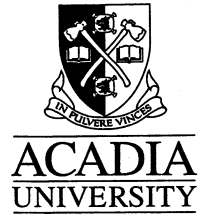


Office of the Senate Secretariat

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Minutes of the Senate Meeting of Monday September 10th, 2018.

A meeting of the Senate of Acadia University occurred on Monday 10th September, 2018 beginning at 4:00 p.m. with Chair A. Kiefte presiding and 48 present and 1 guest. The meeting took place in BAC 132.

1) Approval of Agenda

The Chair called the meeting to order, noting that there was quorum at present.

The Chair requested that item 4) c) Sexual Violence Prevention Policy Update be moved up the agenda to Item 3).

Motion to approve the change. Moved by the R. Raeside and seconded by P. Ricketts.

Approved.

Motion to approve the agenda as revised. Moved by B. Anderson and seconded by R. Raeside.

MOTION TO APPROVE THE REVISED AGENDA CARRIED.

2) Minutes of the Meeting of 13th June, 2018

Motion to approve the Minutes of Wednesday 13th June, 2018 as distributed. Moved by G. Bissix, seconded by P. Doerr.

The Chair asked for any errors, omissions or changes to the Minutes.

MOTION TO APPROVE THE MINUTES CARRIED. FOUR ABSTENTIONS.

3) Sexual Violence Prevention Policy Update (J. Sanford)

The Chair reminded Senators that there had been a request to invite J. Sanford to provide an update and answer questions from Senators.

J. Sanford stated that the Sexual Health Working Group had formed in 2015 and had been active with the policy work during the last 18 months. This group was working in conjunction with work that was being carried out at the Provincial level. He noted that in 2016 a Sexual Violence Prevention Committee had been formed and that it had created a report entitled *Changing the Culture of Acceptance* which was released in December 2017. J. Sanford agreed to forward this to Senators and noted that the report included 10 recommendations, one of which was that the Provincial committee would continue to work on developing best practices around sexual violence policy.

J. Sanford stated that the Acadia working group was now working on the 3rd draft of a policy and was almost ready to forward this to the President. The Acadia working group would also be addressing the nine other recommendations of the Sexual Violence Prevention Committee. He noted

that there was a need to further engage with the campus community to discuss how the implementation of the policy would impact Acadia and consider ways in which they could improve the current procedures at Acadia.

P. Abela asked whether this work would involve a stand-alone document on sexual harassment.

J. Sanford was not aware of this. He noted that the Sexual Violence policy recognised that the current policy on harassment and discrimination was an overarching policy document for the campus. He stated that in the instance of sexual violence there was a need to respect the wishes of the plaintiff and also to use the non-academic judicial process when needed.

J. Guiney Yallop recalled that the President of the ASU had pointed out that other universities had moved more quickly on this policy and he asked whether additional support could be offered to enable the working group to move more quickly. He also asked whether the other nine recommendations could be considered in a timely manner.

J. Sanford responded that the Provincial Committee had also identified stronger 'best practises' during the last few months which had the result of identifying gaps in what the Acadia working group was putting together. He referred to the *Our Turn* movement that has been led by student leaders. They had created a check list or template for best practices in sexual violence policy documents and recently offered a presentation to the Provincial committee.

J. Sanford felt that if more could be achieved by working with other groups he would be happy to engage.

J. Guiney Yallop stated that he would prefer to see a policy in place that was not perfect but could be altered next year, rather than no policy.

J. Sanford agreed and stated that the policy in draft form would be going to the President shortly. He recommended that the campus start using it and talking about it with students to see what could be improved.

G. Bissix asked whether J. Sanford would be guided by policy if an incident were to occur today or tomorrow.

J. Sanford felt that guiding practices and principles were in place at Acadia and noted that there was a standard response. What was being learned was that the Sexual Violence Policy as a stand-alone policy had a lot more impact and reassurance to the community that the issue was being taken seriously. He noted that the awareness and confidence that student leaders had, and the transparency that was required in the manner in which the University would respond, had all changed greatly.

J. Grant asked whether any work had been carried out to identify the scope and nature of the problem on campus.

J. Sanford commented that this had been going on for quite some time. Time was spent training the student staff and a lot of work was done to communicate ways for everyone to make the community safer. The shift now was to change the conversation away from ways in which an individual could prevent him or herself from becoming a victim, to a conversation about the perpetrator's behaviour (especially as it related to alcohol), and challenging those individuals to take responsibility and recognise this about themselves.

J. Sanford reported that the leadership of the ASU and Student Services recently offered a one-day workshop for RAs and colleagues from Mount St. Vincent. The emphasis was on better understanding the culture and the issue and recognising that everyone had a responsibility to recognise things that were occurring. Certain behaviours needed to be challenged and the narrative needed to be shifted to ask why individuals were choosing to harm others.

B. Anderson thanked J. Sanford for his update. She was concerned that when any policy was enacted there needed to be a rigorous monitoring process. This would ensure that the policy would be updated as necessary.

J. Sanford agreed that this would be the case.

The Chair thanked J. Sanford for presenting to Senate. He left the meeting.

4) Announcements:

a) From the Chair of Senate

The Chair thanked Senators for attending and agreeing to serve on Senate, and welcomed new Senators particularly. Senators introduced themselves around the room.

