburn as Director of Open Acadia, and D. MacKinnon as Acting Dean of Research & Graduate Studies.

He said that searches are underway for the positions of Dean of Pure & Applied Science and University President.

-re President's Advisory
   Council Membership

He outlined current membership of the President's Advisory Council (PAC) as the VP(Academic), VP(Administration), VP(Advancement), Associate VP(Finance), Director of Technology Services, Senior Director of Communication & Public Affairs, Executive Assistant to the President, Director of Open Acadia, Acting Dean of Research & Graduate Studies, Dean of Arts, Dean of Professional Studies, Acting Dean of Pure & Applied Science and Acting President.

-re Academic Program
   Review Schedule

T. Herman noted that the Senate Academic Program Committee has a busy schedule this year with the review of the School of Nutrition & Dietetics to have its external visit for September 21st and the following program reviews scheduled to be conducted within the next twelve months: Department of Sociology, School of Business, School of Computer Science, Department of Physics and School of Recreation Management & Kinesiology.

- re Restructuring of
   Enrolment Services

He briefed Senators on the restructuring of Enrolment Services which took place since the last meeting of the Senate. The three central functions within enrolment – Recruitment, Admissions and Scholarships & Financial Aid will remain closely linked, with good communication among them. However, they will have separate reporting lines, in part to recognize the differing needs and cultures of each. Admissions would now report to the VP(Academic) through the Registrar, Financial Aid to the AVP(Finance) through Financial Services and Recruitment to the VP(Advancement). The restructuring also recognizes the need to share as widely as possible the responsibility for tackling the enrolment challenge. He said that if we are to overcome the challenge, we must all – faculty, staff, students and alumni - own the problem. The response to this move had been positive. In addition, committees to deal with recruitment issues have been created in each of the faculties, organized by the Deans to represent all the units within each faculty. In turn, a representative from each of these committees will report to the VP(Academic) Faculty Committee on Recruitment. This latter committee will engage these representatives from the three faculties with the directors of Recruitment, Admissions, and Scholarships & Financial Aid. Also, the student sector is creating an

organization/structure to engage other students in recruitment. Thus members of the Acadia Community will become more effective in recruitment. Results of this restructuring should be seen in the 2009 enrolment figures. The current enrolment figures show high percentage of continuing or returning students and look stronger than anticipated.

-re Budget Challenges

Budget challenges exist across campus and adjustments have been made. Five AUPAT positions have been eliminated, two of which resulted in an employee being terminated. The budget situation would be reviewed again in October.

c) From the Registrar
-re Current Enrolment
(**089-03-REG**)

R. Jotcham noted that registration stats for 2008-2009 have been distributed for Senators information (**APPENDIX A**).

-re Use of Enabling Motion
(**089-04-REG**)

The Registrar reported that five names were added to the graduation roll as a result of the enabling motion passed at the May meeting. Four were as a result of late grades being received and one as the result of receiving a late application to graduate.

3) New Business
a) Research Committee -
Research Ethics Board
Membership (**089-01-RGS**)

It was moved by T. Herman and seconded by D. MacKinnon *that further to the Senate Executive approval, given after the May meeting of the Senate that, 1.) R. Cunningham (Faculty of Arts Representative) be appointed as sabbatical leave replacement for D. Duke for a 1-year term (to expire 30 June 2009) and 2.) S. Potter be re-appointed for another 3-year term (1 July 2008 – 30 June 2011) on the Research Ethics Board now be approved by the Senate.*

MOTION WAS CARRIED.

b) Nominating Committee –
Report for Senate
Representatives on the
Tenure-Track Teaching
Complement Allocation
Committee, AA2.0
Committee, and Learning
Commons Steering
Committee (**089-02-NOM**)

It was moved by T. Herman and seconded by R. Raeside *that further to the Senate Executive approval, given after the May meeting of the Senate, that the following nominations be approved by the Senate as follows:*
a) Tenure-Track Teaching Complement Allocation Committee (3-year term 2008-2011) – P. Williams as Senator who will serve as the non-voting chair of this committee;
b) AA2.0 Committee (3-year term 2008-2011) – D. Silver to replace P. Williams as the Senate representative;
c) Learning Commons Steering Committee (3-year term 2008-2011) – L. Lusby to replace D. Silver as the Senate representative from the Faculty of Pure & Applied

Science.

MOTION WAS CARRIED.

c) Tenure-Track Teaching
Complement Allocation
Committee – Preliminary
Report (**089-05-TCA**)

It was moved by P. Williams and seconded by G. Ness *that the preliminary report from the Senate Tenure-Track Teaching Complement Allocation Committee* (**APPENDIX B**) *as distributed prior to this meeting be adopted.*

P. Williams spoke to this motion and noted that it listed current membership, duties, activity, procedures, criteria, and timelines. He said the committee was very sensitive to the need to get advertisements out as soon as possible. Once the final enrolment data is available, on September 14th, ranking will proceed. He hoped that the ranking list would be to the VP(A) by early October. He thanked the VP(A) for providing secretarial services for this committee.

