



Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur at **4:00 p.m.** on Tuesday 11<sup>th</sup> October, 2016 in **BAC 132**.

The agenda follows:

- 1) Approval of Agenda
- 2) Minutes of the Meeting of 12<sup>th</sup> September, 2016
- 3) Announcements (*normally 10 minutes per speaker*)
- 4) Time sensitive items
  - a) Approval of Graduates
    - i. Approval of list (*attached*)
    - ii. Enabling motion (*attached*)
- 5) New Business
  - a) 2016-2017 Enrolment Report (J. Banks/S. Mesheau)
  - b) Academic Integrity Committee report from 2016-17 (*attached*)
  - c) Reports from Senate sub-committees:
    - i) Curriculum Committee (Policy) report (R. Raeside) (*attached*)
    - ii) Library Committee report (B. Brackney) (*attached*)
    - iii) By-laws Committee report (J. MacLeod) (*attached*)
    - iv) Graduate Studies Committee report (D. MacKinnon) (*attached*)
    - v) Research Committee report (D. MacKinnon) (*attached*)
    - vi) Disability Policy Committee report (L. Aylward) (*attached*)
    - vii) Curriculum Committee (P. Callaghan) (*attached*)
    - viii) Honours Committee (A. Redden) (*attached*)
    - ix) Archives Committee (C. Morley) (*attached*)

Sincerely,

ORIGINAL SIGNED  
Rosie Hare  
Recording Secretary to Senate

**Approved Fall 2016 Graduation List – October 11, 2016**

**Doctor of Ministry**

Mawhinney, Stephen William

**Master of Arts (Theology)**

Alcorn, Carlton Bruce

Kwek, Chee Hian

**Bachelor of Theology**

Gosbee, Joseph Wheaton

**BETHEL BIBLE SEMINARY**

**Master of Divinity**

Master of Arts (Theology)

Chan Kwong Yuen

Chan Tsz Shan

**Master of Divinity**

Chan Chin Wang

Chan Siu Ling

Chau Chun Pong

Cheung Kit Wah

Fung King Ming

Hou Bao Hang

Lam Wai Han, Iris

Law Kwong Kuen, Alfred

Lo Lai Ling

Lui Cho Hung

Luk Kai Wing

Yong Sing Ping, Grace

**Master of Theological Studies**

Cham Shi Kwan

Chan King Yin

Chau Wing Pong, Roger Lanslo

Chen Pei Qi

Chen Xiang Ying

Cheng Lai Chu

Chu Miu Chun

Chung Mee Yee, Patricia

Hu Bai Nian

Hui King Yee, Sally

Kwok Ching

Lau Chi Shing

Lau Wai Cheong

Liu Jian Yu

Lo Ming, Samuel

Or Kit Ling  
Rumjahn Ernest Ebrahim  
Wang Bi Yan  
Wang Jun Shi  
Yang Yan Zhen  
Yu Wai Chu

**Master of Arts**

Caissie, Rebecca Michelle (English)  
MacNeil, Stephen Joseph (English)  
Wilson, Rebecca Elizabeth Simmons (English)

**Bachelor of Arts with Honours**

DesRoches, Davita Rebekah (English)  
Esau, Erin Janice Darlene (Sociology)

**Bachelor of Arts**

Drayton, Haley  
Edmunds, Sean Randall  
Marinkovic, Sonja  
Smitten, Andrew George Frederick  
Winder, Remi Irene

**Bachelor of Music**

Siteman, Lauren Mechelina

**Certificate of French Proficiency**

Aucoin, Shauna Marie  
Auld, Penny Elaine  
Boutilier, Christine Marie  
Coulter, Allison Dawn  
Gillis, Alana Dianne  
Mikkelsen, Lori Anne  
Neily, Michelle Jennifer  
Woodman, Morgan

**Master of Science**

Abebe, Elizabeth (Mathematics & Statistics)  
Flinn, Maureen Elizabeth (Biology)  
Fraser, Elizabeth Margaret (Psychology)  
Kroeninger, Krista (Geology)  
Markovich, Adria (Psychology)  
Morrison, Heather Lynn (Applied Geomatics)  
Tong, Zhou (Computer Science)  
Yin, Huimin (Biology)

**Bachelor of Computer Science**

Xie, Chong

**Bachelor of Science**

Armand, Miguel Alberto  
Johnson, Louise Mae  
Moriarty, Tara Siobhan  
Pountney, Kaylyn Leighann