The Chair announced regrets from K. Winters and M. Robertson. She also welcomed new Senators: B. Galloway, S. Currie, D. MacKinnon, G. Whitehall, C. Rushton, C. Shields, R. Newman and Z. Goldsmith.

Senators were asked to refer to the Senate committee membership list on the Senate website to ensure that there were no errors and to check membership of the sub-committees.

The Chair announced that the Senate Orientation meeting would take place on Monday September 24th, starting at 5:00 p.m. in BAC 132. She expected that this would take approximately 45 minutes.

b) From the President

President Ricketts welcomed the Senators and particularly welcomed S. Currie, the new Dean of the Faculty of Science.

President Ricketts had four items to report on. He commented on the successful Welcome Week and thanked all those involved in the activities and the ASU for their excellent planning and delivery of events. He noted that a strong message has gone out to new students about the importance of focusing on academic success while still having fun within limits, and the importance of not spoiling things for either themselves or other students.

President Ricketts felt that the on-campus events had been good ones but he expressed concern about activities taking place on the Wolfville streets. The University continued to work closely with the RCMP and the Town of Wolfville to try to minimise these events. He recognised that residents of Wolfville needed to be reassured that the University took these matters seriously and was working to rectify them.

President Ricketts was looking forward to the new MoU with the Town of Wolfville which will be announced shortly.

President Ricketts second item was the Strategic Plan. He reported that during the summer he had been receiving a lot of ideas from the campus community and that this would now be moving into phase two of the process, where a number of key strategic directions would be identified. President Ricketts would be setting up a task force and creating circles to flesh out some of the ideas that had been submitted in order to identify which strategic direction the Plan should take.

The third item related to work done by CONSUP to prepare a submission to the Government for the new funding arrangement since the current MoU was in its final year. President Ricketts was a member of the Steering Committee and had been involved in the drafting of the CONSUP proposal.

The fourth and final item was the Recruitment and Student Services Review. President Ricketts reminded Senators that he had discussed this in detail at the June meeting of Senate and stated that during the summer he had been formulating a plan of action. Senate was informed that President Ricketts would announce the results of the review in a message to the Acadia community later in the week entitled *New Directions for Enrolment and Student Services at Acadia: Strengthening our Commitment to a High Quality Student Learning Experience*.

President Ricketts explained the major components of the review and action plan:

- Adopt a comprehensive strategic enrolment management and student affairs approach which will integrate both academic and student support services across the University from recruitment right through to the graduation of the student and beyond. A Strategic Enrolment Management committee will be formed to better align the various units that are so critical to the success of the students; these being marketing, recruitment, admissions, registration, academic counselling, student health and alumni affairs. This committee would ensure that the University focused both on student recruitment but also increased the focus on student retention and graduation by taking a more holistic view of how enrolment was regarded.
- Align the academic, student recruitment and student services area under the Academic Vice-Presidential portfolio. This would ensure that the administrative arms of the student experience at Acadia were working together more effectively and would raise the profile of the new strategic enrolment approach.
- Acadia will focus on the delivery of student support services around a student success and wellness model with the goal of bringing these services together physically in a Center for Student Success and Wellness. Other units that presently cover recruitment, admissions, registration, financial support and business related services will be adopting a Service Acadia model to create a more seamless delivery of those services to the students.
- Adoption of an integrated learning approach that will prioritize student engagement across the curriculum and extra-curricular activities. This will include exploration of new opportunities for the implementation of high impact practices, degree level expectations, learning objectives and outcomes. President Ricketts felt that there would be an important role for Senate because this part of the action plan linked to many of the 'Big Picture' ideas that Senate had

discussed over the last year and also linked to many of the ideas that had been submitted to date to the Strategic Planning process.

- Acadia's data and analytical capabilities will be enhanced in order to improve the level of information needed to effectively implement the new approach and support good decision-making. This was especially in relation to addressing issues of student retention.
- A new senior organizational structure will be implemented to provide the necessary leadership for this new direction. The position of VPA will be revised to become a Provost and VP Academic. The addition of Provost to this title will reflect the extended scope of the position to include the Student Recruitment, Enrolment and Support Services operations, and provides a stronger profile to the role of the VP Academic to ensure that all of Acadia's operations are focused on delivering on the academic mission of the University. President Ricketts reported that the VP Enrolment and Student Services position would be revised to be a Vice-Provost Students, Recruitment and Enrolment Management and that this position would have a dual reporting role structure; reporting primarily to the Provost but also reporting directly to the President on matters of student recruitment and enrolment, which would reflect the fact that the Board places great emphasis upon the importance of enrolment as a critical factor in the financial health and long-term sustainability of Acadia. President Ricketts stated that the two Executive Director positions would also be reviewed and that in future these would report to the Vice-Provost. There was a possibility that those existing titles may be altered to reflect the scope and nature of the responsibilities of the roles. He noted that the creation of the Provost and Vice-Provost positions had been approved by the Board and that search processes had been initiated. Search committees would be established during the coming weeks and an RFP to solicit proposals to appoint an Executive Search Firm.

President Ricketts recognised that these were major changes and felt that they signified an important shift in direction that would ensure that Acadia was better positioned to sustain its recruitment successes in an uncertain future. He felt that enrolment would be better managed through increased retention and graduation rates and also that this would address some of the critical issues that had been discussed in Senate. Students would remain front and centre in the goals of the University.

