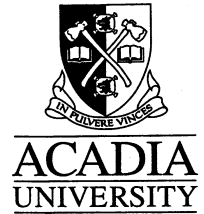


Office of the Senate Secretariat

Acadia University
Wolfville, Nova Scotia
Canada B0P 1X0

Telephone: (902) 585-1617
Facsimile: (902) 585-1078



Minutes of the Senate Meeting of Monday November 18th, 2019.

A meeting of the Senate of Acadia University occurred on Monday November 18th, 2019 beginning at 4:00 p.m. with Chair A. Kiefte presiding and 43 present. 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 noted to Senators that the most recent version of the agenda was version 2, circulated on the previous Friday.

Motion to approve the agenda. Moved by D. Benoit and seconded by M. Lukeman.

MOTION TO APPROVE THE AGENDA CARRIED.

2) Minutes of the Meeting of Senate on Wednesday 9th October, 2019

Motion to approve the Minutes of Wednesday 9th October, 2019 as distributed. Moved by C. Rushton, seconded by K. Bleile.

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

MOTION TO APPROVE THE MINUTES CARRIED. 4 ABSTENTIONS.

3) Minutes of the Special Meeting of Senate on Tuesday November 5th, 2019

Motion to approve the Minutes of Tuesday November 5th, 2019 as distributed. Moved by M. Robertson and seconded by P. Abela.

MOTION TO APPROVE THE MINUTES CARRIED. 9 ABSTENTIONS.

4) Announcements
a) From the Chair

The Chair announced regrets from K. Vandertoorn, M. Jarvin, P. Stewardson, E. Patterson, C. Churchill, D. Flanagan, D. Seamone, J. Stanley and C. Landry.

The Chair reported back to Senate that the Transition committee reports had now been received and that a standard format would be adhered to on a going forward basis. Those committees that had previously reported were not asked to redo their reports but a couple of submitted reports for November had been returned and additional detail added.

b) From the President

President Ricketts stressed the importance of the new partnerships that had recently been signed – one with the Glooscap First Nation and one with the Valley African Nova Scotian Development Association. He thanked the individuals that had worked on creating these partnerships, noting that they were both very innovative, historic and unique to Acadia. This would improve

the delivery of services on campus to students and also allow for engagement with the external partnerships. President Ricketts felt that with respect to the approach to diversity and inclusion these partnerships would be ground-breaking. President Ricketts looked forward to seeing how these partnerships would develop as the University increased opportunities for indigenous students and minority students.

President Ricketts welcomed Paulo Santana as the new Black Student Advisor, and also Zabrina Whitman as the new Coordinator of Indigenous Affairs & Student Advising.

Senators applauded warmly.

A. Quema was pleased to see these two positions filled. She asked whether both Zabrina and Paulo might become ex-officio members of Senate since they would both be working as advisors and dealing with academic matters. A. Quema noted that Zabrina was currently filling a Lay Person position on Senate.

Z. Whitman pointed out that one of the recommendations from the President's Advisory Committee on Indigenous Issues had been to have formal positions on both Senate and the Board of Governors to provide indigenous representation.

The Chair stated that Senate Executive would be discussing indigenous representation at Senate at their next meeting.

A. Quema pointed out that a By-laws change would be needed to allow for this change and that this would then free up a position for a Lay Person and allow for more voices on Senate.

The Chair responded that it would be necessary to consult the Senate Constitution and By-Laws and the Act of Incorporation regarding Senate composition.

Z. Whitman agreed that it would be good to be involved in long-term strategic planning.

President Ricketts felt that the University should move forward on this on the indigenous side and noted that in addition to serving as a student advisor Z. Whitman also held a direct advising role to the President when working with indigenous issues.

President Ricketts pointed out that P. Santana's role was a little different and was one of student advisor and cultural navigator.

P. Abela asked about the decision by CONSUP to sign the MOU. He noted that the Government now had the MOU available on-line and P. Abela referred Senators to language in Article 12, Article 18, and Article 20.

P. Abela noted that the Government required universities to commit to reviewing their sexual violence policy every three years.

P. Abela noted that Executive contracts were no longer required to be made available.

President Ricketts noted that this was no longer necessary because all institutions were making Executive contracts public anyway.

P. Abela commented on the 1% increase in the Government grant. He stated that R. Ivany had aimed to raise Acadia enrolment to 3600-3700 in order to achieve financial sustainability. Enrolment was currently at these levels and P. Abela questioned why Acadia would now aim for an enrolment level of 4000.

President Ricketts offered to provide Senate with a description of what was in the current MOU at a Senate meeting soon. The increase in the Government grant is expected to be 1% at least but President Ricketts noted that the additional funding received from the Government allowed Acadia to barely balance and took no account of the 3.5 – 4 million dollar reduction in budgets that had already taken place. Staff and services had been reduced.

President Ricketts noted that in spite of increases to revenue, costs continued to increase more quickly. The University was also trying to address gaps in operations, for example, the two positions mentioned earlier and Collective Agreement increases in complement.

President Ricketts stated that the University would continue to canvass the Government for larger increases to the Grant because revenue could only be increased by raising student fees and raising the number of students attending Acadia.

- | | |
|--|---|
| c) From the Provost and Vice-President Academic | D. Keefe's report was received and D. Keefe offered to take any questions. There were no questions. |
| d) From the Divinity College President | No Report. |
| e) From the ASU President | No Report. |

5) **Old Business**

a) **Transition Reports from Senate Sub-Committees**

i) **Academic Integrity Committee**
(attached)

P. Abela reminded Senators that there had been changes to the plagiarism language over a three-year consultation period and he asked Senators to provide feedback on how this was working or not working for them.

President Ricketts asked about Acadia guidelines for the use of software such as Turnitin, noting that some software was good and some not so good. Other universities were discussing how much reliance should be put on the use of software such as this.

P. Abela stated that the Academic Integrity committee would not advise faculty on the use of software but noted that there was a large variation in the way in which students were evaluated at Acadia.

P. Abela stated that there were various forms of software that could be used when a student was using a computer in test scenarios.

P. Abela noted that the committee would receive a report at the end of the Fall term and that he would be pleased to update Senators in the New Year.

M. Adam commented on the complexities of the increased flexibility for students not necessarily needing to be in the class.

P. Abela agreed that some students did take tests outside of the classroom setting. There is a need to have secure systems for both students and faculty members.

A. Quema requested that an update be provided on the February Senate agenda.

D. Benoit pointed out that he had requested that Tech Services create a special wireless network for exams on campus a number of years ago. He stated that by logging into this the only website that could be accessed would be ACORN. By setting the exam up on this network, a faculty member could provide the IP range over which the students were allowed to access the exam, which limited the students to at least being somewhere on campus. D. Benoit commented that many faculty members were not aware of this wireless network.

The Report was received.

ii) **Disability Policy
Committee
Report (*attached*)**

The Disability Policy Committee report was received.

i) **By-Laws
Committee
Report (*attached*)**

R. Raeside reported that the By-laws Committee had been fairly active throughout the Fall term and that some changes to the Constitution and By-Laws circulated prior to this meeting as a notice of motion would be discussed at the December meeting of Senate.

C. Mutlu pointed out that his name had been spelled incorrectly in the report.

The By-Laws Committee report was received.

ii) **Timetable,
Instruction and
Examination
Committee
Report (*attached*)**

M. Bishop commented that he had received questions from the academic community regarding progress towards a new timeslot system. He noted that the committee had met once during the Fall term and that each of the two options were currently being tested for viability by the faculty representatives on the committee.

P. Callaghan asked whether it was expected that a timetable change be in place for next year.

M. Bishop stated that this would depend on the timing of the work.

The T.I.E. Report was received.

iii) **Curriculum
Committee
(Policy) Report
(attached)**

A. Quema discussed IDST programs and asked whether the Curriculum committees would be interested in working on any issues that might be raised during discussions about supporting and developing IDST programs. A. Quema noted that the Faculty of Arts had been working on curriculum proposals and had been finding that the curriculum forms did not lend themselves to changes to IDST programs.

