



The Senate of Acadia University acknowledges that we are located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

Dear Member of Senate:

I advise you that a special meeting of the Senate of Acadia University will occur from 1:00 p.m. to 4:00 p.m. on Monday, June 19th, 2023. This will be a hybrid meeting and will take place in person in the Langley Classroom of the Divinity College and online using Zoom.

The agenda follows:

1) Approval of Agenda

2) Old Business

- a) Updated report from the ad hoc Nursing Program Steering Committee ([attached, pages 3-9](#))
- b) Motion 2 from the ad hoc Nursing Program Steering Committee: “That the Senate supports the proposal of the ad hoc Nursing Program Steering Committee that the BSc Nursing Program reside in the Faculty of Professional Studies as a School of Nursing, with a Director.” ([attached, page 9](#))
- c) Motion from the Awards Committee: “Motion that the revised Honorary Doctorate Guidelines drafted by the Awards Committee for Honorary Degrees and Emeriti Distinction (Awards Committee) be approved.” (P. Ricketts) ([attached, pages 10-12](#))
- d) Academic Planning Committee Post-Budget Report for 2022-2023 ([attached, pages 13-15](#))
- e) Reports from Senate Sub-Committees
 - i) Senate Disability Policy Committee ([attached, pages 16-21](#))
 - ii) Faculty Support Committee ([attached, pages 22-25](#))
 - iii) Honours Committee ([attached, pages 26-27](#))
 - iv) Ad Hoc Committee on Course Teaching and Effectiveness report and motion “That the mandate of the Ad Hoc Committee on Course and Teaching Effectiveness be extended until June 2024.” ([attached, pages 28-29](#))
 - v) Research Committee ([attached, page 30](#))
 - vi) Graduate Studies Committee ([attached, pages 31-32](#))
 - vii) Board of Open Acadia ([attached, pages 33-34](#))
 - viii) Academic Program Review Committee ([attached, pages 35-36](#))
 - ix) Academic Planning Committee ([attached, pages 37-38](#))

- x) Admissions and Academic Standing (Policy) Committee ([*attached, pages 39-41*](#))
- xi) Curriculum Committee (Administrative) ([*attached, pages 42-44*](#))
- xii) By-Laws Committee ([*attached, page 45*](#))
- xiii) Curriculum Committee (Policy) ([*attached, page 46*](#))
- xiv) Nominating Committee ([*attached, pages 47-48*](#))

3) New Business

- a) Motion from Micro-credentials Committee: “The term of the Ad Hoc Committee on Microcredentials shall be renewed for the 2023/24 academic year.” (J. Sachs)

4) Question Period – President/Provost and Vice-President Academic

5) Other Business

6) Adjournment

Sincerely,

ORIGINAL SIGNED

G. Menon,
Recording Secretary of Senate and University Secretary

Report of the ad hoc Nursing Program Steering Committee

June 14th, 2023- amended June 16th, 2023

Committee membership (alphabetical):

- Suzie Currie, Dean, Pure and Applied Science
- Corinne Haigh, Dean, Professional Studies (Chair)
- Dale Keefe, Provost and VP Academic
- Matt Lukeman, Department of Chemistry, Faculty of Pure and Applied Science representative
- Benjamin Morris, VP Academic for the Acadia Students' Union
- Jennifer Richard, Vaughan Memorial Library
- Roxanne Seaman, School of Kinesiology, Chair, Senate Curriculum Committee (Policy)
- Janna Wentzell, School of Kinesiology, Faculty of Professional Studies representative
- Ian Wilks, Department of Philosophy, Faculty of Arts representative
- Brian Wilson, Department of Biology

Mark Bishop, University Registrar has also been attending at the invitation of the Provost.

The purpose of this report is:

1. To provide Senate with an overview of this committee's work to date;
2. To share information related to a Nursing Program at Acadia University, as curated by this committee;
3. To outline possible timelines moving forward with regard to program development and Senate approvals;
4. To propose motions related to a Nursing Program at Acadia University.

1. Overview of committee's work to date

- The Provost and Deans have shared information about meetings with external partners including the provincial Cape Breton University / Acadia Nursing Partnership group chaired by the Department of Advanced Education and consisting of members from Acadia, CBU, Advanced Education, Department of Health and Wellness, the Nova Scotia College of Nurses, and Nova Scotia Health.
- The Provost shared information regarding the announcement from government regarding funding for a Nursing program.
- The Provost has provided information about a budget and proposed enrolment and graduation numbers for a possible program.
- The Provost has described how resources could be allocated to address the corresponding needs of existing and new academic units.

- The Registrar has referenced operational plans created in conjunction with partners at CBU. This has included means of communication, admissions processes and academic records. The Registrars have been meeting weekly.
- The Biology representative outlined the need to hire an instructor for Human Anatomy and Physiology courses in a continuing appointment as they need to start planning labs and ordering material. With delays in ordering/receiving shipments, we need to get on this to be prepared for fall. A lab space was identified and an extra PCA is required to teach a microbiology lab in the winter term. First year courses need to be confirmed and sections scheduled in the timetable.
- The Library representative is tracking and communicating all relevant information regarding the library budget, human resources, and the collection development of library materials to support the program.
- The committee has discussed the possible slate of courses that would make up the first-year general arts and science curriculum.
- The committee has discussed operational questions and considerations including appropriate structure and faculty home for the program, human resources, infrastructure, recruitment, admissions, and advanced standing.
- The committee has extensively discussed Senate's role in this process, especially what needs to be communicated to Senate, and what motions should be brought before it. This document reflects those discussions.

On May 9th the committee considered the following motion:

“That the Committee makes a formal recommendation to Senate that we endorse the delivery of a nursing program at Acadia provided that the program is adequately externally resourced and does not compromise the resourcing of existing programs.”

The motion passed unanimously.

2. Information for Senate related to a Nursing Program at Acadia University

Nature of the partnership between Acadia University and Cape Breton University (CBU)

This is a phased partnership:

- It will begin as a satellite program, with Acadia delivering CBU's Nursing program on the Acadia campus. We will use existing credentialing approvals already in place for CBU. Any graduates during this time will graduate from CBU.
- Before the first class of graduates in 2026, the goal is to transition to a program delivered jointly by Acadia and CBU; this will mean that students graduate from both CBU and Acadia, having been approved by the Senates of both institutions. **Meeting this timeline will require the Acadia Senate to pass certain motions as early as Fall 2024.**
- Within 5-7 years, the goal will be for Acadia University to have its own standalone Nursing program.

External resourcing for a Nursing Program (budget)

- The Government of Nova Scotia will provide \$1.9 million in funding for operational and minor capital renovations in the fiscal year 2023/24. Additional funding will be provided in the 2024/25 budget, including both operational and capital funds.

Approvals required

- **Satellite Program**
For CBU to deliver their program at a satellite location (Acadia) approval is required by the Atlantic Advisory Committee on Health Human Resources (AACHHR) and the Maritime Provinces Higher Education Commission (MPHEC). Given the current satellite status of the program, CBU is taking the lead with these organizations and program modification forms have been submitted to both.
- **Joint Program**
To be offered as a joint program, meaning that both universities will approve the curriculum and graduates, a new program proposal must be submitted to AACHHR, MPHEC and the Nova Scotia College of Nursing (NSCN). The plan is to start this in the Fall 2024 with a target submission of Winter 2025 to ensure approval by August 2026.
- **Acadia Standalone Program**
To be offered as a standalone Acadia credential, a new program proposal must be submitted to AACHHR, MPHEC, NSCN and, potentially, the Canadian Association of Schools of Nursing (CASN). This will be delayed until at least 2027 or 2028.

Proposed enrolment and graduation numbers and structure of the Nursing program at CBU

The discussion has been around taking an incremental approach to getting the program up and running. Here is a chart that provides an overview of how this will look, and how the courses are typically scheduled by semester at CBU.

Please note that the numbers indicate the number of students in the program at any one time.

Student Enrolment by Academic Term

Term	Fall 2023	Winter 2024	S/S 2024	Fall 2024	Winter 2025	S/S 2025	Fall 2025	Winter 2026	S/S 2026	Fall 2026	Winter 2027	S/S 2027	Fall 2027	Winter 2028
1	21			42			42			42			42	
2		21			42			42			42			42
3				42			63			63			63	
4					42			63			63			63
5						42			63			63		
6							42			63			63	
7								42			63			63
8									42			63		
Total Students	21	21		84	84	42	147	147	105	168	168	126	168	168
Academic Year FTE	21		84			168			220.5			231		
Graduates									42				63	

(The colouring is used to show the progression of a particular cohort and graduating class).

Direct Entry vs. Advanced Standing

The term Direct Entry refers to individuals who apply to the program directly from High School or mature students who do not qualify for admission to the Advanced Standing program.

The term Advanced Standing refers to individuals who apply with previous university study that meets the requirements to enter term 3.

Direct Entry students will enrol in Term 1. Advanced Standing students will enrol in Term 3 and would have previously completed the general arts and sciences courses required for terms 1 and 2. The number of Advanced Standing admits will fluctuate each year based on term 1 and term 2 progression up to the allocated seats in term 3. For example, in Fall 2023 up to 21 students will be admitted into term 1. Based on progression from term 2, 21+ additional students will be enrolled based on Advanced Standing into term 3.