A. Wilks asked when the new provincial funding allocation might be determined.

President Ricketts expected that this could be in place by December or rather later. He noted that the Government had indicated a willingness to move to a new model before the end of the fiscal year. He also pointed out that the funding formula no longer drove funding for Acadia and he expected that the Government might continue with an envelope of funding for universities and a tuition framework. He also hoped to see envelopes of funding for specific costs such as deferred maintenance, or the implementation of policies around accessibility or sexual violence prevention.

G. Whitehall asked whether support would be provided for the faculty role in these recruitment issues and addition to the new administrative roles.

President Ricketts pointed out that the Strategic Enrolment Management Committee would be a new committee for Acadia. The re-structuring of the VPA and the VP Recruitment and Student Affairs positions were existing positions so that a re-defining of roles would be the only thing required. He felt that moving Student Services and its portfolio under the auspices of the VP Academic portfolio would raise the potential for greater involvement of the faculty in the process of recruitment and admissions. This was a weakness that had been identified in the external report and this re-alignment would create new opportunities for faculty to be involved in a more structured way.

President Ricketts noted that the hiring of new faculty was governed by the 15th Collective Agreement.

G. Whitehall asked whether Senate approval was required for the report or whether it was being provided for information purposes.

President Ricketts agreed that this was for the information of Senate but noted that the changes to the Senior Administrative positions did require discussion and approval by the Board of Governors.

P. Abela recognized that consolidating the various elements under the Provost and VP Academic position could provide for efficiencies of operation while providing synergy and unity. However, he felt that in the past the VP Academic position was seen to represent the academic sector strongly and wonder whether this distinction might get lost if everything was housed under one roof.

President Ricketts felt that the hiring of the two individuals was quite critical. The Provost and VP Academic would need to be a very strong academic leader who also understood the role of recruitment and enrolment management. The Vice-Provost would bring a different skillset.

President Ricketts commented that under the current structure, support services for students were not as good as they needed to be. He felt that the new model would be a better way of handling the divisions and making sure that they did not translate into silos and divisions of services for the students.

P. Callaghan was concerned about present challenges for Career Services and career placement for students and hoped that the responsibilities of new role would include attention to this area.

President Ricketts agreed and noted that the external report also highlighted deficiencies in this area.

B. Anderson was concerned at the timing of the announcement of the action plan. She noted that many of the things that would feature in President Rickett's report and action plan bumped up against strategic issues that faculty had been taking time to identify. B. Anderson felt that because some decisions had been made early in the strategic planning process it would now be necessary to work around those decisions rather than considering everything as a large strategic plan for the University.

B. Anderson felt that careful messaging would now need to be sent out to the larger community and that President Ricketts would need to be mindful of the fact that on the one hand he had asked faculty to take time providing feedback and ideas and on the other hand he had proceeded with the making of a lot of decisions.

President Ricketts agreed that these were good points. He noted that the review of Recruitment and Enrolment Services had been precipitated by the retirement of S. Mesheau and there was recognition, especially from the Board, that Acadia needed to move forward in certain areas. He agreed to give more consideration to the communication that would be sent out and recognized that the influence that B. Anderson and others had by providing recommendations and suggestions that were going into the strategic planning exercise, would all be able to play into the new model.

G. Bissix asked about raising the profile of experiential education. Both the Community Development and the ESST programs were heavily involved in community development and he was concerned that there were many ways to do experiential education badly and very few to do it right. Working with serious budgetary constraints resulted in too much experiential education going on in the Wolfville area and not enough further afield, because of the inevitable costs of transporting students.

President Ricketts agreed and stated that Universities were pushing the Government to provide additional funding to assist with experiential learning. This tied into both Provincial and Federal priorities.

L. Aylward had recently read the full external report which was distributed to the Board and found it to be very direct with regard to student recruitment and retention. She understood the need to make structural changes if 25% more students were going to be introduced to the campus. She also noted that the report highlighted where Acadia fitted nationally and that the report was extremely thorough.

c) From the Vice-President Academic

H. Hemming reported on the final selections related to new permanent faculty positions. She noted that in the spring the Academic Planning Committee's ranked list of tenure track professor, instructor and librarian positions had been brought to Senate. Late in August the VPA and Deans had worked together to consider resources and decide which positions would be approved.

H. Hemming approved the following two positions:

- History and Classics tenure track position in the area of ancient history. H. Hemming noted that this fell in the Classics side of History and Classics. She noted that with only two faculty members currently in Classics, they were engaged in teaching overloads and were unable to offer important service courses to other disciplines such as Women's and Gender Studies, and also a course in science terminology for Science students.
- Physics tenure track position. H. Hemming noted that this was also a small department but it was involved in offering high-enrolment service courses, especially to Science students.

H. Hemming explained that by February 15th the APC received a list of requests from each Faculty. However, in December the Report from the President's Advisory Council on Decolonization was received and President Ricketts reported on this in March. One of the recommendations of that report was that Acadia hire indigenous faculty members with the belief that this would have a lasting impact on the University. H. Hemming stated that

she had been asked by President Ricketts to follow up on the recommendation with the Academic Planning Committee.

H. Hemming noted that the APC was unhappy with the length of time that was involved in the ranking process because by the time its recommendations had come forward to Senate there had often been significant changes in the teaching complement in terms of retirements, sick leaves, resignations etc. It was felt that if those changes had been known earlier by the APC the ranked list might have looked different.