**Bachelor of Science in Nutrition**

Barron, Heidi Victoria

**Certificate of Applied Science**

Che, Ion In

Concepcion, Elienai Jermaine

Davis, Jacob DeVere

Istanbouli, Mahmoud Mouayad

McKay, Brandon William

Noble, Ronan Malcolm Neuman

Nouh, Abdullah Atief

**Honours Conversion**

Barteaux, Brianne Kathleen (Nutrition)

Conrod, Jillian (Nutrition)

Estabrooks, Laura Kathleen (Nutrition)

Gardham, Erika May (Nutrition)

Henri, Sarah Virginie (Nutrition)

O'Flaherty, Erin (Nutrition)

Simms, Gwendolyn (Nutrition)

**Master of Education**

Barclay, Kathleen (Leadership)

Barnes, Jenna Nicole (Counselling)

Barnes, Jennie Lynn (Curriculum Studies)

Barter, Christy (Inclusive Education)

Bekkers, RaeAnne (Counselling)

Belliveau, Maureen Denise (Curriculum Studies)

Bilz, Andrew Jean (Counselling)

Binkhamis, Khalifa (Curriculum Studies)

Bouwman, Susanne Joy (Inclusive Education)

Bowen, Scott Russell (Leadership)

Caldwell, Brock Peter (Counselling)

Chance, Lisa Ann (Leadership)

Coates, Carly Ann (Inclusive Education)

Conrad, Crystal Lee (Inclusive Education)

Costelo, Gillian Lee (Curriculum Studies)

Croft, Whitney Michael (Inclusive Education)

Dean-Moore, Stephanie Donna (Counselling)

Digout, Alison Marie (Inclusive Education)

Doucette, Martin Joseph Byron (Curriculum Studies)

Foisy-Lahey, Celeste Deana (Curriculum Studies)

Forman, Sonya Lynne (Inclusive Education)

Gallivan, Christopher (Curriculum Studies)

Garland, Amy Elizabeth (Counselling)

Greene, David Stephen (Inclusive Education)

Hainstock, Ryan Jamieson (Leadership)

Hall, Tyler (Counselling)

Hardy, Denise Louise (Inclusive Education)

Kenny, Margaret Alexander (Inclusive Education)

King, Joy Lorraine (Inclusive Education)

Kingston, Starr Lee (Inclusive Education)

Lachance, Shannon (Inclusive Education)  
Leek, Robert Murray (Counselling)  
MacDougall, James Andrew (Inclusive Education)  
MacGregor, Jana Sue (Inclusive Education)  
MacIntyre, Sonya Nicolle (Counselling)  
Mayka, Andrew Paul (Counselling)  
McCormick, Megan Lea (Curriculum Studies)  
McWhirter, Catherine Lorraine (Inclusive Education)  
Morse, Stephanie Nicole (Inclusive Education)  
O'Hagan, Bridget (Counselling)  
Pineo, Tracey Lynn (Inclusive Education)  
Potter Cogan, Andrew John (Counselling)  
Pottinger, Chelsea Shannon (Inclusive Education)  
Power, Sybil Elizabeth (Counselling)  
Rafuse, Isaac Stephen (Inclusive Education)  
Reeves, Michelle Lynn (Inclusive Education)  
Stathakis, Robert Tadeusz (Counselling)  
Stavert, Christine (Inclusive Education)  
Stockdale, James Christopher (Leadership)  
Stockley, Naomi Marie (Leadership)  
Surette, Yvette Denise (Curriculum Studies)  
Tringle, Natalie Lavenia (Leadership)  
Veinotte Frowd, Tanya Lynn (Inclusive Education)  
Wolf, George Alexander (Counselling)

#### **Bachelor of Business Administration with Honours**

McDonald, Sheldon

#### **Bachelor of Business Administration**

Abbas, Hatim  
Ali, Muhammad Hassaan  
Baxter, Macael Ramsay  
Clark, Amber  
Ge, Mengjie  
Huang, Jingyan  
Huntley, Charles Joseph  
Lee, Joonhee  
Levesque Fortin, Meggan  
Liao, Yicong  
Lin, Ziqi  
MacKenzie, Connor Douglas  
Thayer, Daniel  
Williamson, Jasmine  
Wilson, Alexandra  
Winkelman, Lindsay  
Xian, Da  
Zhang, Xiang

#### **Bachelor of Kinesiology**

Sullivan, Sarah Ashlynn

#### **Bachelor of Recreation Management**

#### **Bachelor of Community Development**

Foster, Jane Longworth

**Enabling Motion**

Any candidate for an Acadia degree, diploma or certificate who should receive a grade or otherwise qualify or be disqualified between this Senate meeting and the Senate meeting in April, may, if circumstances require, be considered by the Chair of the Admissions and Academic Standing Committee, the appropriate Dean, the appropriate Head/Director, and the Registrar, acting as an ad hoc committee of Senate, they having the power to make consequential amendments to the graduation list. Any such amendments to the list shall be reported to Senate at the next Senate meeting.