1st year course offerings

Proposed Acadia course equivalencies for 1st year Nursing courses at CBU (in progress)

CBU Course	Acadia Course	Acadia Term	Notes	CBU comments
Biol 2203	Biol 2813	Fall	New Course Form (adding a lab); course number will change	
Chem 1104	Chem 1013	Fall		Approved CHEM 1013 = CHEM 1104
Micr 2101	Biol 2053	Winter	Includes a lab	
Math 1109	Math 1253	Fall	could also be winter	Approved MATH 2233 = MATH 1109
Psyc 1101	Psyc 1013	Fall	may need an additional section	Approved PSYCH 1013 = PSYC 1101
Biol 2204	Biol 2823	Winter	New Course Form (adding a lab); course number will change	
Comm 1103	Comm 1013 or Comm 9103	Winter	could also be fall	
Engl 1109	Engl 1423 or Comm 9113	Winter	could also do Engl 1413 in fall	Approved ENGL 1423 = 1108

Phil 1103	Phil 1423	Winter	Approved PHIL 1423 = PHIL 1101
Psyc 1103	Psyc 1023	Winter	Approved PSYC1023 = PSYC 1103

Recruitment and admissions

- The date to begin accepting applications and offer admission to the satellite program was May 29.
 - Applicants will be subject to CBU's policies and admission standards
 - Acadia will share admissions data via SLATE with CBU and both schools will use a secure Teams Sharepoint site for sharing documents and data.
 - We will be charging students Acadia's tuition fees.
 - 50% of seats are designated for BIPOC applicants. The intent is to open up these seats in tiers

Structure and possible faculty home for the program

On May 25, 2023 the following motion was made: “the *ad hoc* Senate Nursing Program Steering Committee recommend to Senate that the BSc Nursing Program reside in the Faculty of Professional Studies as a School of Nursing with a Director.” moved by Janna Wentzell, seconded by Suzie Currie. The motion carried unanimously. Matt Lukeman was absent but had expressed support for this prior to the meeting. As further Health Science programming develops, this could change to become a Faculty of Health Sciences. The committee has highlighted that the location of the Nursing school may have trickle down effects on the number of student awards available, faculty resources, and other budgetary concerns.

Library resources

Library resources are crucial in supporting a nursing program. Specialized print and electronic resources will be required to support the new curriculum. With the assistance of the CBU Nursing Librarian and coordination with Provost and the Acadia Library, a budget was established which includes approximately \$40,000 per year (plus small inflationary increases) for print and electronic resources as well as funding for an additional librarian position starting in January 2024. With the assistance of the CAAL-CBUA Consortium, a list of new materials is being developed. This list may include, but is not limited to, CINAHL with fulltext, Nursing & Allied Health Premium, Joanna Briggs Institute, LWW nursing journals, Mosby Nursing Skills videos, Merck Manual, Stedman's dictionary, Jarvis online videos, Black's Medical Dictionary, and Nursing Reference Center Plus.

Human resources

Academic Year	New Requirements
2023/24	Additional teaching resources in non-nursing courses Director School of Nursing (Fall start)

	Administrative Assistant (Fall start) Academic Librarian (Winter start)
2024/25	2 Nursing Professors 4 Nursing Practice Educators
2025/26	2 Nursing Professors 4 Nursing Practice Educators
2026/27	2 Nursing Professors 2 Nursing Practice Educators

Once fully operational, the program will require 7 professors (including Director) and 10 Nursing Practice Educators, 1 administrative assistant, an academic librarian, and supplemental non-nursing resources.

Infrastructure

- For 2023/24, minimal infrastructure changes are needed. There are some minor changes needed to accommodate additional biology labs. Offices will need to be prepared for Director and Assistant.
- For 2024/25, additional nursing offices and nursing labs will be needed.
- For 2025/26, additional nursing offices and labs will be needed.

3. Possible timelines moving forward regarding program development and Senate approvals

Timeframe	Action	People	Policies
Summer 2024 Summer 2023	Establish School of Nursing Hiring of Director Program modification to AACHR and MPHEC	Senate Dean FPS CBU Dean of Nursing, Dean FPS, Dean FPAS	Senate procedures CA & Hiring processes AACHR & MPHEC
Fall 2024	Start process of program	Director	CBU & Acadia Senate procedures,

	development and approvals for Joint Program		AACHHR, MPHEC & NSCN procedures
Winter/Fall 2025	Internal Approvals of Joint Program	CBU & Acadia Senates	CBU & Acadia Senate procedures
Fall 2025/Winter 2026	External Approvals	AACHHR, MPHEC & NSCN	AACHHR, MPHEC & NSCN procedures
Fall 2026	First graduates	CBU & Acadia Senates	CBU & Acadia Senate procedures
2027/2028	Start process of program development and approvals for Standalone Acadia Program	Director	Acadia Senate procedures

4. Motions for consideration by Senate

Motion 1 – That Senate endorses the delivery of the satellite Nursing program, with Acadia delivering CBU’s Nursing program on the Acadia campus, provided that the program is adequately externally resourced and does not compromise the resourcing of existing programs.

Motion 2 – That the Senate supports the proposal of the ad hoc Nursing Program Steering Committee that the BSc Nursing Program reside in the Faculty of Professional Studies as a School of Nursing, with a Director.

Respectfully submitted,



Corinne Haigh
 Chair, ad hoc Nursing Program Steering Committee
 Dean, Faculty of Professional Studies

Motion that the revised Honorary Doctorate Guidelines drafted by the Awards Committee for Honorary Degrees and Emeriti Distinction (Awards Committee) be approved.

**Honorary Doctorate Guidelines
(June 2023)**

An Honorary Doctorate is an honour bestowed by the University and is intended to recognize individuals who have made extraordinary contributions to the academy and/or society and whose accomplishments, leadership, and/or community service are deemed to be extraordinary and thus worthy of honoris causa – “for the sake of the honour”.

Criteria & Conditions of Eligibility

Acadia University seeks to honour individuals whose contributions or accomplishments are exceptional and reflect an appropriate standard of excellence, consistent with the values and the spirit of the University. The criteria to be considered include:

- Recognition as exceptional scholars or leaders in their field.
- A demonstrated commitment to Higher Education.
- Individuals who are known for their humanitarian leadership.
- Individuals who are known for their leadership in promoting or advancing equity, diversity, and inclusion.
- A significant contribution to the local region.
- Exceptional service to the University.

Typically, successful nominations will excel in at least two of the criteria listed above and often more than two.

Nominations for an Honorary Doctorate will *not* normally be considered for an individual who is *currently*:

- a member of federal parliament or provincial legislatures
- a member of the Board of Governors
- a member of the University faculty and staff

The Committee will seek to develop a diverse pool of nominees for the Senate’s consideration to ensure that at each convocation Acadia can recognise and celebrate the achievements of

individuals who represent and reflect the diversity of the university community and society at large.

Nominating Procedures

1. A call for nominations for the Honorary Doctorate degree from the President's Office will occur by October 1st of each year.
2. Any person or group may nominate an individual for the award of an Honorary Doctorate; the nomination must be kept strictly confidential from the nominee.
3. Nomination materials should include:
 - a. a letter of nomination from the nominator(s)
 - b. a brief statement (one-page maximum) explaining why the candidate is worthy of an Honorary Doctorate from Acadia University
 - c. an up-to-date curriculum vitae of the nominee or if not available or appropriate, biographical information available from publicly available sources that provide details of the nominee's achievements and accomplishments
 - d. any additional letters of support that the nominator(s) deem appropriate
4. Nominations are to be received at the President's Office by November 15th of each year.

Selection Process

1. All nominations will be reviewed by the Awards Committee.
2. The nomination for the Doctor of Divinity honorary degree will be received from the Senate of Acadia Divinity College.
3. A letter acknowledging receipt of the nomination will be sent to all nominators.
4. The Committee may decide to:
 - a. Recommend the nomination to Senate
 - b. Carry the nomination forward for consideration in the following year. No nomination will be carried forward for more than a total of two years.
 - c. Seek additional information from the nominator in which case the nomination may be held over for further consideration.
 - d. Not recommend the nomination in which case no further action is taken.
5. The recommendation to Senate shall include a brief written summary of the nominee's accomplishments and a statement that attests to their worthiness for the honour.
6. The recommendation to Senate shall also include the designated degree (generally Doctor of Civil Law, Doctor of Divinity, Doctor of Humanities, Doctor of Letters, Doctor of Literature, Doctor of Music, and Doctor of Science).

7. Voting at Senate is through a secret ballot indicating approval/disapproval of the Committee's recommendation. A two-thirds majority is needed to approve the nomination.
8. Upon Senate approval, the nominations are filed until the Honorary Doctorate degree is conferred. If an approved degree is not conferred within 3 years of its approval date, the honorary degree is deemed cancelled but may be resubmitted by the Awards Committee for subsequent consideration by the Senate.
9. The President, in consultation with the Convocation Committee, shall determine the ceremony at which an approved degree will be conferred.
10. The President is responsible for approaching each Senate-approved nominee to determine acceptance.
11. Normally, no Honorary Doctorates will be conferred *in absentia* unless specifically approved by the Senate.
12. Confidentiality is an essential dimension of all processes involved in the selection of an Honorary Graduant. At no point in time are the names of other nominees released. The name of the Honorary Doctorate recipients will be held in complete confidence until the University makes the public announcement regarding the Honorary Doctorate recipients.

ACADEMIC PLANNING COMMITTEE
Post-Budget Report to Senate
June 2023

As part of the Academic Planning process, the Academic Planning Committee (APC) is charged with annually preparing, for Senate, a pre-budget report (December) and a post-budget report (June).

The pre-budget report is to identify priorities coming from the academic sector prior to the next operating budget. The post-budget report is to report to Senate on how those priorities were reflected in the budget.

After the budget is approved, the Academic Planning Committee reports back to Senate on how those priorities were supported in the budget and why not if they were not supported.

The 2023/24 Acadia Operating budget included projected revenues of \$102.8 million and total expenditures of \$103.6 million for a net projected deficit of \$775 thousand. For comparison, the 2022/23 budget had revenues of \$97.6 million, total expenditures of \$98.3 million for a projected deficit of \$700 thousand. The final 2022/23 financial statements are not available at the time of writing, but the most recent 2022/23 forecast had revenues of \$100 million, and expenditures of \$98.5 million for a projected surplus of \$1.5 million.

2023/24 Budget Highlights:

Revenue:

Tuition and fees 42%,
Provincial Operating Grant 32%,
Operations Revenue 14%.