H. Hemming stated that the process was long and needed to be revised. She noted that since the APC ranked list came forward to Senate there had been retirements or resignations in Sociology (1), History (1), French (1), Education (2), Chemistry (1), and English (1).

H. Hemming reported that the APC would meet shortly to discuss the recommendation from the President's Advisory Council on Decolonization, and to discuss timing and vacancies.

M. Lukeman asked whether a decision had already been made about hiring indigenous faculty.

H. Hemming stated that no decision had been made and that the APC would need to identify a process which would be brought to Senate.

J. Guiney Yallop expressed disappointment and noted that three requests were forwarded to the APC for positions in the School of Education, one of which was ranked #4 and one #10. He noted that at present the School of Education was the only one in the country to be functioning without a Math Educator, which was critical to Education in both elementary and secondary school. J. Guiney Yallop noted the shortage of teachers in at least two Provinces in Canada. He also pointed out that the School had experienced a third retirement, a half-time CLT. The School of Education enrolment numbers had increased by 32% from the previous year.

Z. Whitman commented that she would take the news that there would be serious consideration into the hiring of indigenous faculty forward to her leadership and noted that this was an area of serious concern amongst the Chiefs. Acadia was lagging both across the Province and across Canada in this regard. She pointed out that the Chiefs did look very positively at Acadia with the progress that was occurring on campus in other areas of decolonization. She noted that although decisions were slow, they were being made in a considerate, correct and appropriate way at Acadia.

G. Gibson highlighted the fact that Biology had brought forward a proposal the previous year for the hiring of an indigenous faculty position and noted that the position had been ranked very low by the APC. She expressed disappointment at the mixed messages that were being received and felt concern that the process was not very transparent.

L. Aylward felt that a change in the process needed to be made in order to serve the students in a better way and move the institution forward.

P. Abela asked why if there were a large number of retirements, the committee was not able over a period of months to build in some known and unknowns with respect to retirements so that the number of approved positions could be altered with respect to the altered landscape. He noted that the complement

number in the 15th Collective Agreement represented a minimum number of full-time faculty, and was not a cap.

H. Hemming agreed that she and the Deans now knew that positions had been vacated, that a failed search had taken place in Psychology and that three different departments now had 5-year CLT positions that could convert to tenure track positions. There were also two faculty members that would be returning to their positions. H. Hemming felt that this made the authorization of two positions an appropriate one.

H. Hemming felt that although the process was not perfect, even within Faculties it was unlikely that positions would be ranked in the same way that they were just a year ago.

D. Benoit felt that a process that encouraged a culture of planning further ahead than short term, and planning beyond individual concerns, would be helpful and he noted that at some larger universities it would be known a year or two in advance if a faculty member was going to retire. He welcomed a change to the process and felt that there was a need to encourage people to plan further ahead and to then factor their expected retirement into the APC ranking process.

A. Vibert spoke as a member of the APC and noted that one of the challenges was the inability to respond to changing circumstances. Ranking of TT positions that will be advertised the following year and not in place for 18-24 months was already a long time frame and she did not think that lack of planning ahead was the biggest issue. A. Vibert felt that the process was too unwieldy and was unable to respond to the needs of the University as they arose and changed over time. A. Vibert felt that members of Senate needed to build a much more responsive and flexible way of addressing academic needs.

S. Currie asked what steps would be needed to make the APC more responsive.

A. Vibert responded that the APC would bring recommendations to Senate.

G. Whitehall pointed out that the University was always in the situation of trying to work within a complement envelope which was so small that it was impossible to meet the needs of the University. Each academic unit had pressing needs and many were facing severe shortages which made it difficult to meet the needs of students.

G. Whitehall commented that this was a problem that Senate faced all the time and he asked how Senate could communicate clearly the problem of lack of resources to the Board of Governors and stressed that the current complement number of 153 was placing huge strains on the ability of Acadia to deliver what was promised to the students and to improve student retention. He pointed out that making the process more efficient would not solve the problems associated with too small an envelope for teaching resources.

J. Hennessy stated that he had served on the APC for some years and noted that each year shortly after the ranked list had been decided upon, an unexpected departure would occur and that it was impossible to respond in a nimble manner to the changing circumstances. He felt that more flexibility and a more nimble response was essential.

J. Guiney Yallop felt that a process was being used that had not been working for some time and that in polite terms he was flummoxed by the lack of desire to make changes.

D. MacKinnon noted that universities were not structured to operate in a nimble way. He stated that upon joining Acadia he was appointed to a Committee of Committees. The mandate of this committee was to look at the structure of all other committees and find ways to make things more nimble. D. MacKinnon asked whether the time might be right for something similar again, noting the committees tended to take on a life of their own and often last longer than was necessary. The structure of a committee could also become rather bureaucratic.

The Chair responded that several years ago the By-laws Committee had been tasked with reviewing the Senate sub-committee structures and an effort was made to reduce the number of committees.

B. Anderson agreed and stated that this had been a lengthy exercise because the By-laws Committee had met with all of the Chairs of sub-committees and minor changes were made. However, the majority of the committees did not want to combine or give up altogether. It was felt that the timing might not have been right.

J. Hennessy pointed out that the Academic Planning Committee took over the ranking of permanent faculty requests from the TTTCAC, and that now it did little else because of the time that this process took up each year. The committee was supposed to be tasked with considering big picture academic planning for the University but rarely got to that work.