## ACADEMIC INTEGRITY COMMITTEE

Report to Senate - September 12, 2016

(Requested at the May 2016 Meeting)

### Committee Members as of Aug 23, 2016:

Dr. Susan Potter, Chair (Pure & Applied Science)  
Dr. Jeff Banks, Acting Registrar  
Dr. Paul Arnold, Pure & Applied Science  
Dr. Diemo Landgraf, Arts  
Ms. Anne Smith, Library

### Changes in membership since the May meeting:

Ms. Carlie Visser, student representative, finished her term in April  
Dr. Jason Holt, Professional Studies, finished his term on June 30  
Dr. Stephen Ahern, Arts, resigned on August 10  
Ms. Brianna Jarvin, VPA of the ASU, replaced Carlie Visser as student rep on August 24

### Update

At the Senate meeting of May 11, 2016, the following motion was put forward (p. 21 of the May 11 minutes):

Motion that the Academic Integrity committee report back to Senate with recommendations at the September meeting and provide a report on their deliberations during the summer in reviewing the Academic Integrity Assessment Guide. Moved by A. Kieffe and seconded by L. Aylward.

It was difficult to schedule meetings over the summer, but the AIC met four times (with between two and four members present) on June 8, July 10, August 10, and August 23. We reviewed the International Center for Academic Integrity (ICAI)'s assessment guide and we made good progress with respect to planning the implementation of the academic integrity assessment process at Acadia. We received the sample student and faculty surveys from the ICAI and revised the questions to fit Acadia.

We are in the process of putting together the research ethics board (REB) application, which is required prior to conducting the assessment. Once that is approved, we will send the revised surveys to ICAI

and they will make the changes to the questions, and make the surveys live. Students and faculty will have two weeks to complete the surveys (perhaps longer – we would welcome input on that question).

Once the surveys are complete and the results are available, the next step is to hold focus groups to discuss the results. The focus groups will consist of students, faculty, and administrators who will provide input to guide our efforts to improve the existing policy.

We anticipate the following time-line:

September	<ul style="list-style-type: none"> <li>• REB application written &amp; submitted</li> <li>• Revisions to surveys reviewed by full AIC</li> <li>• Faculty and student surveys submitted to ICAI</li> </ul>
October	<ul style="list-style-type: none"> <li>• Surveys posted</li> <li>• Emails sent out asking students and faculty to complete the surveys</li> </ul>
November	<ul style="list-style-type: none"> <li>• Survey results analyzed and collated</li> <li>• Focus groups created (one faculty, one students, one administrators)</li> <li>• Focus groups meet and discuss the findings, provide input to the AIC</li> </ul>
December - January	<ul style="list-style-type: none"> <li>• New academic integrity policy is drafted</li> <li>• Feedback is obtained from the focus group members (and anyone else who would like to read it and comment)</li> <li>• Revisions are made based on the feedback</li> </ul>
February	<ul style="list-style-type: none"> <li>• The revised policy is submitted to Senate (as well as the ASU and faculty?) for final feedback</li> <li>• Any requested changes are made</li> </ul>
March - April	<ul style="list-style-type: none"> <li>• If approved, any materials and measures required to support new procedures described in the new policy are designed and put into place</li> </ul>

Respectfully submitted by Susan Potter, Chair



**Curriculum Committee (Policy)  
Plans for 2016-2017  
30 September, 2016**

Committee member 2016-2017

Chair of Curriculum Committee (Administrative) ex-officio: Jeff Banks

Registrar or Delegate (Non-vote): Jeff Banks

University Librarian or Delegate: Ann Smith

Theology: Chris Killacky

Arts: Heather Dahringer

Pure & Applied Science: Rob Raeside

Professional Studies: Roxanne Seaman

Student: Emma Hughes

The duties of the Curriculum Committee (Policy) are:

- 1) to investigate innovative and alternative methods of provision of undergraduate curriculum, and to make recommendations to Senate concerning such methods.
- 2) to develop policies to ensure that undergraduate curriculum is consistently provided and administered across faculties and to make recommendations to Senate concerning such policies.
- 3) to ensure that the implementation of Senate approved policies for undergraduate curriculum is managed, revised, evaluated and disseminated in a coherent and coordinated fashion.
- 4) to collaborate with the Curriculum Committee (Administrative) to ensure the maintenance of an appropriate structure for the consideration of curricular changes.
- 5) to consider such matters as Senate may from time to time entrust to the Committee.