A. Quema asked where discussions about IDST programs could be discussed at a policy level. Changes that were made to a discipline-based program affected other programs and also affected IDST programs. She noted that the forms were cumbersome in those instances.

P. Callaghan noted that there was a question 'has consideration been given to cross-listing this course?' and he agreed that the curriculum committee should consider these questions.

S. Currie asked to see the membership of the committee listed on the transition report.

The Curriculum Committee (Policy) Report was received.

iv) **Archives
Committee
Report (attached)**

The Archives Committee report was received.

v) **Curriculum
Committee
(Administrative)
Report (attached)**

P. Callaghan reported that K. Pinder from the Faculty of Arts had agreed to serve on the committee. P. Callaghan noted that the committee was recommending that the Associate Registrar be added to the committee. The By-Laws Committee were being asked to consider this change of membership.

A. Quema noted that she would vote in favour of adding the Associate Registrar and stated that she had chaired the Curriculum committee for nine years and that during that period she had invited S. Singleton and L. Caldwell to attend meetings because so much of the work was carried out by the staff outside of the meeting dates.

The Curriculum Committee (Administrative) report was received.

vi) **Library
Committee
Report (attached)**

The Library Committee report was received.

- vii) **Equity, Diversity, and Inclusion Committee Report (*attached*)** D. Keefe offered to take questions. There were none.
The Equity, Diversity, and Inclusion Committee report was received.
- viii) **Board of Open Acadia Report (*attached*)** L. Aylward noted that changes had been made to the mandate of the Board of Open Acadia the previous year and asked whether the duties of the Board had also been changed or needed to be changed in the By-Laws and Constitution.
The Chair agreed that the mandate had changed last year.
D. Keefe agreed to look into this.
L. Aylward pointed out that there was possible collaboration across the Board of Open Acadia, the Senate Disability Policy Committee and the Equity, Diversity, and Inclusion Committee, with respect to areas that each committee was working on. She highlighted both the teaching and learning environment and accessibility.
D. Keefe stated that a sub-group of the Equity, Diversity, and Inclusion committee had met earlier and highlighted one of those points. This will go back to the full committee and be discussed, to identify where they should be working with other committees of Senate or the Institution, to ensure that there would be less duplication and more efficiency.
D. Benoit reminded Senators that one of the key objectives in the Acadia 2025 Strategic Plan was the realignment of Open Acadia to a Centre for Teaching and Learning and he felt that this would be a good opportunity to look at different Senate sub-committees with a view to merging some.
The Board of Open Acadia report was received.
- ix) **Graduate Studies Committee Report (*attached*)** A. Redden offered to take questions. She noted that two new graduate programs were under review.
The Graduate Studies report was received.
- x) **Research Committee Report (*attached*)** A. Redden noted that a review of the Strategic Research Plan was approaching. She did not expect that there would be a complete overhaul of the Strategic Research Plan but would be engaging in consultation and requesting feedback in order to update the Plan.
A. Redden referred to equity, diversity and inclusion in research and noted that Research and Graduate Studies had established an EDI Action Plan Working Group to meet requirements of the Canada Research Chair Program. Given Acadia's adoption of the Tri-Agency EDI Dimensions Charter and the recent establishment of the Equity, Diversity and Inclusion Standing Committee of Senate, A. Redden suggested greater overlap in membership of the CRC EDI Working Group and Senate EDI Committee to allow for a more seamless exchange of information and greater efficiency in developing plans and implementing actions.

The Chair noted that the EDI committee had just been formed this past spring and asked that this new committee discuss this item at its next meeting and report back to Senate.

D. Keefe agreed to do this.

The Research Committee report was received.

xi) Academic Planning Committee Report

D. Keefe reported that the committee had met in August and again the previous week. He noted that the committee was discussing the academic planning process as the Strategic Plan neared its final stages. Appropriate input from Senate was important, as was deciding how to deliver on the objectives of any planning, through implementation.

D. Keefe stated that the committee will meet again in the Winter term.

C. Mutlu asked why this was not a written report and D. Keefe explained that the committee met recently and there had not been time to provide a written report.

The Academic Planning Committee report was received.

xii) Admission and Academic Standing Committee Report

D. Keefe stated that the Admission and Academic Standing (Policy) Committee would be meeting the following day for the first time and that a report would follow for the December meeting of Senate.

xiii) Awards Committee Report

President Ricketts reported that the Awards Committee will meet in the Winter term. He noted that the deadline for nominations for Honorary degrees had now passed.

b) Faculty Council

M. Adam, Chair of Faculty Council this year, pointed out that attendance at Faculty Council was not good and that it was rare to have quorum in recent years. This meant that in the Fall and Spring meeting it was not possible to approve the list of graduands and that this fell to Senate the following day.

M. Adam questioned what the role of Faculty Council was and whether that role had changed from the past. He asked Senators to discuss a way in which Faculty Council could be made more relevant. Since Faculty Council was a body connected to Senate he suggested that it should be discussed by Senate.

The Chair asked whether there had always been individual faculty councils for the Faculty of Arts, Faculty of Professional Studies, and Faculty of Pure and Applied Science in addition to the overall Faculty Council, Senate, and the Acadia University Faculty Association.

P. Callaghan recognized that Faculty Council had certain routine responsibilities but that the challenge was to make it more relevant.

M. Adam agreed that there were governance responsibilities but that most of those responsibilities could be picked up elsewhere, such as at Senate and at the individual faculty councils.

D. Benoit expressed disappointment about the low number of faculty that attend Faculty Council. He observed that many of the individuals that did attend were the same individuals that would be at Senate the following day. D. Benoit pointed out that Faculty Council provided an opportunity for faculty to listen to reports that they would not otherwise hear or have access to. He noted that in Science, the Directors of the Schools sat on Senate and that faculty from the Schools never had the opportunity to sit on Senate. D. Benoit felt that this was an important forum for various reports and cross-campus discussions but he didn't think that faculty felt they needed to attend. It was not clear what number was needed for quorum, possibly 65.

The Chair was a former Chair of Faculty Council and pointed out that this was the only academic body on campus that had such broad representation from across campus, including full-time and part-time faculty members, members of the academic leadership, and student representatives.

M. Adam felt that there were many different reasons why faculty did not attend. He suggested that an ad-hoc committee could be formed to collect data about what Faculty Council does. He would be happy to meet with such a committee.

G. Whitehall believed that attendance had been good in the past when the President presented the annual report of the institutional priorities. He observed though that if those reports became too repetitive and took up the bulk of the time allotted to the meeting; faculty members no longer attended as regularly.

G. Whitehall agreed that Faculty Council held a unique role on campus and was the one place where faculty could come together to discuss issues and have a voice in a more unstructured forum. G. Whitehall had also chaired Faculty Council and recognized that it was difficult to get quorum. He suggested working out a new mission for Faculty Council.

G. Whitehall agreed that the reports from the Board of Governors were crucial to the University. He pointed out that an important change last year was to give Faculty Council the responsibility of electing members to the Academic Planning Committee.

A. Quema agreed that Faculty Council was a community space where people from the individual Faculties could come together. She explained that in the Faculty of Arts there was a Steering Committee with Arts Senators as members whose job it was to report back to the Faculty of Arts. She was unclear how much of that information carried through to all academic units.

A. Quema noted that Faculty Council needed to be re-vitalised in order to see what its role could be and encourage faculty members to come back and feel that they were participating and exchanging knowledge. Since the Faculty Council only met twice per year there was little opportunity to exchange information.

M. Adam regretted having to leave the meeting for another commitment.

The Chair stated that special meetings of Faculty Council had been held in the past when a special topic needed to be discussed.