S. Currie suggested that it would be useful to have an academic plan that aligned with the strategic plan.

H. Hemming provided two more updates. The Board has authorized an internal/external search for the Dean of Arts that will be starting shortly.

H. Hemming asked M. Bishop to provide a brief update on enrolment figures for 2018-19.

M. Bishop reported that add/drop would fall on Friday. He noted that all figures were unofficial at this time and showed a drop of 40 (3.5%) new students. This was the second year that there had been a drop of approximately 3.5%.

d) From the ASU President

G. Philp reported that the new student orientation week had been very successful, focusing on sexual violence prevention, alcohol harm reduction and overall student wellness. An afternoon carnival event was held and well received by the students. G. Philp noted that a lot of alcohol free programming was offered during the evenings and that the chill axe lounge proved popular along with the student support fair. An outdoor movie night attracted 250 students and the ASU participated in a dinner with incoming international students.

G. Philp stated that on Saturday the Axes in Action charity day raised \$7000 for the SMILE and L'Arch programs. The ASU also offered a faculty and student wine and cheese event.

G. Philp and M. Branch visited the University of British Columbia during the summer to attend a conference for the Canadian Alliance of Student Associations. They took part in a consultation on Federal Youth Policy with MP Peter Scheifke, who is also the Parliamentary Secretary to the Minister of Youth (Justin Trudeau). Priorities were decided upon to take to the Federal Government in November: financial aid for graduate and undergraduate students, international students, sexual violence prevention and supporting indigenous students.

G. Philp and M. Branch attended a Policy Conference with Students' Nova Scotia in Halifax. They met with several representatives from the Department of Labour and Advanced Education and finalized Students' Nova Scotia priorities to bring to the Provincial Government during September and October.

G. Philp provided an update from the Non-Academic Judicial Board and noted that they had been working with J. Sanford and S. Hassapis and the ASU Legal Council to update the existing process. This will better help students to avoid potential biases and better support student survivors of violence in all forms but particularly those that were survivors of sexual violence. G. Philp noted that this year any student could apply to sit on the Board rather than being appointed by University staff members.

G. Philp stated that over 200 student leaders attended the Sexual Violence Prevention Summit in partnership with Mount Saint Vincent University. This was the first time that it had been staged and took a full day.

e) **President of the Divinity College**

H. Gardner thanked the University for class space that was being provided for the Divinity College while major renovations were taking place in their building. Classes were mainly occurring in the BAC during the fall term.

5) **Time Sensitive Items:**

- a) **MOTION:** Whereas the School of Music is no longer part of the Faculty of Arts, the Faculty of Arts Constitution shall be amended as follows: *(attached)*

MOTION: Whereas the School of Music is no longer part of the Faculty of Arts, the Faculty of Arts Constitution shall be amended as follows:

Section II. I Senate Representation in the Faculty of Arts

ii. One of them shall be elected by the School of Music. The other eight shall be elected by members of the Faculty of Arts exclusive of the School of Music. Their terms of office shall be three years.

is to be changed to:

ii. All nine shall be elected by members of the Faculty of Arts. Their terms of office shall be three years.

Moved by J. Hennessy and seconded by P. Callaghan.

J. Hennessy explained that this was a small change to the Faculty of Arts Constitution and that the only place where the School of Music was mentioned in the Constitution was in the area of Senate representation. This change had already been ratified by the Faculty of Arts Council.

J. Guiney Yallop asked whether Senate had already made the decision that the School of Music was no longer part of the Faculty of Arts.

The Chair reminded Senators that in December 2017 the enabling motion was passed at Senate.

MOTION CARRIED UNANIMOUSLY.

- b) **MOTION: That the Constitution of the Faculty of Professional Studies be amended as indicated in the attached copy in order to account for the School of Music joining the Faculty (*attached*)**

MOTION: That the Constitution of the Faculty of Professional Studies be amended as indicated in the attached copy in order to account for the School of Music joining the Faculty. Moved by A. Vibert and seconded by G. Bissix.

A. Vibert reported that the motion had already been approved at the FPS Council. She noted that although there were changes to the arrangement of Senators from the Faculty of Professional Studies, there would continue to be the same number. The Director of the School of Music would hold one of the Senate positions.

MOTION CARRIED UNANIMOUSLY.

The Chair pointed out that the By-laws committee had been contacted and that the Senate By-Laws and Constitution document had also been checked to ensure that no other changes would be required.

C. Rushton expressed gratitude on behalf of the School of Music for the work that had been carried out.

6) Old Business

- a) **Academic Sector Budget Actuals (2017-2018) (*H. Hemming*)**

H. Hemming provided updates on the Academic Sector Budget Actuals for 2017-2018. She highlighted numbers for each Faculty and noted that in each Faculty an increase was shown from the previous year as a result of changes to the Collective Agreements and salary increases.

H. Hemming noted that in the case of the Faculty of Pure and Applied Science the higher figure for the Dean's Office was because the salary of one of the technician positions was set up to go through this office.

H. Hemming also showed budget figures for Co-op Education, Research and Graduate Studies, The Library and the VP Academic Office.

G. Bissix asked where the BA ESST program costs were detailed.

H. Hemming responded that these costs were included under the VP Academic Office.

H. Hemming will present a budget for the 2018-2019 cycle later in the year.

The Chair thanked H. Hemming for her presentation and noted that it was now 5.57 p.m. She asked whether Senators wished to extend the meeting.