Expenditures:

Salary and benefits 64%
supplies, contracted services, utilities, and scholarships & bursaries 26%

The budget invested in 10 **additional** staff positions and 9 **new** faculty positions (6 cluster hire, 3 computer science). Combined with replacements there was a total of 23 tenure track positions approved in 2023/24.

In its December pre-budget report, the APC identified seven recommendations. They were presented as distinct recommendations. There are significant areas of overlap between some of them, as the reader will see. The recommendations clearly defined fully replacing faculty on leave as the top priority; the rest of the recommendations were not ranked and were presented below as having equivalent priority. In this post-budget report, the APC is providing a responsive report to Senate on how the priorities were supported in the 2023/24 budget. In the following sections, for the convenience of the reader, the December 2022 pre-budget recommendations are repeated and then the committee reports on how these recommendations were supported in the 2023/2024 budget.

December 2022 Pre-Budget Recommendation 1: Fully Replacing Faculty on Leave from Each Academic Unit

Units are experiencing challenges keeping up with the necessary operational and service requirements (such as program reviews, committee work, program development) when individuals are on leave from the unit. These leaves include sabbaticals, sick leave, and secondments to other administrative positions within the university. The committee strongly recommend that as many positions as possible be filled by full-time limited term replacements. Many units are struggling to find individuals to teach on a per course basis. Full-time replacements can also increase the diversity within units that have had little rejuvenation in many years.

Budget 2023/24 Response

Including the cluster hires, computer science hires, and two school director hires, there were a total of 23 tenure stream hires in 2023. However, given the recommendation's emphasis on replacing faculty on leave, we can report that the 2023/24 budget has allocated coverage for 43 CLT/CLTP positions, an increase of 9 positions over 2022/23, and approximately 140 PCAs. These numbers do fluctuate slightly depending on short-term, unit-specific changing circumstances, but overall the budgetary focus was to ensure that units whose faculty were on leave or seconded into other activities would receive effective coverage for those faculty members.

December 2022 Pre-Budget Recommendation 2: Centralized Advising Support

Several units, particularly units with a large number of majors, are struggling to provide student advising. Centralized first-year advising support that provides assistance to students on more general enrolment matters, peer support, and navigating the university bureaucracy would be beneficial and reduce the burden on academic units.

Budget 2023/24 Response

The enrolment management One-Stop Shop (OSS) project is moving forward under budget 2023/24. An RFP has been issued for design work for OSS which will include a component of centralized advising.

December 2022 Pre-Budget Recommendation 3: Increased budget for purchase of new and replacement equipment, laboratory consumables, and software for pedagogical use

Units, particularly in FPAS and FPS, need new or replacement equipment and software to maintain currency with professional or industry standards.

Budget 2023/24 Response

There was an increase of \$104k in equipment and classroom supplies. There was also an increase of \$50k in start-up funding.

December 2022 Pre-Budget Recommendation 4: Increased TA budgets

There is a need to increase units' TA budgets to incorporate the increase in the Nova Scotia minimum wage. Additionally, several units require an increase to the number of TAs to support increased course enrolments. This was brought forward across all three faculties.

Budget 2023/24 Response

There was an increase of \$129k in TA support.

December 2022 Pre-Budget Recommendation 5: Initiatives to support student resilience

COVID has created a different learning environment and experiences for students both at the secondary and university levels. Incoming and current first year students have been most impacted. An investment in formalized programs to support student resilience and success are needed now more than ever.

Budget 2023/24 Response

A student resiliency working group has been established, consisting of members of Academic Support units (e.g., International Student Affairs, Recruitment and Enrollment Management, Student Services), and members of faculty to develop and implement supports for students in their transition from high school to university, and to deploy supportive technology to enhance student self-efficacy.

December 2022 Pre-Budget Recommendation 6: New Programs Responsive to Societal Needs

Several units have recently or are in the process of developing new programs. These programs need program specific financial support and resources as they are implemented and established.

Budget 2023/24 Response

New programs, such as Law and Society, are being resourced to the level requested by their initiators. Existing interdisciplinary programs such as ESST continue to be resourced appropriately, including the provision of replacement personnel for faculty on leave.

December 2022 Pre-Budget Recommendation 7: Support for Academic Outreach and Engagement

Several units expressed interest in activities to celebrate and promote research, scholarly, and creative activities, and support of community-engaged learning.

Budget 2023-24 Response

Units did not make specific requests related to Academic Outreach and Engagement.

Conclusion

With the exception of the first recommendation, to replace fully faculty on leave so as not to impact their units' activities, the recommendations in the APC pre-budget report were not ranked and thus this post-budget report does not assess the effectiveness of how the recommendations are being supported in the 2023/24 budget.

Overall, budget 2023/24 continues the investment in new staff positions that Acadia that started in the last couple of years. This is a direct result of the APC pre-budget report, and the feedback that has been received from faculty and staff over the last couple of years. There is still a lot to do, and not all the recommendations within the pre-budget report have been fully addressed. The APC is pleased by the investments in the core operations of the University and that each of its recommendations were addressed at some level within the operating budget.

Senate Disability Committee Annual Report

Membership: Anna Wilks, Kelly Brenton, Richard Karsten (Chair), Shawna Peverill, Maggie Fayer, Marissa Mclsaac, Gillian Hastey, Mark Bishop.

Duties:

- (1) to monitor the implementation of the Acadia University Disability Policy.
- (2) To conduct an annual review of the Acadia University Disability 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.

The Committee met on April 20, 2023, 11am via Teams.

Members present: Richard Karsten (Chair), Anna Wilks, Kelly Brenton, Marissa Mclsaac, Gillian Hastey, Mark Bishop.

Richard Karsten resumed as Chair and agenda was accepted by Committee. Committee mandate was reviewed and agreement that membership needed to be updated for Senate.

Marissa Mclsaac provided the report from Accessibility Services (see below). The report spoke to the volume of students assisted by Accessibility Services. It was noted that there was a change in the Provincial Govt. eligibility for NS students, now including persistent disability along with permanent. The report referenced space issues and locating a temporary space to accommodate up to 50 students. Discussion was also had regarding the need to understand what the University plan around accessibility was, any timelines associated meeting mandated targets, and what was envisioned with the announced Govt. funding for accessibility for physical infrastructure projects. A request was also made that the Senate Disability Committee be involved in focussing such efforts and be informed by a likely needing to be updated Disability Policy and Plan. Members were tasked with presenting the report to their respective faculty councils, Senate and Faculty Council.

Accessibility Senate Report April 20, 2023

Numbers:

- 1064 Students currently registered.
- Intakes/new students registered: 322.

Mid-term/Final Exam accommodations:

- Fall 2020/Winter 2021 and Fall 2021/Winter 2022 data lost as we were using AccessDeck, and with the program not working it didn't provide accurate data from the start, and since stopping the program we no longer have access to the data that was there.
- Fall 2022 Midterms: 1687
- Fall 2022 Finals: 1070
- Winter 2023 Midterms: 1835

- Winter 2023 Finals: 1070
 - It's important to note that these are for **in-person** paper and ACORN midterms and finals. There were and are still midterms/finals being offered remotely, so this again is not necessarily reflective of the actual number of requests we would have seen had everything been in person.
 - These do not include any last-minute requests (e.g., student with recent registration, faculty requests, rescheduled midterms, drop-ins, etc.)
- We've been enforcing our 7-day policy for midterms. This is in line with other institutions in the province for notice needed, and we no longer have the capacity to process late requests.
 - We hosted drop-in hours at the start of the Fall and Winter terms. We saw a high number of students attending the drop-in sessions in Fall, zero came to winter. This may be because we shifted to an online form for scheduling winter midterms and finals.
- Final exams had a deadline of Friday, March 17th. This was to ensure Azaria had enough time to book rooms, schedule proctors, etc.

Staff

- Marissa McIsaac – Manager
- Gillian Hastey – Accessibility Resource Facilitator
- Kate Johnstone – Accessibility Support Advisor (currently on leave; returning August 2023)
- Vivian Li – Accessibility Support Advisor
- Emily Duffett – Coordinator, Work Integrated Learning Program
- Azaria Carey – Exam Coordinator (moving to a 12-month ongoing contract)

Grant

- 514 NS grant applications are submitted so far for 2022/23 academic year. This is not per student; this is total number of applications for NS only.
 - PSAS requests pending (students Gill needs to meet with, or incomplete applications): 5.
 - Total: 519
- 3-4 students have applied for LD bursary this year (more are waiting until summer to revisit, so number may change)
- Reporting for the grants to PSAS remains the same. Gill continues to submit reports each semester and over the summer on PSAS approved students (NS).
 - The number of approved NS Students through PSAS is 330
 - Government recent change to grant eligibility – was only for students with permanent disabilities, grant eligibility has opened to students with permanent **or** persistent disabilities.
 - This **does not** include number of applications from other provinces.
 - Our overall funding depends on PSAS numbers only.
 - Current funding saw an increase.
- Over 100 Fall and 94 Winter term student note taking requests have come through during the 2022/23 academic year. These are for individual students – some requested 1 course, some requested 5.
 - Reason could be is professors used to share lecture recordings/slides, but back in person some have scaled back.