R Raeside pointed out that Faculty Council used to meet on a monthly basis. He stated that Faculty Council was only mentioned once in the Constitution and By-laws of Senate and that it was only a sub-committee of Senate because it was in the Faculty Constitution.

R. Raeside noted that in the 1980s it was decided that much of the reporting at Faculty Council was repeated at Senate meetings. This led to declining attendance and meetings were reduced to twice a year, to cover approval of the list of graduates, and to receive URC reports and UAC reports.

R. Raeside pointed out that even in the 1990s it was not possible to get quorum for several years.

C. Mutlu stated that only one of the meetings of Faculty Council he had attended since his arrival at Acadia had met quorum. He noted that the meetings that were not properly constituted were not minuted but had still lasted for two hours. He believed that the format of reporting and presentations needed to be altered.

President Ricketts commented that on arrival at Acadia he had been specifically instructed to provide a financial report from the President. He had begun to add some other things to the report but felt that it would be much better to mix things up. He asked whether Faculty Council pre-dated Senate.

The Chair suggested that Senate Executive could discuss the role of Faculty Council at its next meeting.

President Ricketts agreed that Senate Executive could look into the role of Faculty Council and discuss what would make it more interesting to faculty members and especially new faculty members.

P. Rigg felt that the format had altered in the last decade and pointed out that the PPT slides were circulated in advance but that the President then worked through them at the meeting.

G. Whitehall suggested going back to see what the original motion had been with respect to requesting information on the priorities of the Institution.

D. Benoit read out the actual motion passed in 2010 which stated that the President had been requested to present the proposed budget for the Institution and six months later present the actual budget for the Institution to Faculty Council.

D. Benoit stated that if faculty no longer wanted this information they needed a meeting with quorum in order to let the President know that this was no longer what was wanted.

The Chair noted that Faculty Council may be being treated more as a town hall or assembly by its members rather than as a deliberative body.

G. Whitehall pointed out that the original request was made because there was a necessity for that sort of reporting at the time but that now that need may have passed. He still expected that a report on the priorities and planning for the University would be useful.

A. Quema felt that the budget report was important because it was necessary to be accountable. She felt that a balance could be found to allow time for presentation but also a discussion and debate. A. Quema felt that decisions that had been made at the Senate level could be brought to Faculty Council for discussion so that faculty became more aware of Senate decisions.

A. Quema suggested that a small committee be struck to review best practises at other institutions.

President Ricketts cautioned that in the west of Canada the General Faculty Council was actually the equivalent of Acadia's Senate, whereas their Senate was a much larger body with a different role from that at Acadia. He agreed that other smaller institutions could be looked at but that direct comparisons may be difficult.

L. Aylward requested that Senate Executive study this at their meeting the following week.

G. Whitehall suggested that M. Adam, Chair of Faculty Council, be invited to attend Senate Executive next week.

G. Whitehall also suggested that a discussion about the Faculty Council be held at each of the individual faculty councils.

The Chair felt that the timing of this suggestion may be good as those meetings were scheduled to occur in the coming week or so.

6) New Business
a) Enrolment and Admissions Report
(attached)

M. Bishop had submitted a detailed report. He noted that the overall numbers were essentially unchanged from the previous few years but that the mix of the composition of the student body had changed. As domestic student numbers decreased, international student numbers increased. However, there appeared to be larger numbers of 'ghosts' this year, or students who register but do not attend, which were resulting in final registration numbers being below those previously reported.

M. Bishop pointed out that a recent presentation he made to the Deans of Arts and Science for Atlantic Canada had highlighted the declines in Grade K – 12; a drop of 30,000 (10%) of students. Looking forward he saw a similar picture with losses of 8-10% and the expectation that the decline will continue for the next 10-20 years.

M. Bishop pointed out that Acadia was continuing to gain overall market share within Atlantic Canada which was very encouraging and was also increasing on the international front.

P. Callaghan asked whether registered student numbers shown in this report would be dropping.

M. Bishop confirmed that this was the case.

A. Quema asked about the drop in the student numbers in the Faculty of Arts but M. Bishop pointed out that the School of Music had moved out of Arts and into Professional Studies which accounted for most of that drop. He agreed however that the Arts had experienced a decrease in student enrolment in recent years.

P. Abela asked about tracking data on the diversity of the foreign students attending Acadia. He noted that diversity was important especially if the intent was to have 20% of international students.

M. Bishop offered to provide this information at a later Senate meeting and agreed that a broad base of diversity was essential.

M. Lukeman asked whether longer-term trends in participation rates were known.

M. Bishop reported that there was Stats Canada data that indicated that 50% of the Nova Scotia population had received some form of post-secondary training.

S. Duguay stated that diversity was a priority of the enrolment plan and he noted that there were examples of other institutions where international students were attracted from only one area. Acadia wanted to avoid this situation and he noted that applications were from a broad base.

A. Quema had noted the increase of Nova Scotia students in her classes and had found that to be very positive as it altered the dynamic in the classroom.

A. Quema recalled that several years ago the percentage of international students was very high at Acadia. She asked how Acadia would welcome international students and provide support for them while at Acadia.

President Ricketts pointed out that the Wong International Centre was a complete office that supported international students. He recognized that if Acadia brought international students it was necessary to provide adequate support for them.

D. Keefe stated that during the next two years in Nova Scotia the high school population would actually have a fairly significant increase from 9800 to 11000. It would then return to 9400.

The Chair pointed out that it was two minutes to 6:00 p.m.

b) Notice of Motion for Amendments to the Senate Constitution and By-laws (*circulated separately*)

R. Raeside provided a Notice of Motion that the By-laws committee would attempt to amend the Senate Constitution at the next meeting of Senate.

The Chair asked if Senators wished to extend the Senate meeting.

Motion to extend the meeting by 10 minutes. Moved by A. Quema and seconded by L. Robinson.

MOTION TO EXTEND THE MEETING CARRIED.

c) Scholarships, Prizes and Awards Committee – follow-up information and responses to previous questions

C. Mutlu presented information related to questions received from Senators in recent years when SPAC reports had been presented.

He explained that there were four tiers of scholarship:

- Tier 4 80-84.9% \$2500
- Tier 3 85-89.9% \$6500
- Tier 2 90-94.9% \$8000
- Tier 1 95-100% Most prestigious scholarship

C. Mutlu stated that the scholarship offers were based on Grade 11 marks and first term of Grade 12 marks.

He had been asked when the average grade cutoff for the 80% (Tier 4) scholarship had last been assessed and he stated that they were not sure but that it was likely around 2014.

C. Mutlu stated that most of the offered incoming student scholarships were at the Tier 3 or Tier 4 level. Students were only considered for some other scholarships if they completed a scholarship form.

He stated that during March each year the SPAC sub-committee met to assess files from the Admissions Department who had already identified the top 120 candidates. These 120 were then split between three sections of the committee and each 40 were assessed. They were then re-assessed by the other two groups of the committee. So that each file was seen by two groups. The committee consists of both students and faculty members. C. Mutlu stated that the top 15 students were recommended for special scholarships to be offered from the President's Office.

C. Mutlu pointed out that extensive other work was carried out by P. D'Entremont and K. Rhymes to identify all of the Tier 4, Tier 3 and Tier 2 student scholarship recipients.

C. Mutlu noted that he had been asked why other Universities had higher valued scholarships, and he stated that most of the scholarship money at Acadia was determined by the operating budget and came through the operating budget, and that other institutions had a larger scholarship budget available with more private donors.

C. Mutlu stated that there were various other departmental scholarships that were funded by external donors and were handled by the Advancement Office. SPAC was responsible for identifying some of the students to receive these scholarships but many of them had very specific criteria which made it difficult to identify a student, with the result that scholarships sometimes went undistributed.

C. Mutlu had been asked whether the amount for scholarships was fixed. He stated that the budget for the Acadia Excellence Scholarships was fixed but that the number of Tier scholarships varied from year to year and that the budget for these was variable.