Discussion was held with the following points made:
► This document was encouraging because it sent the message that decisions made would be taken seriously.
► As a committee, decisions would be made based on the criteria submitted by each Faculty Council, including special features of individual units.
► Faculty lists would be generated by the Dean of each faculty in acordance with the procedures of that faculty, and all will have access to the same data to make all aware of each other's situation.
► The number of position requests on the table compared to the number which many may be filled depends on the number of applications received. Although late getting formed and underway, this year, it was hoped that the committee would normally complete its work by May/June so that position advertisement could take place in September.
► Term "Program Viability" would be defined by the committee based on previous stats; however, decisions would not be made on numbers alone, but rather on ranking given by faculty (based on how any reduction would impact a program and how curriculum is delivered).
► The Chair of this committee was confident that faculties would not make bad decisions. He said the procedures outlined in this document would be developed as they were worked through and changed if necessary.
► Individual units should not be penalized because they are small. All should have equal resources to do their job. Decisions should not be based on number in the program. Equity not necessarily equality. The committee would attempt to ensure that all units have a fair shake.
► This document does not address the argument of new programs to aid increased enrolment because any new program would be approved by the Senate and presumably each relevant faculty would position the priority for that program within its ranked list appropriately. New programs would be staffed as the faculty priority reflects.
► It was hoped that this process would create equity, especially between faculties. Equity is equality taken through accounted

differences.
► Committee had taken on this task to make things better.

A friendly amendment was accepted to Committee Procedures e. line 1 to read "…the top unassigned **position** from each Faculty…"

MOTION WAS CARRIED AS AMENDED.

P. Williams thanked all committee members for their service on this committee.

d) Admission & Academic Standing Committee (Appeals) – Annual Report for 2007-2008
(**078-82-REP**)

It was moved by T. Herman and seconded by E. Cullen *that Senate receive the Admission & Academic Standing Committee (Appeals) annual report for the academic year 2007-2008 as distributed prior to this meeting (**APPENDIX C**).*

T. Herman spoke to this report and noted that the numbers are on par with other years. He noted that students returning when granted an appeal did so with the understanding they would take advantage of academic support on campus.

R. Jotcham commented that the one appeal to revoke an Acadia degree was an attempt to retake and raise a GPA for admission for further study.

A friendly amendment was made to the last line of this report to read "…after it had been **awarded**…".

MOTION WAS CARRIED AS AMENDED.

5) Adjournment

D. Symons moved this meeting be adjourned. It was 5:25 p.m.

_____
D. Murphy, Recording Secretary

Preliminary Report
of the
TENURE-TRACK TEACHING COMPLEMENT ALLOCATION COMMITTEE

Membership

The membership of the Committee for the 2008-2009 Academic year is;
   i. Dean of the Faculty Arts, Dr. Bob Perrins
  ii. Dean of the Faculty of Professional Studies, Dr. Heather Hemming
 iii. Dean of the Faculty of Pure & Applied Science, Dr. Rob Raeside
 iv. One tenured faculty member elected by each of the Faculties;
      1. Arts, Dr. Ian Stewart (3 year term),
      2. Professional Studies, Dr. Gary Ness(2 year term), and
      3. Pure & Applied Science, Dr. Jeff Hooper(1-year term),
  v. One Senator elected by the University Senate to serve as the non-voting Chair of the Committee, Dr. Peter Williams (provisionally appointed to a 3-year term)

The initial appointments were staggered in length to avoid a wholesale change of the elected members of the Committee.

Duties

a. To compile a ranked campus-wide master-list of open (unfilled) and new tenure-track positions from the Faculties or Arts, Professional Studies, and Pure & Applied Science based on the ranked lists submitted by the Faculties listed above. The final list compiled by this committee will be a collated synthesis of the ranked lists submitted by the three Faculties in the summer of each academic year. This list will be submitted to the Office of the Vice-President Academic and such list will determine the allocation of tenure-track positions to be advertised by the University.
b. To create, update and regularly distribute to Senate criteria upon which this ranking is based.

Reporting

The Senate will review the functioning of this committee in September of each year.

Activity

The Committee began meeting in August 2008 to begin developing the guidelines to be used. The Committee has not completed its work for the year and as such this is a preliminary report.