Space Issues in Rhodes

- Rhodes Hall no longer has capacity to fit students writing.
- This has impacted our ability to provide all tests in Rhodes – Azaria booking rooms elsewhere on campus to accommodate number of students writing.
- Rhodes Hall has the following testing rooms:
 - 112 is a private room and can seat 1 student and 1 proctor (note: this isn't a permanent testing room).
 - 116 holds 12 students and 1 proctor.
 - 210A holds 8 students.
 - 210B holds 8 students.
 - 210C holds 8 students and 1 proctor.
 - Total number of student seats: 37

Overall Space Comments:

- 210A and B are very tightly spaced, so when full it is claustrophobic so we must space students out.
- Oct. 12th was one of our busiest midterm dates. We had 67 students were scheduled to start writing before noon, and of those 67, 43 had start times of 8:30am and 9:30am (5 students at 8:30am, 38 at 9:30am). This doesn't include the students that arrived with no notice or request to write in advance.
 - March 15th/16th/17th was another heavy midterm period, with 87 students scheduled to write on the 15th, 88 on the 16th, and 89 on the 17th.
- We need dedicated space on campus for testing. One of our priorities is to create an environment that reduces stress, and current space issues creates additional stress on our students, staff, and proctors.
- We hired an Exam Assistant for the Fall semester to help with the multiple requests, and day to day admin as it's outside the capacity of work one person can do.
- We've also been putting in many extra hours to manage accommodation requests, testing requests, and intake appointments, along with general day-to-day tasks.
- With having spaces that we must take based on availability, we're now seeing students, once they receive their confirmation email, check out the rooms they're writing in and email expressing they are unhappy with the room they'll be writing in, when we have no other options.
 - Many times these are rooms with tiny wooden desks, desks are too small to write in.
- Marcel Falkenham was able to find us a space in the Library (VML 412) for the upcoming 2023/24 year, but even with that we'll still be limited on space, and when we have no other options to go to, this also creates frustration for both students and staff. If we want it as permanent space, there is a chance it must go through a senate for approval.

Workshops:

- Workshops this term:
 - So far, there have been on average 1-2 workshops offered every week.
 - Fall workshops:
 - Time Management
 - How to Prioritize
 - Note-taking Skill

- Memorization Techniques
 - Test-taking strategies
 - Motivate yourself
 - Stress management
 - Stay on track: effectively use study break
 - Reading Skills: effective reading
 - Presentation Skills
 - Leadership: working in groups
 - Employment: self-representation in application
 - Motivate yourself: reduce procrastination
 - Exam preparation
- Winter workshops (so far):
 - Drop in - Organization: make a term calendar
 - Start your semester organized!
 - How to be a Resourceful Student at Acadia University
 - Time Management
 - Leadership: working in a group
 - Memorization Techniques
 - Research/Writing skill: avoid plagiarism
 - Test-taking strategies: How to prepare for a test
 - Test-taking strategies: types of questions
 - Motivate Yourself: avoid procrastination
 - Refocus: get back on
 - Presentation Skills
 - **Please note some workshops were offered twice during the semester.**
 - Downloadable resources are always available on our [website](#).

Ongoing Planning/Future Planning

- Colleague access granted this year, made things smoother for notifying faculty of student accommodations. Downside is we are still doing everything manually (inputting accommodations in Colleagues, notice of accommodations, midterm/final requests, scheduling, etc.)
- Lack of space an equity issue, could potentially be AL not fulfilling agreement with PSAS and accessibility legislation.

Notes:

- Requests for 1-on-1 meetings have increased. For example, Vivian is seeing an average of 15-20 meetings a week.
- Upcoming things to consider: we have 2 prospective students who are in wheelchairs, and 1 student with a walker. This shows students are aware and know our services but highlights a lack of physical accessibility on campus.
 - Gill connected the students with Meghan Swanburg, who accompanied Gill, the student/parent and campus tours for a campus tour. Meghan was excellent at identify key areas to focus on.
 - Feedback from one student/parent: classroom was wonderful, outside environment lacks

- Work is continuing closely with Gill, Meghan, ResLife and these students to prepare for Fall.
- We are looking into the program Accommodate to streamline our processes, making things more efficient and easier for staff, faculty and students.
 - Other AL offices moving towards Accommodate – best practices, current feedback from others who have program is positive, would be a 1-stop shop for students and increase capacity for staff.
- Staff have continued the partnership with the Neil Squire Society. This agreement provides free access to assistive technology expertise and employment counselling for students. Faculty and staff also have access to free assistive technology-related support through this agreement.
- Equity and AL office proposing to Dale Keefe to implement Safe Browser campus wide.
 - We are seeing a greater number of confirmed and suspected cheating incidents in our testing spaces (and hearing about them in the classroom), so our proctors must be vigilant as professors are in classes.
 - This includes them checking students' screens, and walking around the room, along with sitting in the back to ensure no one is switching screens.
 - Students are saying they feel stressed and that we don't trust them. We're in a lose-lose situation because if cheating happens in the classroom and students there get a 0, we can confirm it didn't happen in our services, so our students aren't penalized. However; students feel stressed in an environment where we try to reduce stress.
 - Even when we explain why we must be so watchful now, it doesn't help to reduce stress.
- Accessible Learning Services staff will continue to connect remotely with prospective and incoming students. Students felt they could reach out, didn't feel pressured to make a day trip to campus, makes our office more accessible.
- Accessibility Advisory Committee development/plan continues.
- Transition program/retention efforts.
- WIL Program – The program has created several on-campus employment opportunities and employment readiness skill development. Emily has also created several off-campus partnerships.

Comments we are hearing from students:

- Students are stressed out for several reasons.
 - Transitioning from virtual to in-person class and testing. Especially some classes are fully in-person.
 - The policy on what to do if they are sick seems unclear. Students generally don't want to go to class if they are sick; however, the support from faculty on the missing material seems to be unclear and not consistent
 - Students like the hybrid options for days that they are sick or bad weather
- Many students are lacking time management and organizational skills
- Validation and guidance are areas that all students need more support on in terms of academics outside of class.
- There is low motivation for students to seek support even when support is offered

- Students are frustrated with not being able to write in a private room, when they have accommodations for it; however, our office do not have the capacity to offer this due to limited space and limited proctors
- Several students expressed that their academic advisor from their program were not helpful and were rushed in the meeting, and they are often left confused and unsure where they can get support on academic advising
 - Student asking us to academically advise
 - Based on this feedback, we are proposing an academic advisor position to be made in our office

FACULTY SUPPORT COMMITTEE
REPORT TO SENATE
25 May 2023
Submitted by Laura Robinson, Chair

Membership

1 Provost & VP Academic (or designate)	Laura Robinson (designate) ex-officio
1 Association of Atlantic Universities FDC rep	Darcy Benoit (designate) ex-officio
1 Manager of Learning Technologies and Instructional Design	Shelly Vaughn-Hazlett ex-officio
1 Arts	Jamie Sedgwick 3 yrs. 2025
1 Prof. St.	Michelle Boyd 3 yrs 2024
1 P & A Sc.	Jeff Hooper 3 yrs 2023
1 Theology	Stuart Blythe 3 yrs 2024
1 Librarian/Archivist	Wendy Robicheau 3 yrs. 2023
1 Student	Jacqueline Newsome 1 yr. to 2023

Mission Statement:

To contribute to the success and development of Acadia University Faculty in teaching, use of academic technologies, and overall professional development.

Duties:

- (1) to advocate for teaching and learning resources for faculty
 - (2) to collect input from all stakeholders to develop and submit policy recommendations to Senate regarding academic technologies
 - (3) to collect faculty ideas and develop suggestions to meet faculty development needs
 - (4) to promote teaching excellence on campus and aid in the selection processes for the submission of Acadia faculty for internal and external teaching awards
 - (5) to consider such matters as Senate may from time to time entrust to the Committee
-

The Faculty Support Committee met three times on Teams (17 October, 5 December, and 28 February) and consulted and worked on documents via email outside of those meetings. Our initial Transition Report indicated that we would undertake the work described below in italics (item 2 is slightly modified from original). The text in normal font underneath each italicized item is the actual work we undertook.

- 1. We determined that, in accordance with duty #3, the committee will collect faculty ideas/feedback about what they would like for a Teaching and Learning Centre and resources through a general survey and then follow up with focus groups or a more detailed survey.*

For this item, we revisited the faculty survey from 2017, which was wide-ranging and substantive. We also looked at the Learning Technology and Instructional Design team's summary of that survey and determined that we had already advanced some

important initiatives mentioned in the survey. Because the faculty have received so many surveys lately, and the 2017 survey was so strong and had good response, we decided to use the results of the 2017 survey as direction rather than develop a new survey. One key item was the development of a Centre for Teaching and Learning, which we have well in hand, and for which the Faculty Support Committee is providing good direction.

2. *In accordance with duty #4, we will put out a call for and adjudicate applications for the Teaching and Learning Enhancement Awards (TLEAs), which had not been offered in several years, likely due to the pandemic.*

We worked on the terms, the guidelines for the applications, and the call. We had 12 applications, and the adjudication committee (Interim Vice Provost, TLE, Dean of Arts, Dean of Pure and Applied Science, Dean of Professional Studies, Dean of Libraries and Archives, and Manager of Learning Technologies and Instructional Design) awarded four TLEAs. It is worth noting that with more funds we could provide awards to more faculty members to support their teaching innovations.

Additionally, the Board of Governors approved the following initiatives in Fall 2022:

The Evans Teaching and Learning Scholars

Established through generous funding by Donna and Rod Evans, one Teaching and Learning Scholar will be appointed for each of the Faculty of Arts, Faculty of Professional Studies, and the Faculty of Pure and Applied Science, for a total of three. These positions are for a three-year, non-renewable term. Tenured professors, continuing CLTs, or instructors with continuing appointments who teach in one of the three Faculties as part of their academic duties are eligible to apply. The Scholars will be expected to propose a specific project they aim to complete during their term, to undertake faculty- and campus-wide communication of findings and sharing of practices, and to advance their own professional development. The Evans Teaching and Learning Scholars will each receive one 3-credit hour course release and \$5000 budget for their project per year.

The Evans Teaching and Learning Workshops

Established through generous funding by Donna and Rod Evans, the Evans Teaching and Learning Workshops will enable the Teaching and Learning Centre to bring in national experts on cutting-edge practices and/or research in teaching and learning to present or run a workshop with faculty members to enhance and develop teaching expertise. There may be one or two speakers or workshops annually, or a series of four or five smaller opportunities / events throughout the year. The Workshops require a fund of \$10,000.