C. Mutlu had also been asked how scholarship appeals were handled through SPAC. He stated that this was done through K. Rhymes's office and that a sub-committee of SPAC met to review the appeals based on precedents from previous years and existing documents.

C. Mutlu commented that a sub-committee of SPAC was responsible for reviewing awards and bursaries throughout the year which was then reviewed by the Chair of SPAC.

C. Mutlu had been asked whether the changes to the GPA structure would have an impact on the work of the SPAC and he stated that it would not.

C. Mutlu explained that data related to the proportion of applicants to Acadia that qualified for entrance scholarships was not yet available. He was waiting for a response and would report back to Senate when that was received.

C. Mutlu responded to a question about renewability for a student under the new GPA system. Previously a student received their renewable scholarship if they met the required mark with their SGPA or SAVG. If the student met this through the SAVG they were renewed. If they didn't meet the required mark by SAVG but did through the SGPA they were renewed anyway. Students would need 80% or 3.50 to maintain their scholarship after the first year. After their second year and subsequent year they would need 85% or 3.67. With the changes to the GPA system of marking this would now be 3.50 and 3.67 respectively.

P. Abela asked President Ricketts whether the Capital Campaign was prioritising scholarship funding.

President Ricketts agreed that this was an important part of the campaign. He noted that it was difficult to get people to donate to scholarships without making them too prescribed. General scholarship donations were greatly appreciated.

7) Adjournment

The meeting was adjourned at 6:10 p.m. Moved by G. Whitehall.

ORIGINAL SIGNED

R. Hare, Recording Secretary

**Academic Integrity Committee
Transition Report
October 2019**

The Academic Integrity Committee met on October 17, 2019. The committee completed the following required tasks:

1. Paul Abela agreed to continue in the role of Chair for this academic year.
2. The committee agreed to meet a second time in the Fall term and twice in the Winter term (dates to be arranged by mutual consent of committee members)
3. The committee agreed that members who are unable to attend meetings may, if desired, be skyped in.
4. The committee reviewed the committee's mandate as outlined in the relevant Senate document. The committee agreed to task the Chair with sending out a reminder to faculty members concerning the revised plagiarism language in the 2019-2020 Academic Calendar and to invite faculty members to offer feedback to the committee Chair during the remainder of this term and next.
5. The committee tasked Jonathon Fowles to make enquires concerning possible software applications that would aid in securing computers used during examinations. Dr. Fowles also agreed to inquire into the availability of a software package that would be of use to faculty members for facilitating lectures in the lecture-hall environment.
6. The Chair drew attention to an ambiguity in the Senate document pertaining to the membership list of the committee and indicated that he would get in touch with Rosie Hare. That contact was made and the ambiguity was resolved.

Respectfully submitted,

Paul Abela
Chair
Academic Integrity Committee

**Disability Policy Committee
Report to Senate (November 2019)**

Membership:

Cynthia Bruce (Professional Studies) *Committee Chair—elected 24/10/2019*

Cindy Trudel (Science)

Donna Seamone (Arts)

Shawna Peverill (Theology)

Mark Bishop (Registrar)

Hannah Arsenault-Gallant (ASU)

Marissa Mclsaac (Accessibility Resource Facilitator)

No Representative (Accessible Learning Coordinator)

Scheduled Committee Meetings (face-to-face): December 2019, February 2020.

Summary of Committee Plans/Goals for 2019-2020

1. Conduct our annual review of the *Policy Regarding Support and Accommodation for Students with Disabilities* (revised January 2015)

2. Monitor the implementation of the Disability Policy by meeting with Accessible Learning staff to track their detailed activities, student numbers, and planned events for the current academic year.

3. Explore equitable tuition policy for students with disabilities who have a reduced course load as a documented accommodation

4. Explore expanded options for faculty support related to inclusive teaching and learning (i.e. Universal Design for Learning, Culturally Responsive Pedagogy)

Respectfully submitted, C. Bruce, Transition Chair

**Senate Bylaws Committee
Plans for 2019-2020
18 November, 2019**

Committee members 2018-2019:

Arts: Cam Mutlu

Professional Studies: Igor Semenenko

Pure & Applied Science: Rob Raeside

Theology: Glenn Wooden

The duties of the Senate Bylaws Committee are:

- 1) to incorporate, on an annual basis, any changes to the By-laws of Senate occasioned by the decisions and operations of Senate;
- 2) to review any changes to the By-laws of Faculty and Faculty Councils prior to their presentation to Senate and recommend any revisions or additions deemed necessary;
- 3) to conduct periodic reviews of the By-laws of the Senate, Faculty and Faculty Councils and recommend any changes or additions deemed necessary. These reviews should be staggered such that the By-laws of each of these bodies are reviewed at a minimum every five years;
- 4) to monitor the evolution of the academic committees and to recommend changes to the committee structure of Faculty Councils and other bodies at the University for which it is responsible;
- 5) to deal with any other matters which Senate might refer to the Committee.

The committee was delayed in conducted business by lack of appointments of two members. It held its first formal meeting of the year on 31 October 2019.

1. R Raeside continues as chair.
2. The committee meets regularly as needed for action, with face-to-face meetings preferred.
3. Business retained from the previous academic year comprises an update to several sections of the bylaws reflecting the new administrative positions of Provost and Vice-President Academic and Vice-Provost Students, Recruitment and Enrolment Management, and amendments following a survey of Senate committees to determine the significance of committee work that takes place in the spring and summer terms.
5. The committee also considered an amendment to the duties of the Nominations Committee.

*Bylaws Committee
Can Mutlu
Rob Raeside, chair
Igor Semenenko
Glenn Wooden*

Acadia University

Report of the Timetable, Instruction Hours, and Examination (T.I.E.) Committee

Report date: October 10, 2019

T.I.E. Committee Chair: (Transitional Mark Bishop) ongoing Scott Landry.

Meeting dates: The Committee met in person October 9, 2019.

The main item to be addressed this year by the T.I.E. Committee is a formal recommendation, with possible options, to Senate for a revised timeslot system as per the Senate Executive directive.

In addition to electing a Chair (Scott Landry nominated and elected unanimously) two alternate timeslot system options were produced, based upon feedback received by academic community members. These two options were distributed to Committee members for discussion.

It was recommended that both options be brought back by the faculty representatives to their respective areas for testing of plausibility of scheduling.

To facilitate this testing, it was requested that both versions be distributed electronically.

Once the Committee has conducted this initial assessment, the next meeting will be called.

Respectfully submitted,

Mark Bishop

T.I.E. Committee Active Duties:

- (1) to communicate the approved rules on instruction hours to all members of Faculty before the end of August of each academic year;
- (2) to recommend to Senate the approval of special requests as it deems valid, with supporting reasons; (3) to recommend to Senate new or modified policies and regulations pertaining to instruction hours; (4) to publish in the spring of each academic year, a time, a place and schedule of classes for the following year;
- (5) to make such amendments and corrections as may be deemed necessary in the timetable throughout the year;
- (6) to make recommendations concerning any changes in the scheduling of courses which, in its judgment, will more efficiently utilize the physical plant of the university without compromising academic needs;
- (7) to publish a timetable for December and April examinations;
- (8) to ensure that proper examination procedures are carried out;
- (9) to consider and to rule on all individual cases that may arise in the course of examination procedures and may deserve special consideration;
- (10) to recommend to Senate by the January meeting in each year the dates for the following academic year.

Membership:

Arts Lisa Narbeshuber 3 yr 2019 1

Prof. St. Scott Landry 3 yr 2020 1

P&A Sc. Peter Williams 3 yr 2021 Repl H. Chipman Sabb Jul-Dec 2019

Student Nicole Kirkpatrick 1 yr 2020

Student Paige Stewardson 1 yr 2020

Registrar or Delegate Mark Bishop ex-officio (non-voting)

Senior Director Student Affairs (non-voting) James Sanford ex-officio

Nov 8, 2019

Senate Curriculum Committee (Policy)

The Committee held its first meeting on Monday Oct 7, 2019

Peter Williams (Physics) was elected Chair.