There was no motion made to extend the meeting and so remaining agenda items were carried over to the October 3rd meeting of Senate.

7) Adjournment

The meeting was adjourned at 6:00 p.m. Moved by C. Rushton.

ORIGINAL SIGNED

R. Hare, Recording Secretary

Attachment 4) a)
Senate Agenda 10th September, 2018

- a) **MOTION: Whereas the School of Music is no longer part of the Faculty of Arts, the Faculty of Arts Constitution shall be amended as follows:**

Section II. I Senate Representation in the Faculty of Arts

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is to be changed to:

ii. All nine shall be elected by members of the Faculty of Arts. Their terms of office shall be three years.

- b) NOTICE OF MOTION: **That the Constitution of the Faculty of Professional Studies be amended as indicated in the attached copy in order to account for the School of Music joining the Faculty.** (FPS marked-up copy of Constitutional changes will be circulated separately).
-

CONSTITUTION

of the

FACULTY of PROFESSIONAL STUDIES COUNCIL

of

ACADIA UNIVERSITY

Preamble

This Constitution is written under the appropriate terms and conditions of an Act respecting Acadia University Chapter 113 (1968) of the Laws of Nova Scotia (commonly called Bill 30), and subsequent amendments thereto, especially those resulting from the report *Into the Fourth Quarter*. The latter establishes the Faculty of Professional Studies as a sub-committee of the Senate of Acadia University, and gives the Council a formal position within the structure of the University, with specific rights and duties to perform. This Constitution is the formal instrument by which those rights and duties are to be carried to fruition. This Constitution, and any amendments thereto, are to be approved by the Senate. However, it is implied hereunder that the Senate may take no other action with respect to this Constitution or any amendment thereto.

I. NAME

The name of the organization shall be the Faculty of Professional Studies Council (referred to herein as "the Council").

II. MAILING ADDRESS

The Council's mailing address shall be The Secretary of the Faculty of Professional Studies Council, Acadia University, Wolfville, Nova Scotia, Canada. B4P 2R6

III. OBJECTS

- (A) The Council may give consideration to all matters pertaining to academic policy within the Faculty of Professional Studies.
- (B) The Council may, if it so desires, express opinions in affairs of Acadia University (sometimes referred to herein as "the University.")
- (C) The Council may, if it so desires, deal with any matter which the Board of Governors, the Senate, or the Faculty of Professional Studies may request it to consider.

IV. MEMBERSHIP

- (A) From and after the enactment of this Constitution, membership of the Faculty of Professional Studies is deemed to be:

MEMBERS (VOTING)	ASSOCIATE MEMBERS (VOICE BUT NO VOTE)
<ul style="list-style-type: none"> ▪ Full-time faculty with academic appointment in the Faculty of Professional Studies (FPS) ▪ Half-time faculty with academic appointment in the FPS ▪ Instructors with academic appointment in FPS ▪ the Librarians for FPS ▪ the President if holding an academic appointment in FPS ▪ the Vice-President (Academic) if holding an academic appointment in FPS ▪ the Dean of the FPS ▪ Any Academic Director/Head with an academic appointment in FPS ▪ the FPS Administrative Manager ▪ One Support Staff member from each academic unit in FPS 	<ul style="list-style-type: none"> ▪ the representative from the Faculty of ARTS ▪ the representative from the Faculty of Pure and Applied Science ▪ Support Staff in FPS excluding the voting reps ▪ One representative from A.E.C. ▪ Professors Emeriti in the FPS

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| <ul style="list-style-type: none">▪ One full-time undergraduate student from each academic unit in the FPS selected by the students in each of the academic units .▪ One graduate student selected by the Acadia Graduate Students' Association and rotated annually from the FPS graduate programs. | |
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- (B) Additional candidates for associate membership shall be nominated by an academic unit in the Faculty of Professional Studies. All additional associate members shall be elected by a simple majority of Council at the first regular meeting of Council of the academic year. Associate membership may also be withdrawn by a simple majority vote.
- (C) Any questions of or pertaining to the rights of an individual to membership in the Council shall be decided at the first Council meeting of each year. A person shall cease to be a member of the Council when his or her employment in the Faculty of Professional Studies is terminated. All members of the Council remain members while on leave, but may not serve on any committees of the Council during their absence.

V. THE YEAR

The year of the Council shall correspond to the academic year of Acadia University, presently 1 July to 30 June next.

VI. OFFICERS

- (A) The Officers of the Faculty of Professional Studies will consist of a Chair, a Vice-Chair, a Secretary, and an Elections Officer. The Elections Officer will conduct elections each April for the Chair and Vice-Chair to serve for the next academic year. The Elections Officer shall be elected annually by Council on nomination by the Nominating Committee of Council .
- (B) No two offices of the Council may be held simultaneously by the same person.
- (C) It shall be the duty of the Chair to preside over all meetings of the Faculty of Professional Studies Council
- (D) The Vice-Chair shall act as Deputy to the Chair and serve whenever the Chair is prevented from so doing, or whenever the Chair wishes to participate in debate as an individual member of Council.