These initiatives will help to create communities of practice around Teaching and Learning in order to augment the work of the Centre for Teaching and Learning. The committee worked on the guidelines for the application and the call, which went out with a deadline of 8 May 2023. We anticipate having the Scholars in place for 1 July.

3. *In accordance with duty #1, we will connect or liaise with the Board of Governors' Academic Resources Committee to advocate for resources.*

The committee discussed what we would like to ask of the Board's Academic Resources Committee and how we wanted to approach this advocacy. The Chair of the Faculty Support Committee contacted the Chair of the Board's Academic Resources Committee, and they determined together that the FSC Chair would attend a meeting of the ARC on 16 March 2023 at which the following report, created by the FSC, was presented (edited slightly to remove repetition):

**Report for Board Academic Resources Committee
From the Faculty Support Committee of Senate
16 March 2023**

For 2022-23, the FSC determined that one of our key goals would be to liaise with the Board Academic Resources Committee (ARC). We hope to establish a stronger connection between the two committees, and thus between the Board and Senate, so that the FSC not only presents information but also makes recommendations to the ARC. We hope that the ARC will then advocate for resources and make recommendations to the Board.

The FSC feels strongly that academic resources consist of more than just people (such as hiring more faculty members) but material resources/energies, such as the following few examples: more resources for increased start up funds to make us more attractive to potential faculty, particularly in some disciplines that require costly equipment/materials for research; advocacy to the Board and to outside stakeholders; or, funds to support a short-term curriculum developer-in-residence who might help faculty members work on their syllabi to incorporate equity, diversity, and inclusion, universal design for learning, culturally-responsive pedagogy, anti-black racism, and Indigenization lenses.

The Faculty Support Committee also wants to convey the wide-ranging, complex work that faculty members undertake so that the Board can understand why a lot of faculty members are burned out and overtired right now. We thought it might be helpful for us to create a one-pager or presentation to explain the scope of our teaching, service, and research workload. Particularly after the pandemic, the labour disruption, and the last 15 years or so of budget cuts and constraints, there is a level of fatigue and burn out which impacts faculty members' ability to provide touchpoints for students, that extra human connection, the "fairy dust" that makes an Acadia education so very special. Our faculty members want to be able to continue to provide that extra attention, but they need support.

Our immediate recommendation is to develop an education session for the Board as a whole, sharing "a day in the life of a typical academic" to explain the scope of work and suggesting what supports might be needed in order not just to mitigate burnout and fatigue but to restore energy and passion.

The outcomes of this liaison with the Board ARC are

- That the Chair of the FSC of Senate will be an *ex officio* member of the Board's ARC.
- That the FSC will create an education session on the work of a typical academic for the Board for its June retreat.

In summary, the Faculty Support Committee has been very active this year and has accomplished important work. Our work is not yet done as we will still create the education session for the Board.

Senate Honours Committee Report

Spring Report - June 2023

Committee Members for 2022/2023:

Associate Vice-President Research & Dean, Graduate Studies: Anna Redden (ex-officio)

Registrar: Mark Bishop (ex-officio)

Arts: Andrew Davis

Arts: Jessica Slights (F)/ Jennifer MacDonald (W)

Prof. Studies: Kelly Dye

Prof. Studies: Claire Mallin

P&A Science: Matthew McSweeney (Chair)

P&A Science: Morgan Snyder

Honours Student (Arts): vacant, not assigned by ASU

Honours Student (Prof. Studies): vacant, not assigned by ASU

Honours Student (P&A Science): vacant, not assigned by ASU

Summary Report

The Senate Honours Committee held two regular meetings in 2022/2023 (November 7 and May 31) and a special meeting of the faculty members on March 24 to adjudicate the Honours Summer Research Award (HSRA) applications. Results are provided at the end of this report.

The 2023 Honours Summer Research Award application process and form were reviewed and revised. The application form was updated in January with additional explanatory text in light of suggestions provided by faculty. Changes for 2024 will include more details regarding the Supervision Plan and expansion of the metrics used by reviewers for application evaluation. Suggested improvements to the application process for 2024 included student submission of their unofficial transcript with their application materials. For greater efficiencies, use of a platform (like ACORN) was recommended for student application submissions.

The committee reviewed and updated the Regulations for Honours Theses to ensure clarity and consistency with details provided on the websites of the Research Office and Library.

The Committee's Terms of Reference was also reviewed and revised to reduce redundancy and provide greater clarity. The recommended changes will be forwarded to the Senate By-Laws Committee.

The Honours Committee agreed to move the celebration of Honours student research to the Fall and is currently planning an event for early September 2023. The event will be campus-wide and include three-minute research presentations. Graduate students will be invited to participate in the planning of this event.

2022-23 Honours Theses

A total of 82 Honours theses, across 3 Faculties (FA-19; FPS-15; FPAS-48), were submitted during the 2022-2023 academic year. An additional two students plan to submit a thesis prior to the start of the 2023 Fall semester.

2023 Honours Summer Research Awards (HSRA):

Applications:

49 HSRA applications were submitted for funding. Of these, 11 received an NSERC Undergraduate Student Research (USRA) award and were thus withdrawn from the HSRA competition, leaving 38 students to be considered for HSRA awards (\$5000 each):

- 7 from the Faculty of Arts
- 7 from the Faculty of Professional Studies
- 24 from the Faculty of Pure and Applied Sciences

Funding available:

A total of \$113,000 was available for distribution as Honours Summer Research Awards

- \$65,000 was contributed by the Provost's Office (\$64,000) and Research Office (\$1000)
- \$48,000 was contributed by donors via the Advancement Office
 - Webster Foundation awards for a total of \$18,000 (1 x \$6000 award per Faculty)
 - Donor Awards (5 x \$5000) for specified disciplines
 - Walker for Science
 - MacNeily for Economics
 - Trudell (2 Awards) for Chemistry, Physics or Biology
 - Hiltz for Chemistry
 - Hall for Math & Engineering (no applicants so not awarded)

Results:

21 HSRAs awarded - 13 (Acadia funded), 8 (Donor funded):

- 5 awards to students in the Faculty of Arts (=71% of FA applicants)
- 5 awards to students in the Faculty of Professional Studies (=71% of FPS applicants)
- 11 awards to students in the Faculty of Pure and Applied Sciences (=46% of FPAS eligible applicants (i.e., those not awarded NSERC USRAs).

We thank Jessica Bradley, Research Office Administrator, for her support of Honours Committee meetings and her extensive work in administering the summer student research award applications, supporting the HSRA Application Review Committee, and managing the award/payroll process for all awardees. Jessica is also thanked for assisting students in the Honours thesis completion and submission stages.

Respectfully submitted,

Matt McSweeney, Honours Committee Chair, and
Anna Redden, Associate VP Research, Innovation and Graduate Studies

**Ad Hoc Committee on Course and Teaching Effectiveness:
Report to Senate**

7 June 2023

Submitted by Karen Kendall, Interim Chair

Background: In May 2021 meeting of Faculty Council, a motion was passed that recommended that the Senate undertake a complete review of the student survey process and purpose, with the goal of creating more equitable and informative surveys, and/or establishing additional/alternative processes to help support faculty members in maximizing their teaching effectiveness.

Current Committee Membership: 2022-2023 Academic Year (Terms of Reference):

One Faculty Dean - Corinne Haigh

Director of Open Acadia or Designate (Interim vice-Provost Teaching and Learning) - Laura Robinson

Two faculty members from Faculty of Arts - Richard Cunningham, James Sedgwick (sabbatical 2023-2024)

Two faculty members from the Faculty of Professional Studies - Karen Kendall, Jennifer Tinkham (sabbatical 2023-2024)

Two faculty members from the Faculty of Pure and Applied Sciences – Eva Curry (sabbatical 2023-2024), Stephanie Jones (sabbatical Jan-July 2023)

One faculty member from the College of Divinity and Faculty of Theology – Stuart Blythe (sabbatical 2022-2023)

One undergraduate student appointed by the Acadia Student's Union – Chiara Lu (stepped down 2022)

One graduate student appointed by the Acadia Graduate Student's Association - (vacant)
Equity, Diversity, and Inclusion Officer – Polly Leonard

Purpose of the Committee: To explore methods for (1) collecting student course feedback, and (2) supporting faculty in improving course and teaching effectiveness (Terms of Reference).

2022-2023 Meetings: The committee met monthly between September 2022 - May 2023.

A summary of the committee work in the Fall 2022-Winter 2023 period based on the activities identified in the committee terms of reference as potentially guiding the committee's work completed is included here.

- Faculty Roundtables – A total of 20/24 roundtable sessions were conducted (7/9 FPAS, 8/10 FA, 5/5 FPS) and notes anonymously taken – A final call for written responses from areas not represented in the roundtable was made – no additional information was provided - COMPLETED Feb 2023
- Student Roundtables – A total of 9/26 roundtable sessions were conducted with the following student societies/clubs (Acadia University Politics Association, Acadia Community Development Club, Acadia English Society, Acadia Kinesiology Society,

Acadia Business Society, Acadia French Club, Acadia Undergraduate Psychology Association, Acadia Chemistry Society) and notes anonymously taken - a final call for written responses from areas not represented in the roundtable was made – no additional information was provided — COMPLETED Feb 2023

- Roundtable data analysis/review – Roundtable notes (a total of 31 documents) were summarized and compiled in excel spreadsheet/table format to draw out themes and significant/relevant feedback regarding methods for collecting student course feedback and the support of faculty in teaching and learning – COMPLETED Apr 2023
- Despite multiple calls to the Acadia Student Union and Acadia’s Graduate Student’s Association leadership for both undergraduate and graduate student representation, the committee did not have student representation for the majority of the (2022-2023) term.
- Karen Kendall stepped forward to become the Interim Chair of the Committee starting Jan 1st, 2023, taking over from Chair Stephanie Jones (on sabbatical Jan – Jul 2023).