The Committee reviewed its mandate and outlined workplans for the coming year.

One major piece of work will be reviewing the requirements of the new student information system and what impact its it may have on the curriculum process – character limits on course titles, etc.

Respectfully submitted,

Peter Williams

SENATE ARCHIVES COMMITTEE TRANSITION REPORT

November 12, 2019

Committee membership: Pat Townsend (ex-officio/Archivist), Wendy Robicheau (ex-officio/Archivist), Daphne Flanagan (ex-officio/University Librarian), Stephen Henderson (Arts rep.), Michael Dennis (Arts rep.), Paul Doerr (Arts rep. and committee Chair), Michelle Boyd (Professional Studies rep.), Catherine Morley (P & A Sci rep.), Melody Maxwell (Theology rep.), Eleanor Palmer (Alumni appointee), Britanie Wentzell (Presidential Appointee), Shirley Soliel-Day (Canadian Baptists of Atlantic Canada rep.) and Matthew Penney (Student rep.).

Committee Mandate: As representatives of their various constituents, members of the Senate Archives Committee will work collaboratively: (1) to advise and guide on long-term and short-term directions that are consistent with the mandate and strategic direction of the Archives; (2) to advocate for the Archives within the University, the Convention of the Atlantic Baptist Churches and the local community; (3) to make an annual report; (4) to address other Archives-related issues that shall arise from time to time.

The Senate Archives Committee met on Wednesday, October 9 at 2 p.m. Paul Doerr was elected Chair, replacing the transitional Chair, Stephen Henderson. The Committee received the Archives Report from Madeline Dow and discussed trends in the data covering client services, number of visits by individuals and classes, and recent activities by the Archivists. Members of the committee were quite impressed and pleased with the report. The Winter term meeting has been tentatively booked for January 22 at 2 p.m.

Paul Doerr
Archives Committee Chair.

Senate Curriculum Committee (Administrative) Report from the Transitional Chairs for 2019

The first meeting of the SCC (Administrative) was held 6 November 2019.

Present: Mark Bishop, Paul Callaghan, Andy Mitchell, Patricia Rigg, Allison Walker, Peter Williams,

Guest: Shawna Singleton

Regrets: Daphne Flanagan, Igor Semenenko, Zachary Goldsmith

- Meeting called to order at 3:00 pm.
- Paul Callaghan and Patricia Rigg were chosen to continue as Co-Chairs (by acclamation).
- Duties and procedures of the Committee were reviewed.
- Dates were set for meetings in December to review all curriculum submissions submitted by the deadline of 11/29/2019.
- Vacancy on the Committee from Arts has yet to be filled; further efforts will be made to do so in advance of the December meetings.
- The following motion was made by Peter Williams, seconded by Andy Mitchell;

Members of the Senate Curriculum Committee (Admin) request the By-Laws Committee undertake whatever consultation and procedural steps are required to have Senate consider adding the Associate Registrar as an ex officio member of the Committee.

- Motion was passed unanimously.
- Meeting adjourned at 3:35 pm

Respectfully submitted,

Paul Callaghan and Patricia Rigg, Chairs SCC (Administrative) 2019/20

Note: In advance of the initial meeting, the following procedural duties were carried out by the transitional Chairs; (i) revised form, Form 5 for new program proposals adopted, (ii) notification sent out to Deans, Directors, Heads and their administrative staff setting 11/29/2019 as the deadline for curriculum proposal submissions.

Senate Library Committee Report November 2019

The Senate Library Committee met on Tuesday September 24th, 2019 at 3:00pm.

Daphne Flanagan (University Librarian) presided over the meeting as Interim Chair.

Daphne reported that the Collection Development Policy is still in progress. Once this is complete, it will go to the University Librarian, then to Senate Library Committee and finally to Acadia Senate for approval.

Since not all committee members were able to be present at the September 24th meeting, it was decided that a call for nominations for a Committee Chair would be done via email. A call went out and Dr. Darren Kruisselbrink was nominated and elected as Chair.

It was decided that the Committee will meet twice per term. Kelly Bennett will send out a doodle poll for the next meeting, to take place in November 2019.

Meetings will take place in person.

The Committee discussed its mandate.

Meeting was adjourned.

Equity, Diversity, and Inclusion Committee Report to Senate – Plans for 2019-20

Membership:

Provost & VP Academic	Dale Keefe		
Accessible Learning Coordinator	VACANT		
Campus Equity Officer	Andrea MacNevin (Interim)		
Coord. of Indigenous Affairs & Student Advising	Zabrina Whitman		
Director of the International Student Centre	Carissa Campbell		
Black Student Advisor	Paolo Santos		
Black Students' Association President	Soyini Edwards		
Indigenous Student Society of Acadia President	Mackenzie O'Quinn		
International Student Society President	Safyha Bryan		
Member of Faculty of Pure & Applied Science	Jennie Rand	*3 years	2019-21
Member of Faculty of Arts	D. Seamone	*3 years	2019-22
Member of Faculty of Theology	John McNally	*3 years	2019-23
Member of Faculty of Professional Studies	Kelly Dye	*3 years	2019-24
ASU Diversity and Inclusion Representative	Soyini Edwards	1 year	2019-20
ASU Pride	Eli Dunlap	1 year	2019-20
Women's Centre Coordinator	Tomi McCarthy	1 year	2019-20
Student disability representative	Hannah Arsenault-Gallant		

Duties:

- a) to address, with campus partners, recommendations outlined in the “Senate Ad Hoc Diversity and Inclusion Committee Final Report” (October 2018);
- b) to help elevate the voice of under-represented and marginalized communities at Acadia University Senate meetings;
- c) to advocate for best practices surrounding equity, diversity and inclusion in an academic setting;
- d) to engage in ongoing consultation with groups, programs, departments, committees, and individuals across the campus who have a unique stake in the equity, diversity and inclusiveness of the Acadia University community;
- e) to collect further recommendations on equity, diversity and inclusion initiatives on campus and oversee their coordination;
- f) to consider national and international trends in equity, diversity and inclusion policy development;
- g) and to support efforts on campus to develop and implement policies that further equity, diversity and inclusion at Acadia University.

The committee held its first meeting on November 4, 2019. At that meeting, the following transition items were resolved:

1. Kelly Dye and Donna Seamone will co-chair the committee.
2. Meetings: To be determined

3. Modalities for the upcoming year (all meetings will be held in person, via teleconference call, or technology such as Skype).
4. The *ad-hoc* Diversity and Inclusion Committee: Final Report was discussed. Each committee member will review plan and provide feedback. The co-chairs will meet with the Provost and the ASU Diversity & Inclusion Representative to review the feedback and develop recommendations for priorities for the committee for the coming year.

Dale Keefe
Provost & Vice-President Academic

Board of Open Acadia Report to Senate – Plans for 2019-20

Membership:

Provost & VP Academic (Chair): Dale Keefe

Associate VP Finance & Treasure: Mary MacVicar

Director of Open Acadia: Jeff Backs

Registrar: Mark Bishop

Dean of Pure & Applied Science: Suzie Currie

Dean of Arts: Laura Robinson

Dean of Professional Studies: Ann Vibert (Acting)

Part-time Student: Nicole Kirkpatrick

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.

The Board held its first meeting on October 30, 2019. At that meeting, the following transition items were resolved:

1. Dale Keefe is the Chair of the Board of Open Acadia
2. Meetings: To be determined, next meeting to be set for early in the Winter term
3. Modalities for the upcoming year (all meetings will be held in person, via teleconference call, or technology such as Skype).
4. Mandate of the Board of Open Acadia was reviewed, in particular how Open Acadia can support Teaching and Learning activities.