- (E) The Secretary to Council shall be the Administrative Manager of the Faculty of Professional Studies. The duties of the Secretary to Council are:
 - (a) to record, or have recorded, and distributed within seven (7) days after meetings proper minutes of all Council meetings;
 - (b) assist the Chair with preparation and distribution of notices, meeting agendas, and all information pertaining thereto;
 - (c) maintain and act as custodian of the records and membership rolls of Council, and to deposit the records of Council in the Acadia University Archives on an annual basis.
 - (d) perform other duties as assigned by the Council.

VII. MEETINGS

- (A) There shall be a minimum of two meetings of Council each year; one in November, and one in April. Also, the Council shall meet at the call of the Chair or, in the absence or indisposition of the Chair, at the call of the Vice-Chair and the Secretary, or whenever eight members of Council, in writing to the Secretary, request that a meeting be called;
- (B) Procedure at all meetings of the Council, and of the Committees of Council, shall be guided by Roberts Rules of Order (latest edition). The agenda, including all notices of motion (other than amendments to the Constitution), shall be distributed to all members of Council or, in the case of standing committees, to the members of the committee, seven days in advance of the meeting;
- (C) The quorum for all meetings of Council shall be twenty-five percent of the voting members of Council, to be determined each year on the date of Council's first meeting of the year.
- (D) All decisions made by the Council prior to the coming into force of this Constitution shall be binding upon the Council after the date of ratification of this Constitution. Notwithstanding anything in the foregoing, any previous action or decision of Council which is altered, amended, or repealed by anything which is written in any article of this Constitution shall, if it be in contravention of or repugnant to any part of this Constitution, be void when this Constitution is ratified.

VIII. COUNCIL COMMITTEES

- (A) There shall be eight Council committees:
 - (a) Dean and Directors/Head
 - (b) Planning
 - (c) Nominating
 - (d) The Distinguished Teaching Award
 - (e) Award for Research Excellence and Outstanding Research Project
 - (f) Community Engagement Service Award
 - (g) Student Planning
 - (h) Staff Planning

- (B) Governing Principles
 - (a) Except where the Chair is already determined, the Chair of each committee shall be elected annually by the members of the committees at their first meeting after July 1;
 - (b) It shall be considered to be the right of any member of Council to request an appearance before, or make submission to, any committee of Council
 - (c) All committees of Council may establish sub-committees to assist them with their functions, and they may also co-opt assistance whenever they believe it to be desirable and in the best interests of all concerned. Council must be informed at the next Council meeting of the establishment of any and all sub-committees.

- (C) Dean and Directors Committee shall consist of the Dean, who shall chair the committee, the Director/Head of each academic unit in the Faculty of Professional Studies, and the Administrative Manager of the Faculty of Professional Studies.

- (D) The Planning Committee shall be chaired by the Dean or Chair of Faculty Council, and consist of:
 - (a) the Directors and Head of each academic unit;
 - (b) the Administrative Manager of the Faculty of Professional Studies;
 - (c) the Chair of the Faculty of Professional Studies Council
 - (d) one faculty representative from each academic unit elected for a three-year term;
 - (e) two student representatives, not from the same academic unit, from the Faculty of Professional Studies Student Planning Committee;
 - (f) one representative from the Faculty of Professional Studies Support Staff Planning Committee.

- (E) The Nominating Committee shall consist of the Directors and Head of each academic unit.
 - (a) The duties and responsibilities of the Nominating Committee shall be:
 - (i) to present to the April meeting of Council nominations for Council, Senate and University committee vacancies (including Faculty representatives to the University Review Committee but excluding the Faculty representative to the Board of Governors) as well as the nominations for the Elections Officer;
 - (ii) to appoint one or more people to adjudicate grant awards if the elected representatives are not eligible;
 - (iii) to act upon such other matters as may from time-to-time be referred to it by Council.

 - (b) The procedures for the Nominating Committee shall be to:
 - (i) review qualifications for vacant positions and determine potential candidates. Individuals wishing to suggest candidates to, or to be themselves considered

for nomination by, the Nominating Committee, should submit the name(s) to Nominating Committee members in writing;

- (ii) invite candidates to serve until one agrees;
- (iii) present nominations to Council where additional nominations will be invited.

(c) Faculty Council will confirm the nominations or an election will be held expeditiously by the Elections Officer if additional names are put forward.

(F) The Distinguished Teaching Award Committee shall consist of eight members:

- (a) Dean of the Faculty of Professional Studies
- (b) Directors and Head from each academic unit in the FPS
- (c) Chair of the Senate Faculty Support Committee
- (d) Acadia Students' Union FPS Student Senator

The Distinguished Teaching Award Committee will review all nominations, develop a short list of those worthy of the award, and from the short list determine the best candidate. The award will not necessarily be awarded every year.

(G) The Award for Research Excellence and the Award for Outstanding Research Project Selection Committee shall consist of six members, elected every three years:

- (a) one member from each academic unit
- (b) one Dean of Research & Graduate Studies

(H) The Community Engagement Service Award adjudication committee consists of the Directors/Head of the five academic units.

(J) The Student Planning Committee shall consist of six members, one from each academic unit within the Faculty of Professional Studies and the Acadia Students' Union representative for the Faculty of Professional Studies.

(K) The Staff Planning Committee shall consist of all members of the Faculty of Professional Studies administrative staff.

IX. ad hoc COMMITTEES

The Council may establish any number of ad hoc committees to study and report on any matter within the Council's competence. The membership of such committees shall be determined by Council at the time the Committee is established.