A summary of the work that the committee has planned for completion based on the activities identified in the committee terms of reference as potentially guiding the committee’s work:

- Development of recommendations for new processes to collect information on and to support course and teaching effectiveness informed by the work of the committee - Conduct 2 surveys to be sent out to students and faculty for feedback on the recommendations – EXPECTED Fall 2023
- Recommend to Senate new processes to replace current student surveys, which may include development of new student surveys, or other processes EXPECTED, December 2023.
- Identify other bodies or committees that may be best positioned to complete tasks related to recommended processes: EXPECTED, June 2024
- Liaise with the AUFA and the University Administration to identify parts of the Collective Agreement that would need to be revisited for the university to implement any recommended processes: EXPECTED, June 2024
- Liaise with Technology Services to identify possible integration of some of the recommended processes into the new Colleague system. EXPECTED, June 2024

Recommendations of the Committee

- Both faculty and student roundtable discussions revealed that there is confusion regarding the need to undertake student surveys and the processes for conducting student surveys in accordance with the 16th Collective Agreement. There is a need for a better understanding and clarity.
 - The committee recommends that the Joint Committee for the Administration of the 16th Collective Agreement consider creating a Memorandum of Agreement (Article 15.55) regarding student surveys for the upcoming 2023-2024 academic year.
 - The Joint Committee may consider reviewing the section of Article 15.55 that begins with ‘The Head shall arrange for all quantitative data...’ due to no longer having centrally administered electronic surveys nor the resources required to complete the tasks described in the article.
 - The Joint Committee may also consider reviewing Articles 15.60 (b) 17.02 A(n)
- The committee has identified our next steps and would like to extend the committee term for an additional year. **MOTION:** The Ad Hoc Committee on Course and Teaching Effectiveness moves to extend the Committee mandate until June 2024.

**Senate Committee on Graduate Studies (SCGS)
Annual Report - June 2023**

Committee members (2022-23)

Redden, A (AVP RIGS; ex-officio, Chair)	Hemming, H (Education; PhD program)
Barr, S (Geology)	Blythe, S (Theology)
Colton, J (Community Development)	Mallory, M (Biology)
Faraone, N (Chemistry)	Carlson, J (Sociology)
Mendivil, F (Mathematics & Statistics)	MacKinnon, G (Education)
Crandall, E (Political Science)	Pinder, K (English; Social and Political Thought)
Champod, AS (Psychology)	Spooner, I (Fall); Snyder, M (Winter) (App Geomatics)
Shakshuki, E (Computer Science)	O'Driscoll, N. (Environmental Science)
Vierimaa, M (Applied Kinesiology)	Knighton, E (Student Rep - Science)
Cassidy J (Student Rep - Arts)	Vacant (Student Rep - Theology)
Egbujor, C (Student Rep - Prof. Studies)	

The Senate Committee on Graduate Studies (SCGS) met on 7 October 2022 and 17 May 2023. As is the practice of the Committee, uncontentious curriculum items were dealt with via electronic communication. During 2022/2023, curriculum recommendations to Senate, via SCGS, came from the following academic units: Biology, Computer Science, Education, Kinesiology, Politics, and Psychology.

Committee Activities

- Graduate Coordinators conducted duties associated with the programs they coordinate as per the guide for graduate coordinators. This guide was updated in 2023 to reflect recent changes in procedures regarding SLATE and Colleague.
- Graduate Coordinators served on a range of award and scholarship adjudication sub-committees (N=5): SSHRC/CIHR Master's awards, SSHRC Doctoral awards, NSERC Master's awards, ResearchNS Scotia Scholar awards, and NS Research & Innovation Scholarship awards.
- The Deans of Professional Studies, Arts, and Pure and Applied Science served on the Acadia Outstanding Master's Research Awards Committee. The instructions for nominating a student for this award were recently updated, largely for clarity and with consideration of equity, diversity and inclusion.
- A process for tracking and reporting on progress of part-time (continuing) Masters students, to ensure duty-of-care and greater completion success, was developed and reviewed at the May meeting. Implementation will follow further development of the policy and the progress reporting form.
- The thesis defence process, including the selection of thesis outcome in relation to the degree of thesis revision requested, was reviewed; recommendations are being incorporated in the Guide for Chairing Master's Theses.
- The Committee discussed how it would deal with supervisor-student conflict and situations where there is no graduate student supervisor. Further work on these policy items is needed.
- Doug Symons (PSYCH) led a SSHRC Doctoral scholarship workshop on 13 September. Note: Tri-Council CGS-M workshops (held in Oct and Nov) and several CCV workshops were delivered by David Bruce, STX, for the benefit of all four Maple League Universities.

Update on new and developing graduate programs

- The Master of Applied Kinesiology program will commence September 2023.

- Computer Science developed new course and project route graduate programs that were recommended by SCGS and approved by Senate. MPHEC submission is pending.
- Psychology is in the planning and development stages of a PsyD program.

Update on SLATE/Colleague

As of 6 June 2023, 930 graduate admission applications were received for the 2023/24 academic year through Acadia's Admissions Portal (Slate).

Graduate Student Awards

Tri-Council Scholarships CIHR CGS-M (1) – Meaghan Hymers, PSYC

- a. NSERC CGS-M (2) – Linda Hutchinson, BIOL; Rebecca Mader, BIOL
- b. NSERC Indigenous Scholars Award (1) - Jordan Takkiruuq, BIOL
- c. SSHRC CGS-M (2) – Jessica Spooner, MCD; Molly Sutherland, SOCI

Acadia Outstanding Masters Research Awards

- a. FA – Spencer Nadeau, MA English
- b. FPS – Kate Cole, Education – MEd Counselling
- c. FPAS – Lilli Enders, MSc Math

Governor General's Gold Medal recipient – Sarah Spurrell, M Community Development

Thesis Defences and Coursework Degrees

The number of students who completed their graduate degree requirements in thesis-based and coursework only degrees since May 2022 are as follows:

- Faculty of Arts: Master's Thesis = 7
- Faculty of Science: Master's Thesis = 21; M.Sc. Applied Geomatics (Coursework/Project) = 6
- Faculty of Professional Studies: PhD Thesis = 0; Master's Thesis = 3; M.Ed. Coursework = 140

During 2022-23, numerous faculty served in the role of Chair at one or more graduate level thesis defenses. The Graduate Studies Committee and RIGS thanks the volunteer Chairs and all other defence committee members for their time, efforts and leadership in supporting the research outcomes and experiences of graduate students at Acadia.

Acadia's Graduate Studies Officer, Theresa Starratt, is thanked for Committee support, extensive communications with Acadia's graduate program coordinators and students (applicants and enrolled students), and ongoing support with graduate funding programs, the student admissions system (SLATE) and the registration system (Colleague).

Respectfully submitted,

Anna Redden

Associate Vice-President Research, Innovation and Graduate Studies (RIGS)
Chair, Senate Committee on Graduate Studies

**BOARD OF OPEN ACADIA
ANNUAL REPORT TO SENATE 2022-2023**

Meeting Schedule:

- September 29, 2022
- December 14, 2022

Membership:

- Provost & VP Academic (Chair): Dale Keefe
- Director of Open Acadia: Jennifer Weatherhead
- Registrar: Mark Bishop
- Student Representative:
- Dean of Pure & Applied Science: Suzie Currie
- Dean of Arts: David Duke
- Dean of Professional Studies: Corinne Haigh
- Associate VP Finance & Treasure: Mary MacVicar

Duties: The duties of the Board of Open Acadia are to formulate, review and modify policy pertaining to the operation and enhancement of the program in Continuing Education at Acadia University.

Goals for the year were:

- 1. Create Mission, Vision, and Mandate Statements for Open Acadia
 - **Vision:** Strive to be the undisputed academic leader in online and continuing university education.
 - **Mission:** To deliver innovative, inclusive, flexible and accessible academic learning opportunities that meet the diverse needs of Acadia students and community members to foster lifelong learning.
 - **Objectives:**
 - Design, develop and deliver online credit and non-credit courses.
 - Provide revenue generating courses and programs that offer flexible and accessible offerings to students.
 - Continuous intake delivery
 - Throughout calendar year (Intersession)
 - Satellite locations (e.g. Dal Nursing)
 - Pathways to Acadia programs
 - Recovery Courses
 - University prep/transition programs
 - Collaborate with subject matter experts and industry partners to create courses for non-credit, continuing education purposes.
 - Provide learning opportunities to enhance student skillset for industry needs (continuing education, micro credentials)

- Decisions based on analyzing data associated with student success, equity gaps, and enrollment trends.
 - **Department Name:** In progress as suggested name was approved by the OA board but has not been presented to Acadia executive. (Online and Continuing Education is the proposed department name)
 - **Human Resources:** The department has three hires replacing a retiree and two staff who transferred to another department. LTID was moved back to the OA department due to its operational requirements to support online learning. There continues to be support for the TLC. The department is approved for an exams coordinator (who will collaborate with accessibility learning to better share existing resources and a manager for non-credit programming.
- 2. Review the processes around intersession courses to ensure efficiency and relevance
 - OA staff are auditing the intersession process and identifying areas for improvement. This is taking place during the Summer 2023 terms and will provide next steps that will be reviewed and implemented during the Fall 2023. The Director will work with VPA (in collaboration with the Deans) during the remainder of the 2023 calendar year to determine viability of moving intersession courses that take place on campus to the respective units.
- 3. Engage with Academic Units around opportunities for
 - a. Professional development programming
 - b. Micro-credentials:
 - c. Non-credit programming
 - OA is working on several activities to improve processes, policies and frameworks. This work is being completed in collaboration with relevant departments and varies in completion in 2023-24.
 - A review of campus programs is being reviewed to identify relevance to OA and determine resources to align to the initiatives. Working with relevant departments.
 - ALLL audit report in completion and being reviewed.
 - Maritime Security program – launched and currently accepting students. Three students are enrolled and have started the program with Acadia’s association partner IIAMSP. <https://maritimesecurity.acadiau.ca/welcome.html>

Respectfully submitted,

Dale Keefe, Ph.D.
 Provost and Vice-President Academic
 Chair, Academic Planning Committee

ACADEMIC PROGRAM REVIEW COMMITTEE (APRC)

Annual Report to Senate for 2022-2023

Committee Members:

Chair: Dale Keefe, Provost and VP Academic
Dean, Faculty of Professional Studies: Corinne Haigh
Dean, Pure and Applied Science: Suzie Currie
Dean, Faculty of Arts: David Duke
Acadia Student Union, VP Academic and External: Vacant
Arts (Faculty): Vacant
Professional Studies (Faculty): Janna Wentzell
Pure and Applied Sciences (Faculty): Glenys Gibson
Board of Governors: Vacant

Mandate:

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: The committee met on September 26, 2022.