Dale Keefe
Provost & Vice-President Academic

Senate Graduate Studies Committee Report

Fall (November 2019)

Committee Membership for 2019/2020:

Dean of Research & Graduate Studies: A. Redden ex-officio (Chair)

Graduate Program Coordinators:

14 Masters: F Mendivil, A Trudel, M Mallory, C Mutlu, J Saklofske, G MacKinnon, S Barr, S Rudrum, A Quema, L Price, I Spooner, S Blythe, A Tong, G Donnelly

1 PhD: L. Aylward

Chair, Senate Curriculum Committee (non-voting) ex-officio – P Callaghan

Graduate Student Representatives (1 per Faculty):

Arts – R Whiston; Professional Studies – L Slade; P&A Science – R Clarke; Theology – M Manoharan

The first meeting of the Senate Graduate Studies Committee for 2019/2020 was a Special Meeting held on 2 October to review the proposed M Professional Kinesiology program with members of the School of Kinesiology. A second committee meeting was held on 6 November, during which the Dean (Chair) reviewed the committee membership and noted the Terms of Reference, Graduate Coordinator duties, and activities of RGS, including an upcoming workshop for graduate student scholarship applications.

Meetings (face-to-face): 2 per semester, plus various subcommittee meetings for assigned tasks.

Goals and priority activities for the coming year include the following:

- Adjudicate graduate student external scholarships (NSERC, SSHRC, CIHR, NSHRF, NS Provincial) and the new Acadia Outstanding Master's Research Awards – via sub-committees.
- Review policies and practices related to Graduate Studies and make recommendations for amendments where needed.
- Examine year-to-year trends in graduate student enrollment, retention and completion rates, opportunities with the Maple League, and make recommendations where needed.
- Better track and support the progress of part-time students and thesis/program completions.
- Identify and support professional development activities for graduate students.
- Promote, support and celebrate graduate student research.
- Contribute to discussions for revising Acadia's Strategic Research Plan (2015-2020). May involve one or more joint meetings with members of the Research Committee.
- Review all proposed graduate program changes and any new proposals prior to Senate review.
- Any other matters that Senate directs to the Committee.

Submitted by

A. Redden

Chair, Senate Graduate Studies Committee

Senate Research Committee Report

Fall (November 2019)

Committee Membership for 2019/2020:

Dean of Research & Graduate Studies: A. Redden ex-officio (Chair)

Arts Faculty: A. Quema

Professional Studies Faculty: John Colton

P&A Science Faculty: Mojtaba Kaviani

Theology Faculty: Spencer Boersma

Librarian: Maggie Neilson

Canada Research Chair: Mark Mallory

Graduate Student: Rachael Clarke

Undergraduate Student: Kassandra Kelbratowski

The first meeting of the Senate Research Committee for 2019/2020 was held on 6 November 2019. The Committee membership, terms of reference, and the Spring 2019 Report to Senate were reviewed. Updates were provided on a range of RGS activities since the Spring meeting, including research workshops for grant writing and scholarships, and the Faculty Research Gong Show, held on 3 October, with the aid of Research Committee member, Danny Silver and staff of the Institute for Data Analytics. A second Gong Show is anticipated in Spring 2020.

Meetings for 2019/2020 (face-to-face): min of 2 per semester.

Goals and priority activities for the coming year include the following:

- Three Working Groups of the Committee will focus on: 1) Research Data Management, 2) Policies related to Centres and Institutes and Roles of Directors, and 3) Research Mentorship and Celebration. These working groups will meet separately to make progress on policies, guidelines, plans and/or activities and report back to the full committee when it meets.
- Make progress on, and commence review of, the 2015-2020 Strategic Research Plan, with reference to Acadia's Strategic Plan 2020-2025.
- Review duties and policies related to the Research Committee and forward any recommendations for amendments to Senate via the Senate By-Laws Committee.
- Identify and support research and professional development opportunities for faculty and both graduate and undergraduate research students.
- Contribute to highlighting and celebrating research of faculty and students
- Any other matters that Senate directs to the Committee.

Submitted by

A. Redden

Dean, Research & Graduate Studies

Chair, Senate Research Committee

Acadia University
Preliminary Fall Term 2019
Enrolment and Admissions Report
(Prepared by the Office of the Registrar)

SUMMARY

The undergraduate enrolment for Acadia as of October 1st, 2019 was 3650 head count, 3532 FTEs. This represents an increase of approximately 0.3% for head count from 2018; with an increase of 1.4% for FTEs.

Undergraduate international enrolment for Acadia as of October 1st, 2019 was 550 head count, 528 FTEs. These represent increases of approximately 6% head count, 5.5% FTEs from 2018.

Graduate enrolment for Acadia as of October 1st, 2019 was 532 head count, 279 FTE. This represents an increase of 2% for head count, and decrease of 1.7% for FTEs from 2018.

The following briefs are provided in this report:

Undergraduate Head Count and FTE Enrolments

Graduate Head Count and FTE Enrolments

International Undergraduate Head Count and FTE Enrolments

Undergraduate Faculty Enrolments, Undergraduate Year in Program

Source of New Undergraduate Students

Self-Reported Data

Please Note:

-Enrolment Data is derived via SQL query of EDEN

Acadia Undergraduate Head Count and FTE Enrolments

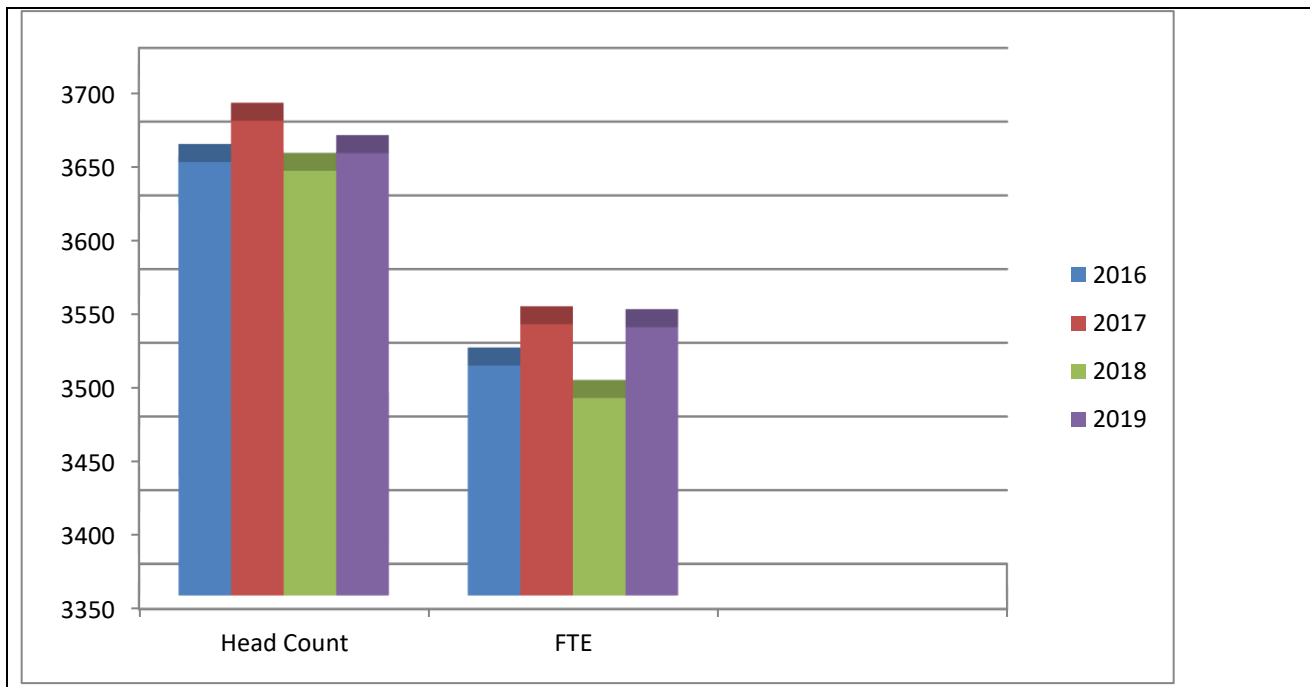
The undergraduate enrolment for October 2019 was 3650 head count, 3532 FTE. Of those, 3492 were F/T, 158 P/T, equivalent to 40 FTE.