The committee held its first meeting on 19 September 2016. At that meeting the following items were resolved:

1. Rob Raeside was elected as Chair for the upcoming year.
2. Meetings will be held at least twice a term, dates to be determined.
3. Meetings will be held in person as much as possible.
4. The committee reviewed its mandate, and briefly visited the following areas that were previously identified as issues in its responsibility:
  - i. The consistency of minors and majors and the hours required for completion.
  - ii. Review of 1000, 2000, 3000 level courses and whether the levels show differences.
  - iii. Review of the mechanism for degree and programme changes.
  - iv. Course enrolment restrictions.
  - v. Changes to slot conditions / differential credit hours.
  - vi. As a policy procedure to examine the outcomes of the BA and BSc reviews.

## **Senate Committee on the Library**

### **Report from First Meeting, Fall 2016**

The Library Committee met on 26 September 2016 to fulfill Senate's mandate.

The chair of the Committee, being nominated and elected by Senate, was affirmed. However, acknowledging a question from Senate, Committee members decided to approach the Bylaws Committee to change the bylaws to allow for the committee to elect its chair from among the committee, as with other Senate committees. This would become effective in 2017-2018.

We agreed to emphasize two topics this year:

-Concerning Acadia Scholarship: *Institutional Repository, Open Access, and Research Data Management* feedback and discussion (November, 2016 meeting)

-In response to concerns regarding Vaughan Library Building –esp. the need for a new building (February, 2017 meeting)

There being no other business, we happily adjourned.

Respectfully,

William Brackney, Chair

**By-laws Committee  
Plans for 2016-2017  
5<sup>th</sup> October, 2016**

Committee members 2016-2017:

Chair of By-laws	Jim MacLeod
Arts:	Anne Quéma
Pure & Applied Science:	Glenys Gibson
Professional Studies:	Jim MacLeod
Theology:	Vacant

The duties of the By-laws Committee are:

- a) to incorporate, on an annual basis, any changes to the By-laws.
- b) to review any changes to the By-laws of Faculty and Faculty Councils prior to their presentation(s) to Senate and recommend any revisions or additions deemed necessary.
- c) to conduct periodic reviews of the By-laws of Senate, Faculty, and Faculty councils and recommend any changes or additions deemed necessary. These review should be staggered such that the By-laws of each of these bodies are reviewed at a minimum every five years.
- d) to monitor the evolution of the academic committees and to recommend changes to the committee structure of Faculty Councils and other bodies at the University for which each committee is responsible.
- e) to deal with any other matter that Senate might refer to the By-laws Committee.

The committee held its first meeting of 2016-2017 on 5th October 2016. At that meeting the following items were resolved:

1. Jim MacLeod will continue as Chair for the upcoming year.
2. Anne Quéma was welcomed to the Committee
3. Meetings will be held on an as-needed basis with a spring meeting, date to be determined.
4. Meetings will be held in person as much as possible.
5. The committee reviewed its mandate and discussed goals for the upcoming year.

Respectfully,

Glenys Gibson  
Anne Quéma  
Jim MacLeod

**Senate Committee on Graduate Studies  
Interim Report to Senate – October 2016**

The Senate Committee on Graduate Studies held its open meeting on September 29<sup>th</sup>. The agenda for this meeting included an overview of roles and responsibilities, a discussion of various administrative issues, and the identification of two primary objectives for the 2016-2017 academic year:

- A quality standards framework for graduate studies at Acadia
- A review of the operations and structure of thesis defences

Current membership:

David MacKinnon	Chair; Research & Graduate Studies
Susan Potter	Psychology
Mark Mallory	Biology
Andre Trudel	Computer Science
Lisa Narbeshuber	English
Lynn Aylward	Education (Ph.D. program)
Linda Wheeldon	Education (M.Ed. program)
Rachel Brickner	Politics
John Colton	Community Development
Jim Brittain	Sociology
Wilson Lu	Mathematics & Statistics
Sandra Barr	Geology
Anthony Tong	Chemistry
Bill Brackney	Theology
Ian Spooner	Applied Geomatics
Geoffrey Whitehall	Social & Political Thought
Jeremy Locke	Graduate Student – Pure & Applied Science
Kayla McCarney	Graduate Student – Arts
TBA	Graduate Student – Professional Studies
TBA	Graduate Student – Theology