Objectives: To provide support for reviews scheduled in 2022-2023, and to assess status of reviews from last year:

- History and Classics - Department response to review pending.
- Social and Political Thought – Draft APRC recommendations circulated to committee

Outcomes:

- Agreed on program review rotation with Deans. (see attached chart).
- New Coordinator in place to support Program Reviews.

Respectfully submitted,

Dale Keefe, Ph.D.
Provost and Vice-President Academic

Tentative Review Rotation

Faculty	Year 1 (2023, 2028, ...)	Year 2 (2024, 2029, ...)	Year 3 (2025, 2030, ...)	Year 4 (2026, 2031, ...)	Year 5 (2027, 2032)
Arts	Languages & Literatures Economics	English & Theatre Sociology Philosophy	Women & Gender Studies Politics	Environmental and Sustainability Studies	History & Classics Social & Political Thought Law & Society (First review)
Professional Studies	M.Ed. Counselling (based on recent accreditation)	B.Ed. (aligns with accreditation) Community Development (undergrad and grad programs combined)	Business Music (full School) Kinesiology (undergrad – aligns with CCUPEKA review)	M.Ed. General Kinesiology (grad – aligns with MPHEC requirements)	Nursing (First review)
Science	Computer Science Math & Stats	Biology Geology	Psychology Physics	Earth and Environmental Science	Engineering Chemistry Nutrition & Dietetics
Support	Research Services	Graduate Studies			Research

**ACADEMIC PLANNING COMMITTEE (APC)
Annual Report to Senate for 2022-2023**

Meeting Schedule:

- August 26, 2022
- September 15, 2022
- November 23, 2022
- May 9, 2023
- May 31, 2023

Membership:

- Chair: Dale Keefe, Provost and VP Academic
- Dean, Faculty of Professional Studies: Corinne Haigh
- Dean, Libraries and Archives: Heather Saunders
- Dean, Pure and Applied Science: Suzie Currie
- Dean, Faculty of Arts: David Duke
- Acadia Student Union, VP Academic and External: Ben Morris
- Arts (Faculty): Paul Abela
- Professional Studies (Faculty): Janna Wentzell
- Pure and Applied Sciences (Faculty): Eva Curry
- IDST Program (Faculty): Kate Ashley

Mandate:

The Academic Planning Committee (APC) shall make recommendations to the Senate on matters relating to academic principles and planning. In carrying out its work, the Committee shall consult widely with all stakeholders and relevant bodies on campus. The APC shall report regularly to the Senate, no less than two times per year.

Update: 2022-2023

The APC met prior to the September Senate meeting in order to report on rankings of faculty requests. The APC submitted a pre-budget report to the Senate on December 12, 2023, outlining seven priorities to be used as guideposts in the upcoming operating budget discussions:

1. Top priority is fully replacing faculty on leave from each academic unit.
2. Centralized advising support.
3. Increased budget for purchasing of new and replacement equipment, laboratory consumables, and software for pedagogical use.
4. Increased Teacher Assistant budgets.
5. Initiatives to support student resilience.
6. New program responsive to societal needs.
7. Support for academic outreach and engagement.

The APC met in early and late May to discuss the post-budget report that is due in June 2023. This report informs the Senate how those seven priorities were reflected in the budget. Overall, not all the priorities have been fully addressed within the budget, but the APC is pleased with how each of the seven priorities were addressed at some level within the operating budget.

Respectfully submitted,

Dale Keefe, Ph.D.
Provost and Vice-President Academic
Chair, Academic Planning Committee

**ADMISSIONS AND ACADEMIC STANDING (POLICY) COMMITTEE
ANNUAL REPORT TO SENATE 2022-2023**

Meeting Schedule:

- November 2, 2022
- December 7, 2022
- February 1, 2023

Membership:

Provost and VP Academic (Chair): Dale Keefe

Registrar: Mark Bishop

Student VP Academic and External: Jacqueline Newsome

Dean, Faculty of Professional Studies: Corinne Haigh

Dean, Faculty of Pure and Applied Sciences: Suzie Currie

Dean, Faculty of Arts: David Duke

Director, Open Acadia: Jennifer Weatherhead

Arts (Head): Vacant

Arts (Representative): Marc Ramsay

Professional Studies (Director): Darren Kruisselbrink

Professional Studies (Representative): Ayman Aljarrah

Pure & Applied Science (Head): Paul Arnold

Pure & Applied Science (Representative): Bobby Ellis

Theology Representative (voting on Theology matters only): Matthew Walsh

Mandate:

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 policy as it relates to admissions, failures, and academic regulations.

Goals for year were identified as follows:

1. Consider minimum age for admission
2. Review program capacity and if enrolment is limited in specific programs, how will that impact program admissions
3. Review program and course-specific admission requirements
4. Review impacts of COVID high school experience on academic standing/progression/scholarship renewal
5. Review and discuss comprehensive pre-university supports to better support transition from high school to university

Discussions:

Goal 1: Decided not to proceed with setting any minimum age.

Goal 2: Mark Bishop circulated a capacity-based admissions policy proposal (see below) and feedback was as follows:

- If pooled applicants weren't allowed to move into their first choice of major, Admissions needs to be transparent about this fact.
- Students may be able to reapply for their desired major at a later date (if they were denied their first choice of major and had to settle for a different major because of capacity constraints).
- Program transfers are done through an application and an assessment.
- Units set capacity constraints, and with more data they can make informed decisions on capacity constraints and therefore, relay this information to recruitment.
- The biggest obstacle to capacity is space, and the Deans can authorize a transfer of departments or units if necessary.

Goal 3: Prompted the discussion of a policy that would need to occur for reviewing programs and course-specific admission requirements.

Goals 4 and 5: These goals were linked because COVID created a disjunction between completing work and being present for classes. During the pandemic, high school students were allowed to submit materials, and regardless of effort, grades would be satisfactory.

2022-2023 Update:

Capacity-Based Admissions

For a select number of programs at Acadia, space is limited. As each applicant is unique and every enrolment cycle differs, capacity-based admissions that adjust each year may be employed.

On the direction of the Director/Chair/Head and Dean, the Admissions Office will utilize capacity-based admission processes for specified programs. Capacity-based admissions denotes the following:

- Applicants will be initially assessed upon application to having met the minimum standard for admission to that respective program.
- If the applicant meets the minimum standard, they are assessed as one of two categories: a direct admit based upon a working admission standard agreed to by the program; or a pooled applicant whereby the applicant is held with other minimally qualified peers until such time that the working admission standard is altered by the Director/Chair/Head and Dean.
- Pooled applicants can be offered a second choice in a non-capacity limited program while awaiting a decision on a limited enrolment program. This should help with overall enrolment targets and give students access to scholarship assessment and regular next steps.

- The Admissions Office on a weekly basis throughout the admissions cycle, will keep the program up to date on the number of direct admits, as well as the number and details of pooled applicants.
- Decisions on any adjustment to the working admission standard or capacities will be made by the Director/Chair/Head and Dean and communicated to the Admissions Office.

Motion: That Senate endorses the Capacity-Based Admissions statement and process. This Statement will be added to the 2024/2025 Academic Calendar in PART I: ADMISSION: Admission to Undergraduate Programs just after Admission with AP Tests. (D. Keefe)

Outcome: Approved by Senate February 13, 2023.

Respectfully submitted,
C. Dale Keefe, Chair

Senate Curriculum Committee (Administrative) Annual Report

Committee Membership:

Chair of Curriculum Committee (Policy): Roxanne Seaman
Registrar or Delegate: Mark Bishop
Associate Registrar: Shawna Singleton
Dean of Libraries and Archives: Heather Saunders
Arts Rep: Sonia Hewitt Arts Rep and Chair
Prof. St. Rep: Lynn Aylward
P&A Sc. Rep: Andrew Mitchell (called back from sabbatical)
P&A Sc Rep Todd Smith (replacement)
P&A Sc Rep. Allison Walker
Theology: Chris Killacky
ASU Rep: Holly Modzelewski

Committee Mandate: The duties of the Curriculum Committee (Administrative) shall be:

- 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.
Activities

The Committee met four times via TEAMS with quorum three times. (January 6, February 2 and May 17) to discuss the 250+ proposals. The first report was brought to the February 13 meeting of Senate. The special meeting of the curriculum committee on May 17 will be brought to Senate on June 14.

Addion to Senate Curriculum Report- June 7, 2023

A special meeting of the Senate Curriculum Committee (Administrative) was held on May 17 to evaluate time-sensitive curriculum changes from Comparative Religion (CREL), English and Theatre, Canadian Studies and Business, as well as an MPHEC proposal from Sciences and Business for a new program of a Bachelor of Science in Applied Bioscience. The minutes of the meeting are attached and the committee recommends approval of all proposals.

Committee Membership:

Chair of Curriculum Committee (Policy): Roxanne Seaman
Registrar or Delegate: Mark Bishop

Associate Registrar: Shawna Singleton
Dean of Libraries and Archives: Heather Saunders
Arts Rep: Sonia Hewitt Arts Rep and Chair
Prof. St. Rep: Lynn Aylward
P&A Sc. Rep: Andrew Mitchell (called back from sabbatical)
P&A Sc Rep Todd Smith (replacement)
P&A Sc Rep. Allison Walker
Theology: Chris Killacky
ASU Rep: Holly Modzelewski

Senate Curriculum Committee – May 17th, 2023. 1:00pm. Teams.