The undergraduate enrolment for October 2018 was 3638 head count, 3484 FTE. Of those, 3437 were F/T, 201 P/T, equivalent to 47 FTE.

The undergraduate enrolment for October 2017 was 3672 head count, 3534 FTE. Of those, 3383 were F/T 194 P/T, equivalent to 55 FTE.

The undergraduate enrolment for October 2016 was 3644 head count, 3506 FTE. Of those, 3261 were F/T, 207 P/T, equivalent to 56 FTE.

Undergraduate Enrolment



Undergraduate Enrolment Summary

	Head Counts			FTEs								
	2019	2019	2018	2017	2016		2019	2019	2018	2017	2016	
	Full Time	Part Time	Total	Total	Total	Total	Full Time	Part Time	Total	Total	Total	Total
Overall	3492	158	3650	3638	3672	3644	3492	40	3532	3484	3534	3506
Intl subset	520	30	550	518	505	476	520	8	528	500	482	449

International enrolments are included in the overall enrolments

Acadia Graduate Students Head Count and FTE Enrolments

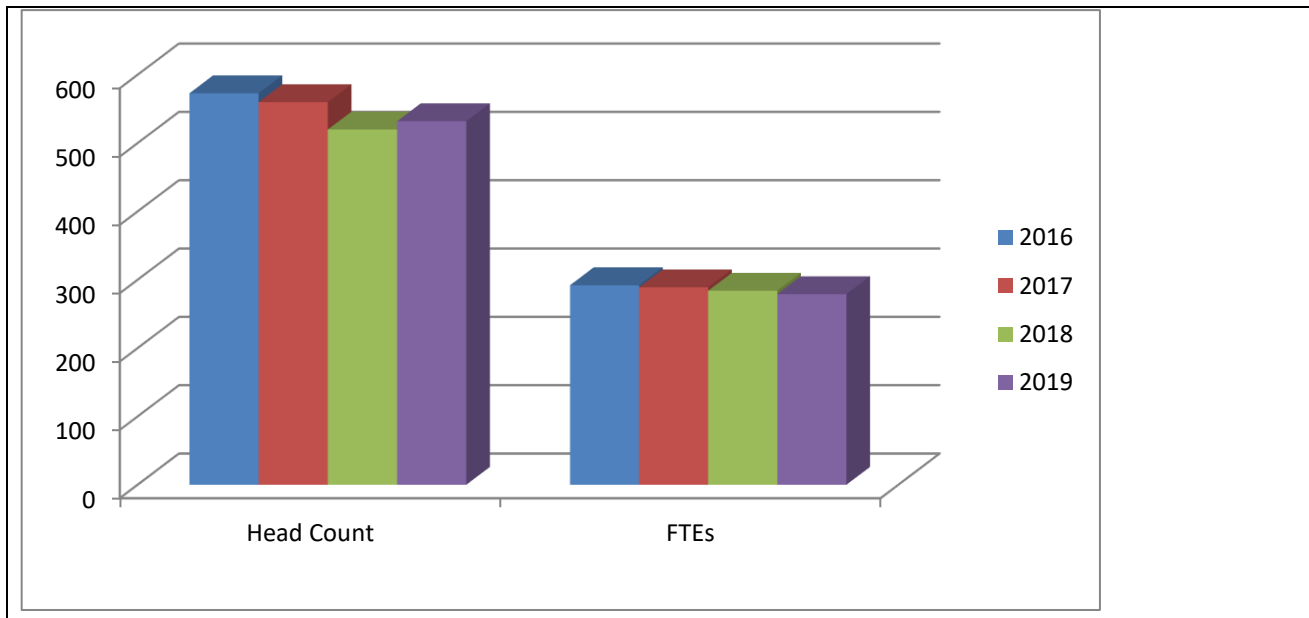
The graduate enrolment as of October, 2019 was 532 head count, 279 FTE. Of those, 173 were F/T, 359 P/T for 106 FTEs.

The graduate enrolment as of October, 2018 was 520 head count, 284 FTE. Of those, 185 were F/T, 335 P/T for 99 FTEs.

The graduate enrolment as of October, 2017 was 560 head count, 289 FTE. Of those 182 were F/T, 378 PT for 107 FTEs.

The graduate enrolment as of October, 2016 was 573 head count, 292 FTE. Of those, 182 were F/T, 391 P/T for 110 FTEs.

Acadia Graduate FTE Enrolment



Acadia Graduate Enrolment Summary

	Head Counts						FTEs					
	Full Time	Part Time	Total	Total	Total	Total	Full Time	Part Time	Total	Total	Total	Total
Overall	173	359	532	520	560	573	173	106	279	284	289	292
Intl subset	40	11	51	43	37	36	40	3	43	38	33	29

International enrolments are included in the overall enrolments

Acadia Undergraduate International Head Count and FTE Enrolments

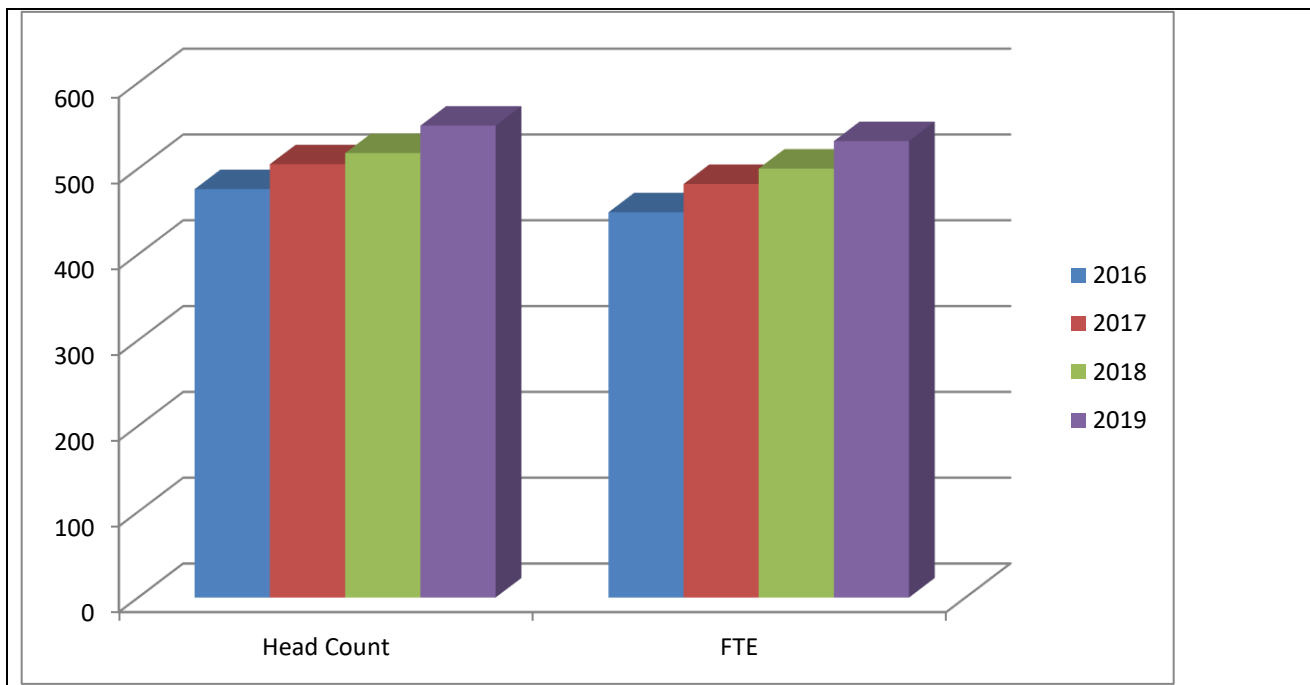
Undergraduate international students as of October, 2019 was 550 head count, 528 FTE. For 2019, international students represented 15% of paid, enrolled, UG students and 15% of FTEs.