Committee Procedures

a. The Committee will be provided with the list of positions that are required to be converted to tenure stream as per Article 10.09.1.

b. Positions that have been previously authorized will remain so unless the relevant Faculty requests otherwise

c. The Committee may not alter the order of ranking as determined by a Faculty – i.e. if a Faculty is assigned N positions, they must go to the top N positions in the list provided by that Faculty.

d. Voting in the Committee will be by open ballot

e. At each round of voting, the top three unassigned positions from each Faculty will be considered. Each member will cast 3 votes for their 1st choice, 2 for their 2nd and 1 for their 3rd. The position receiving the most ballots will go onto the list and will be replaced in the next round of balloting by the next highest ranked request from the same faculty. I.e., in the first round the Committee would vote on the top-ranked positions from each Faculty. If, after that round, the position from Faculty A received the most votes, in the next round, the Committee would vote on the top ranked positions from Faculty B and C and the second ranked position from Faculty A.

f. In the case of a tie, further discussion will be held and a tie-breaking vote will be held if necessary.

Criteria

The Committee will publish annually the criteria that it will use in assessing requests. This year, the Committee developed an initial list of criteria which was circulated to all Heads and Directors for input. Based on that input a final list was developed.

The general objective of the Committee is to ensure that the academic integrity of the University's programs is preserved and that the resources needed to meet that objective are distributed in as equitable a fashion as possible.

It was decided that although quantitative data will be used in arriving at decisions, it would not be possible to make decisions in a purely formulaic fashion as there are other factors that must be considered.

The following list of criteria is presented in no particular order.

1) Program Viability – if not awarding a position to a unit will make the program offered by that unit non-viable, and the Faculty in question feels that the ability to offer said program is essential to its overall objectives, they may give a position request a high ranking on this basis. Examples of how this might apply could include;
    a. A small academic unit that does not have particularly high enrolments but a reduction in Faculty complement would make it impossible to continue to offer the major
    b. Accreditation requirements stipulate a minimum number of faculty and/or courses be offered
2) Curriculum delivery – there are numerous factors that need to be considered with respect to delivery of curriculum. Examples include;
    a. Need for small class sizes in languages and areas where class discussion in an important pedagogical tool
    b. Ability to offer courses in an appropriate sequence at the appropriate level
    c. Level of reliance on CLT or part-time instruction
3) Full Course Equivalents (FCE) – We will examine these numbers from 2000 to present to detect any trends. In addition to total FCE count, we will also examine the FCE by major and non-major enrollments to assess the relative contributions of core and service courses
4) Lab enrolments
5) Number of majors, number of combined majors, and number of students enrolled in special programs (e.g. language competency certificates)
6) Number of honours theses
7) Number of Full time Equivalents (FTE)
8) Full-time and part-time graduate enrolments
9) Existing staffing levels within the unit by category
10) Overall equity – is there a reasonable balance of enrolments and faculty across all disciplines and faculties?

11) Special considerations – any recommendations that arise from program review, new initiatives, etc.

Comparisons will be made on a Faculty level, between Faculties, and to the university total. In order to facilitate the evaluation of trends, parameters that are sensitive to global enrolments will be normalized to totals.

Overall Procedures

The basic student data will be generated by the Registrar's Office and all units will be provided with the data from the Committee to ensure consistency. Units will be invited to submit a two-page document outlining their rationale for requesting either a replacement or a new position. The submission should not include the data, although it certainly may be referred to.

Submissions within a Faculty will be ranked by the relevant body within each Faculty and the ranked list, with the accompanying unit submissions, will be considered by the Committee.

Departments will be responsible for indicating any special circumstances that impact their teaching capacity, such as any course releases.

At the time of writing, the Committee is in the process of determining how widely all of the data will be disseminated. The Committee is committed to being as transparent as possible but is also sensitive to the fact that numbers and data used out of context can be misleading.

Timelines

We have had a late start this year and do not have our work completed for the 2008-2009 year. We are keenly aware of the urgent need to get advertisements placed as soon as possible and are currently working on a schedule that will have the ranked list produced by early October.

ADMISSION & ACADEMIC STANDING COMMITTEE (Appeals)

Annual Report for 2007-2008

August 29, 2008

Committee Members 2007-2008

       T. Herman, Vice-President Academic
       R. Jotcham, Registrar
       J. Slights, Arts
       L. Whaley, Arts
       T. Weatherbee, Professional Studies
       E. Callaghan, Professional Studies
       J. Diamond, Science
       J. Murimboh, Science
       E. Cullen, Student VP Academic

Purpose of Committee:

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

Business:

The Committee heard 29 cases for academic dismissal since the last report to Senate in May 2007.

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

The Committee also considered, and rejected, an appeal to revoke an Acadia degree after it had been rewarded.

       Respectfully submitted by the Chair,

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