Submitted by:

David MacKinnon  
Chair

## Senate Research Committee

### Interim Report to Senate – October, 2016

The Senate Research Committee met during the summer to review the Action Plan items of the new 5-year Strategic Research Plan. At its opening meeting on October 3<sup>rd</sup>, the Committee, with some new members, reviewed the components on the SRP, identifying each action item as either “this year” or “back burner.” The primary work of the Committee for 2016-2017 will be organizing the “this year” events that will showcase and celebrate faculty and student research at Acadia, and begin laying the ground work for the “back burner” items so that they can be realized in subsequent years.

#### Current membership:

David MacKinnon	Chair; Research & Graduate Studies
Lesley Frank	Sociology
John Colton	Community Development
Danny Silver	Computer Science
Bill Brackney	Theology
Wendy Robicheau	Archives
Brenda Trofanenko	Canada Research Chair
Anna Redden	Director, Acadia Centre for Estuarine Research
Hope Campbell	Graduate student
Lucas Coxhead	Undergraduate student

#### Submitted by:

David MacKinnon  
Chair

**Disability Policy Committee Update ( October 11, 2016)**

The duties of the Senate committee are:

- (1) to monitor the implementation of the Acadia University Disability Policy
- (2) to conduct an annual review of the policy and if necessary, recommend to Senate amendments to the policy;
- (3) to deal with any other matters which Senate might refer to the Committee.

Membership (8) Representatives

1	Disability Resource Facilitator or Delegate	Kathy O'Rourke	ex-officio	--
1	Academic Support Coordinator or Delegate	Abu Kamara	ex-officio	--
1	Arts	Jeff Torbert	3 yr	2019
1	Professional Studies	M. Lynn Aylward	3yr	2019
1	Science	Rick Mehta	3 yr	2018
1	Theology	Carol-Ann Janzen	3 yr	2017
1	Student	Brianna Jarvin	1 yr	2017
1	Registrar or Delegate	Jeff Banks	ex-officio	--

Chair: Lynn Aylward

Secretary: Lynn Aylward

The Disability Policy Committee will be holding its first meeting in October. With respect to Item #3 of its mandated duties, a full discussion regarding concerns raised by Arts Faculty members during a meeting with Accessible Learning Services Staff last academic year will be undertaken. The chair of DPC met with James Sanford (Executive Director, Student Services) and Erica McGill (Director of Student Resource Center) regarding the issues raised in the Arts Faculty meeting in June of 2016. Subsequently, changes have been made by Accessible Learning staff to some of the student documentation and protocols in planning for learning accommodations. A more detailed report will be provided at the next Senate meeting.

**Curriculum Committee (Administrative)**  
**Plans for 2016-2017**  
**23 September 2016**

Committee members 2016-2017:

Chair of Curriculum Committee (Administrative): Paul Callaghan

Registrar or Delegate (Non-vote): Jeff Banks

University Librarian or Delegate: Ann Smith

Arts: Patricia Rigg

Arts: Diemo Landgraf

Pure & Applied Science: Glenys Gibson

Pure & Applied Science: Jennie Rand

Professional Studies: Paul Callaghan

Professional Studies:

Theology:

Student: Brianna Jarvin

The duties of the Curriculum Committee (Administrative) are:

- 1) to oversee and co-ordinate all proposed changes in undergraduate degree, certificate or diploma requirements, including interaction with the originators, and to make recommendations to Senate concerning such changes.
- 2) to identify issues arising as a result of recommended changes in undergraduate degree, certificate or diploma requirements, and to forward issues to relevant bodies for consideration and action.
- 3) to consider all changes in undergraduate courses from all departments or schools, or from any individual concerning changes in the curriculum, including interaction with the originators, and to make recommendations to Senate concerning such changes.
- 4) to collaborate with the Registrar's office to produce the programs of study and course listings sections of the annual Calendar.
- 5) to consider such matters as Senate may from time to time entrust to the Committee.