Present: Shawna Singleton, Lynn Aylward, Roxanne Seaman, Jennifer Tinkham, Allison Walker, Andy Mitchell, Mark Bishop.

Roxanne moved, Lynn seconded approval of agenda.

Addition to agenda, 8. Business addition – COMM-1213. Approved.

Lynn Aylward moved, Sonia Hewitt seconded, the minutes of February. Approved.

Roxanne Seaman – provided update on Policy Committee. Curriculum forms sent to Depts. for feedback. Referenced Senate Adhoc Nursing Steering Committee. Regular meetings happening. Funding announcement made last week. Starting as satellite campus of CBU Nursing program operating under MOU. 21 students to start in Fall. Nursing curriculum and program will be flowing through Senate processes. Will hopefully enhance care and training for region in Nursing and provision of nurses.

CREL -1206 to 1213/1223. Discussion of the use of co-requisite to mean subsequent term. Request to clarify the full year nature of the course in the description. Suggestion to add that Part 1 and Part 2 must be completed during the same academic calendar year to obtain credit. Series of Theatre courses proposed to be credit courses to reflect work and knowledge of production and various specialities therein.

THEA 2123. Question about vagueness of pedagogy and evaluation in THEA 2123. Often internal curriculum group reviews for expectations. Suggestion to bring this to attention of the Chair. Question about adding rationale and minor modifications.

THEA 2133.

THEA 3043.

THEA PD03. Question about the process of multiple repeats of the same course logistically, and whether P or F may have a profound impact on GPA and program completion. Discussion of Program modifications for Theatre. Theory and practical learning and practice now both being recognized for credit. Supported by Committee.

Double Major Requirements for English proposal. Has been in practice for years, now will be placed in Calendar. Discussion of major or double major requirements. Department decided to affirm 48ch requirement and detail in Calendar.

Cross-code History and Canadian Studies course for visibility.

HIST 2773, CDNS 2773

HIST 2783, CDNS 2783

CDNS 2503 (formerly IDST 2503). Renames and replaces IDST.

CDNS 2513 (formerly IDST 2513). Renames and replaces IDST. Suggestion to add these to options for completion of IDST Minor list. Material and Visual Culture Minor references these two courses. Suggestion to amend to update courses codes.

Motion to approve Arts changes: Lynn Aylward, Roxanne Seaman seconded. Approved.

School of Business – COMM 1213.

Question of explanation for change of inclusion of Comp Sci students. Inadvertent pre-req change that blocked students from taking course. Updating to permit Comp Sci. students.

Moved by Roxanne, Andy Mitchell seconded. Approved.

New program proposal. Bachelor of Science in Applied Bioscience. Suggestion to correct typos.

Question of sensory analysis of beverages (Business) and true interdisciplinary nature. Should Nutrition and Dietetics have been involved? Were they consulted? Do they have a role? If so, likely should be explicit. May be helpful in submission to MPHEC. Scholarship area left blank. Can students access any particular award? Should be answered. Professional development funds - \$2500 should be updated. Question about objectives and outcomes. Style and integration and how they could/should be written. Course outcomes vs. general outcomes with reference to Program-level Learning Outcomes (PLOs). Suggestion to review for submission for clarity and consistency, and alignment of language and style.

Moved by Andy Mitchell and seconded by Roxanne Seaman. Approved.

Other Business.

Thank you to Chair Sonia Hewitt from Committee. Welcome to Allison Walker.

Adjourned, 2:41pm.

**Annual Senate By-Laws Committee Report for 2022-2023
June 6, 2023**

List of Committee Members:

Faculty of Arts Member: Jesse Carlson, Sociology (Chair) (2022-5; on Sabbatical July 1, 2023-June 30, 2024)

Faculty of Professional Studies Member: Nicholas D'Amato, School of Music (2022-5)

Faculty of Divinity Member: Danny Zacharias, Acadia Divinity College (2022-5)

Faculty of Pure and Applied Sciences: Michael Robertson, Physics (2021-4)

The full committee was constituted in the fall of 2022 and had its first meeting (after online communication in November, December) in January.

Meetings:

January 13, 2023

January 30, 2023

May 8, 2023

May 12, 2023

Work Completed:

1. Examined the question of adding the new Vice-Provost of Equity, Diversity, and Inclusion as a member of Senate. Recommended that this position be added as a voting member. Motion circulated. Motion was passed by Senate at the March 2023 meeting.

2. Examined the question of adding the VP Research and Dean of Graduate Studies to the Senate Academic Planning Committee. Recommended that this position be added. Motion circulated. Motion approved by Senate at the March 2023 meeting.

3. Reviewed changes to the Faculty of Arts Constitutional bylaws and passed these on to Senate, where they were approved at the March 2023 meeting.

New Business/Ongoing work:

1. Under Review: Inquiry from Libraries about adding a Library representative to the Senate Academic Planning Committee.

2. Under Review: Question of adding Vice-Provost of Equity, Diversity, and Inclusion as a member of the EDI committee.

3. Under Review: Question of adding 3 non-continuing faculty positions to Senate

Motion: It is moved that the Senate Bylaws Committee shall consider the rationale and feasibility of adding as voting members of Senate three (3) non-continuing faculty and to make a recommendation of its findings to Senate. (J. Sachs)

Report submitted by Jesse Carlson on behalf of the Senate Bylaws Committee

**Senate Curriculum Committee (Policy)
Annual Report to Senate**

Committee Members:

Sonia Hewitt	Chair of Curriculum Committee (Administrative)
Mark Bishop	Registrar
Heather Saunders	University Librarian
Kate Ashley	Arts
Roxanne Seaman	Professional Studies
Eva Curry	Pure and Applied Science
Christopher Killacky	Theology
Aditi Sharma	Student

The committee met on:

November 16th, 2022

March 28th, 2023

The Committee reinvigorated the review of the program and credentials that are presently used in the Calendar. This work will continue throughout the summer months.

Feedback from the Curriculum Committee (Administration) regarding the Curriculum Forms is being gathered from the committee members' respective departments/schools and will be shared to inform appropriate updates.

The Chair of this committee serves on the Curriculum Committee (Administration) as well as the Nursing Ad Hoc Committee to communicate curriculum policy related content.

Respectfully submitted,

Roxanne Seaman, Chair

Senate Nominating Committee: Report (June 2023)

- Duties: (1) 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;
- (2) to nominate for the May meeting of Senate, to be elected by Senate and take office in July:
- a) candidates to fill the non-*ex officio* positions on the Executive Committee of Senate;
 - b) candidates to fill annual vacancies designated for the Senate on ad hoc and standing committees of Senate;
 - d) lay persons to be members of Senate;
 - e) a person to fill the office of Faculty Elections Officer
- (3) to act upon such other matters as may from time-to-time be referred to it by Senate;
- (4) 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.

Membership

- 1 President (Non-voting) Peter Ricketts ex-officio --
- 1 Arts (Senator) Anne Quéma (Chair)
- 1 Arts Ian Wilks (Faculty)
- 1 P&A Sc. (Senator) Michael Robertson
- 1 P&A Sc. Caroline Cochrane (Faculty)
- 1 Prof. St. (Senator) Paul Callaghan
- 1 Prof. St. Jennifer Tinkham (Faculty)

Summary of activities

In fulfilling the mandate of the Nominating Committee, the chair of the committee communicated on a regular basis with various faculty and officers, including Anna Kiefté, Rosie Hare, Stephen Henderson, and Nominating committees in the three faculties. The Chair of the Committee communicated and consulted with the members of the Committee by email whenever necessary from July 1, 2022 to June 12, 2023.

1. Chairperson

Nominated by Senate Nominating Committee after a call to Senate and all Faculty. Elected by Senate in May to begin term in July

Anna Kiefté was nominated for Chair of Senate and acclaimed as Chair at the May meeting

2. Deputy-Chair

Nominated by Senate Nominating Committee, after a call to all Senators. Elected by Senate in May to begin term in July

Donna Seamone for Deputy-Chair was nominated and acclaimed at the May meeting

3. Faculty Elections Officer

The Faculty Elections Officer will be elected annually by Senate.

Stephen Henderson was nominated and accepted the nomination

4. Lay Person

Nominated by the Senate Nominating Committee after a call to all Senators, Faculty, and staff, and elected by Senate. A. Quéma called for nomination at Senate at the April meeting. Stephen Henderson sent a call to Senators; Anna Kiefte sent a message to the faculty as a whole, the Faculty listserv, and Oonagh Proudfoot.
replacing Lay person Dianne Looker 3 years

5. Senate Nominating Committee

Arts Senator: Paul Doerr was nominated and accepted the nomination

FPS Senator: Nicholas D'Amato was nominated and accepted the nomination (2023-24)

FPS Faculty: Jeff Torbert was nominated and accepted the nomination

PAS Senator: Cliff Stanley was nominated and accepted the nomination

PAS Faculty: Caroline Cochran was nominated and accepted the nomination

6. Senate Executive

Procedures for Appointment: Senate representatives are nominated by the Nominating Committee, with further nominations from Senate, and elected by Senate.

FPS: Darren Kruisselbrink was nominated and accepted the nomination

ARTS: Kait Pinder was nominated and accepted the nomination

PAS: Cliff Stanley was nominated and accepted the nomination

7. BY-LAWS COMMITTEE

Procedures for Appointment of Faculty: Nominated by the Nominating Committee and elected by Senate. All members must be members of Senate.

ARTS: Jeffrey Sachs was nominated and accepted the nomination (1 year replacing Jesse Carlson on sabbatical)

FPS: (1 year 2023-24) _____

Updated: June 12, 2023

Anne Quéma