Undergraduate enrolment of international students as of October, 2018 was 518 head count, 500 FTE. For 2018, international students represented 14% of paid, enrolled, UG students and 14% of FTEs.

Undergraduate international students as of October, 2017 was 505 head count, 482 FTE. For 2017, international students represented 13.5% of paid, enrolled UG students and 13.5% of FTEs.

Undergraduate international students as of October, 2016 was 476 head count, 449 FTE. For 2016, international students represented 13% of paid, enrolled, UG students and 13% of FTEs.

Acadia Undergraduate International Enrolment

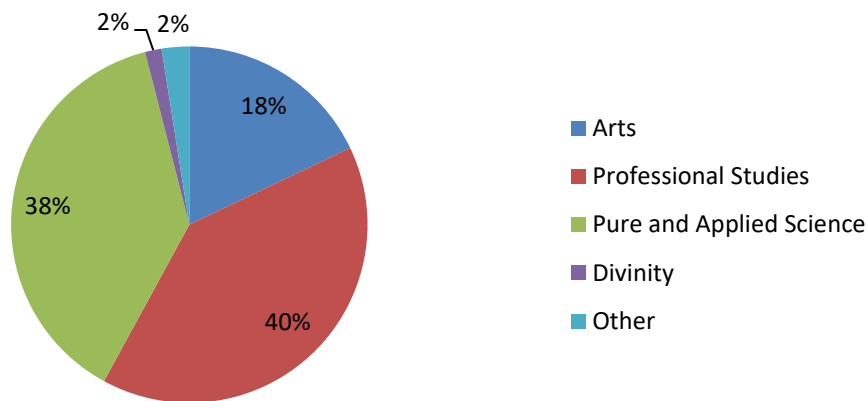


Acadia Undergraduate International Enrolment Summary

	Head Counts						FTEs					
	Full Time	Part Time	2019 Total	2018 Total	2017 Total	2016 Total	Full Time	Part Time	2019 Total	2018 Total	2017 Total	2016 Total
Intl	520	30	550	518	505	476	520	8	528	500	482	449

Undergraduate Faculty Enrolments

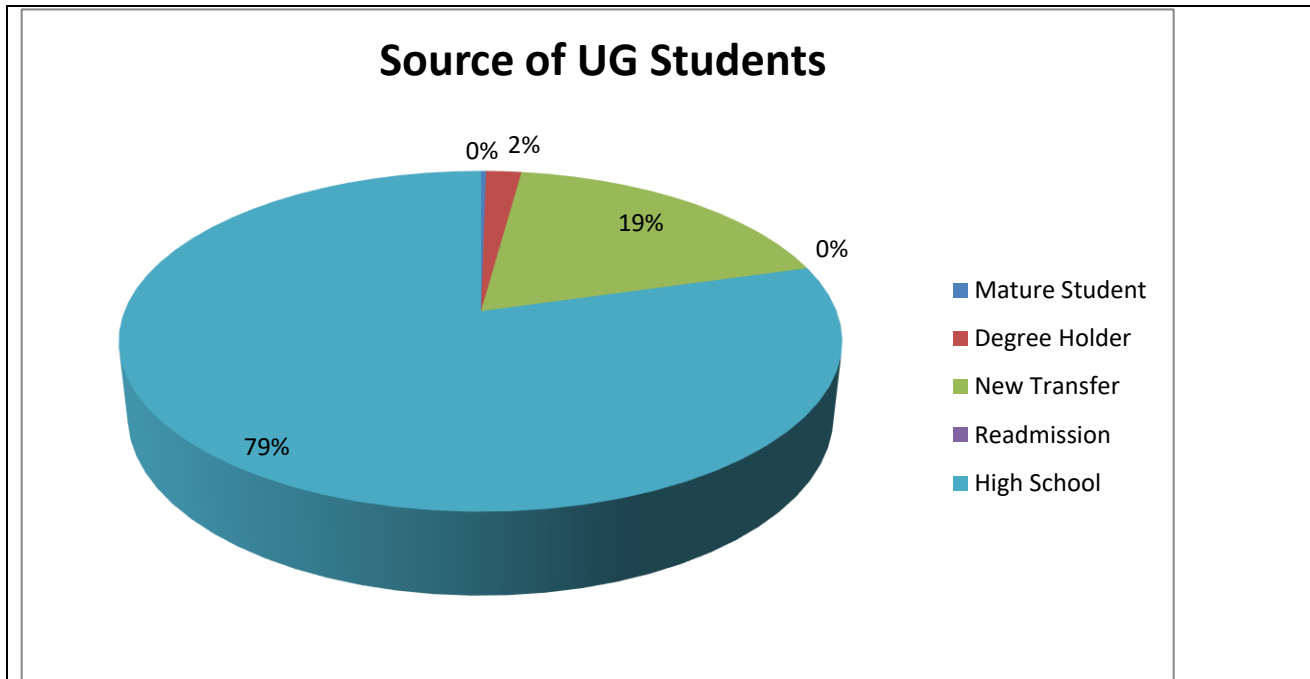
2019	Head Count	FTE	2018	Head Count	FTE	2017	Head Count	FTE	2016	Head Count	FTE
Arts	654	642		816	805		871	857		887	871
Prof. Studies	1461	1450		1274	1258		1283	1272		1243	1221
Pure and Applied Science	1389	1363		1349	1327		1351	1324		1370	1342
Divinity	55	17		69	24		65	19		60	22
Other	91	60		130	70		93	58		84	48

Enrolment by Faculty Head Count 2019**Undergraduate Headcount Enrolment by Year in Program**

	2019	2018	2017	2016
Year 1	1235	1245	1272	1282
Year 2	827	871	871	753
Year 3	765	740	685	782
Year 4	589	551	619	627
Year 5	71	84	96	76
BEd.	154	142	120	120
Non-Credit	9	5	9	4
Total	3650	3638	3672	3644

Acadia Source of New Undergraduate Students

Acadia continues to receive students into our respective undergraduate programs from a number of sources. As expected, applicants from high school comprise over 80%, with transfer students being the next largest group.



Undergraduate Sources of New Students Enrolment Summary

	2019/FA	2018/FA	2017/FA	2016/FA
High School	890	889	942	947
Degree Holder Transfer	21	25	21	30
New Transfer	207	214	182	195
Readmission	0	5	6	2
Mature	3	12	3	10
Totals	1121	1145	1154	1184

Acadia - Source of UG Head Count Canadian Students by Province of Residence

	2019	2018	2017	2016
Alberta	91	96	134	125
British Columbia	95	113	92	94
Manitoba	16	17	21	21
New Brunswick	301	331	341	307
Newfoundland and Labrador	52	49	48	52
Northwest Territory	4	5	3	3
Nova Scotia	1976	1903	1904	1934
Ontario	445	487	509	517
Prince Edward Island	69	74	72	80
Quebec	15	23	20	20
Saskatchewan	17	18	14	12
Yukon	4	4	4	0
TOTAL	3085	3120	3162	3165

**Self-Reported
%**

Year	Aboriginal	Black Nova Scotian	Other
2016	1.4%	3.5%	95%
2017	1.8%	4.4%	94%
2018	2.5%	5.4%	92%
2019	2.4%	5.4%	92%

**Self-Reported Enrolments – Total
Headcount 1st Year**

Year	Aboriginal	Black Nova Scotian	Other	Total
2016	59	150	4008	4217
2017	78	187	3967	4232
2018	104	226	3828	4158
2019	102	228	3852	4182

Notes: Self reporting did not begin via the admissions application until 2015. Includes all UG, GR students.