X. COMMITTEE REPORTS

At the April Council meeting of each year all Council committees and all ongoing *Ad-hoc* committees shall report in writing to Council on their activities.

XI. SENATE REPRESENTATION

- (A) The Faculty of Professional Studies has ten members of Senate. They are:
- (a) the Dean of the Faculty (permanent member)
 - (b) the Director/Head of each academic unit in the Faculty of Professional Studies (ex-officio members)
 - (c) one additional member elected from each of the Kinesiology, Business and Education Schools in the Faculty of Professional Studies by the members of that academic unit, and one member at large elected by the Faculty of Professional Studies. If any unit is unable to fill the Senate position by June 30th, an additional member will be elected from the FPS.

Academic units shall advise the Secretary to the Faculty of Professional Studies Council as to their appointees by June 30 each year;

XII. ELECTIONS OFFICER

- (A) The Elections Officer shall set all necessary dates for elections.
- (B) The duties of the Elections Officer shall be
- (a) to conduct in April of each year, the election of the Chair and Vice Chair of Council to serve for the following academic year
 - (b) to conduct an election for a Faculty representative to the Board of Governors. All members of Faculty shall be eligible to serve on the Board of Governors except those who, in any capacity, regularly attend meetings of the Board of Governors, including the Executive Committee of the Board.
 - (c) to conduct other elections as may from time to time be referred to the Elections Officer.
- (C) Nominations
- Nominations shall not close before one week after the call for nomination has been distributed.
- (D) Elections

(a) Voting eligibility and procedure

- (i) Faculty elections will be by secret ballot and normally will be held in April of each year.
- (ii) Electronic nominations and election processes under the auspices of the Elections Officer, constitute sufficient means for nominations and secret ballots
- (iii) There shall be no proxy votes.
- (iv) Elections shall not close until three (3) working days (72 hours) after the ballots have been distributed.
- (v) Each member of Council shall have as many votes as there are vacancies to be filled, but no member may give more than one vote to any candidate. Where voters cast fewer votes than the number of vacancies to be filled, such ballots shall still be counted.

(b) Voting Process

- (i) Single Vacancy: Where there is a single vacancy to be filled, the winning candidate shall be the one who receives the majority of votes cast.
 - 1. Where there is only a single nominee, that nominee is elected by acclamation.
 - 2. Where there are two nominees, there shall be a single ballot to determine the winner.
 - 3. Where there are three nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the two leading candidates to determine the winner.
 - 4. Where there are four or more nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the three leading candidates. If the leading candidate after the second ballot has not received a majority of the votes cast, there shall be a third ballot between the two leading candidates to determine the winner.
- (ii) Two or More Vacancies:

Where there are two or more vacancies to be filled, the winning candidates must receive a majority of the votes cast. A majority in such instances is the total number of votes divided by twice the total number of vacancies to be filled with the addition of one to the result. If this final total is not a whole number, the next higher whole number is taken.

 - 1. Where no candidates are elected after the first ballot, the second and, if necessary, subsequent ballots shall include one more candidate than there are vacancies to be filled. Those candidates with the highest vote totals will be included on the second and subsequent ballots.
 - 2. Where one or more candidates are elected after the first ballot, but one or more vacancies remain to be filled, the second, and if necessary, subsequent ballots shall include one more candidate than there are vacancies to be filled. Those candidates with the highest vote totals among the remaining candidates will be included on the second and subsequent ballots.

3. Where more candidates receive a majority of votes (as defined above) than vacancies exist, those candidates with the higher vote totals shall be declared elected.
4. Where there are two or more vacancies of different duration, those candidates who are elected on an earlier ballot or with more votes on the same ballot shall receive the longer term of office.

(iii) The Elections Officer shall not vote in Council elections except to break ties. All ties shall be broken by a vote of the Elections Officer, using only one vote per round of balloting.

XIII. AMENDMENTS

The Council may, by Special Resolution which shall be distributed fourteen (14) days in advance of the next meeting of Council, amend or repeal any article of this Constitution provided that all amendments, either additions or deletions, are consistent with the statutes of Nova Scotia and more particularly Chapter 113 (1968) of the statutes of Nova Scotia, and with the Constitution of Senate. All amendments of this Constitution must be approved by two-thirds of the Council, present and voting, in the form of a special resolution before any such amendment comes into force. A vote on any such amendment shall be conducted by secret ballot, unless the members present agree unanimously that a secret ballot is not necessary.

XIV. INTERPRETATION

In all articles of this Constitution, the singular shall include the plural, and the plural, the singular. Whenever reference is made in this Constitution to any statute or The Council may, by Special Resolution which shall be distributed fourteen (14) days in advance of the next meeting of Council, amend or repeal any article of this Constitution provided that all amendments, either additions or deletions, are consistent with the statutes of Nova Scotia and more particularly Chapter 113 (1968) of the statutes of Nova Scotia, and with the Constitution of Senate. All amendments of this Constitution must be approved by two-thirds of the Council, present and voting, in the form of a special resolution before any such amendment comes into force. A vote on any such amendment shall be conducted by secret ballot, unless the members present agree unanimously that a secret ballot is not necessary.

XV. This Constitution, known as the "2018 Constitution of the Faculty of Professional Studies," became effective on the first day of July 2018.

updated July 2018