The committee held its first meeting on 23 September 2016. At that meeting the following items were resolved:

1. Paul Callaghan was elected as Chair for the upcoming year.
2. Meetings will begin in December (Dec. 7) with additional dates to be determined to review curricular changes. Subsequent meetings will be held as needed.
3. Meetings will be held in person as much as possible.
4. The committee reviewed its mandate and discussed goals for the upcoming year.

Respectfully,

Glenys Gibson (acting secretary)

## Senate Honours Committee Fall Report 2016

4 October 2016

### Committee Members:

Chair: Anna Redden (P&A Science) 3yr 2017  
Dean of Research & Graduate Studies: David MacKinnon ex-officio  
Registrar: Jeff Banks (*Acting*) ex-officio  
Arts: Marc Ramsay 3 yr 2018  
Arts: Cynthia Alexander 3 yr 2017  
Prof. Studies: vacancy (to replace *C. Shields Sabb Jul-Dec '16*)  
Prof. Studies: Jun Yang 3 yr 2019  
P&A Science: Ying Zhang 3 yr 2017  
Honours Student (Arts): Sarah Glazier 1 yr 2017  
Honours Student (Prof. St.): Carolyn Woolridge 1 yr 2017  
Honours Student (P&A Sc.): Soliel Chahine 1 yr 2017

The first meeting of the Senate Honours Committee (since the May 2016 report) was held on 30 September 2016. During the meeting,

- The Chair welcomed the new members and reviewed the contents of the May 2016 report to Senate.
- The role of the Committee was discussed and members were invited to bring any issues to the Committee that were related to the Honours program and institutional in scope.
- There was discussion of the use of different GPA determinations in the awarding of USRAs (uses Cumulative GPA) and HSRAs (uses Program GPA). The reason for the difference is that USRAs may be awarded to high performing students who are not entering their final year of study. It was agreed that the use of the PGPA for assessment of HSRA applications (Honours students only) should continue. PGPAs appear on PACE forms but not on transcripts. Clarity will be sought from the Registrar's office on what courses constitute inclusion in the calculation of the PGPA for students with a single major, a double major, and a mid-program change in major. It was agreed that the poster (call for applications) and the application form for the HSRA will be amended with additional information regarding the use of the PGPA.
- Prior to the end of 2016, the Chair will request and examine the Honours program policies of the other Maple League universities and will bring a summary back to the committee for discussion. Opportunities for Honours student interactions across the Maple League universities will be identified.
- Jun Yang (2016-2019) agreed to chair the committee when Anna Redden is on sabbatical during January-June 2017.
- Barb Baker is thanked for her administrative support of the Committee.

Submitted by

Anna Redden  
Chair of the Senate Honours Committee



**SENATE ARCHIVES COMMITTEE Minutes**  
**Wednesday, October 5, 2016, 4:00pm**  
**Kirkconnell Room**

In attendance: Wendy Robicheau, Pat Townsend, Ann Smith, Catherine Morley, Paul Doerr, Bernard Delpeche, Michelle Boyd

Absent: Carol Anne Janzen, Brenda Trofanenko, Ron Baxter, Jessica Fahey

**1. Approval of the Agenda** (Paul Doerr; Pat Townsend); unanimous

**2. Choosing a Chair and Secretary**

Chair: Bernard Delpeche

Secretary: Catherine Morley

**3. Approval of Previous Minutes** (P. Doerr; A Smith); unanimous

**4. Business Arising:**

J. MacDonald was to explore new policy for Artefacts (not going to pursue this; all objects are digitized; expertise for 3D objects does not exist in Archives; Archives will hold on to them to protect until someone with the expertise who can take better care of them appears).

**5. Preparing for the year's meetings, based on request from Senate**

- This is a transitional meeting; we agreed we would meet three times in the months of November, January and March
  
- Review of the Membership for 2016-17 on the Senate of Acadia University and University Committees (online)
  - o Updated errors and gaps in memberships
  - o Inform Rosie Hare (Cathy to do) of membership corrections
    - Name change: 'Convention of the Atlantic Baptist Churches' to 'Canadian Baptists of Atlantic Canada'
    - Membership corrections:
      - Arts: Bernard Delpeche replaces Claudine Bonner
      - Alumni Appointee: vacant (Chair will contact Ian Murray, Alumni for a name
      - Presidential Appointee: vacant (it is **not** Ann Smith – she serves as University Librarian); Chair to contact Kathy O'Connor
  
- Re: Duties (2): expand the advocacy role (for discussion at next meeting)

**6. Announcements:** none

**7. Adjournment:** Meeting adjourned at 16:45.