

29 April 2002

Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur **at 10:00 a.m., Wednesday, 8 May 2002** in Room 132 of the Beveridge Arts Centre. The AGENDA follows:

- 1) Minutes of the Meeting of 11 March 2002
- 2) Announcements and Communications
- 3) Approval of List of Graduates for the Convocation of May 2002 **(012-61-CON)**
- 4) Business Arising from the Minutes
- 5) New Business
 - a) Reports on Senate and Senate Committee Vacancies
 - (i) Nominating Committee **(012-54-NOM) ***
 - (ii) Recording Secretary-Senate and Senate Committees Vacancies **(012-55-SEC) ***
 - b) 2001-2002 Annual reports from Senate Committees **(012-56-REP)**
 - (i) Honorary Degrees *
 - (ii) Research Ethics Board *
 - (iii) Curriculum *
 - (iv) By-Laws *
 - (v) Admissions & Academic Standing (Appeals) *
 - c) Faculty of Arts – Duties of the Board of Continuing and Distance Education **(012-57-CDE) ***
 - d) Faculty of Arts - Composition of the Board of Continuing and Distance Education **(012-58-CDE) ***
 - e) Research & Graduate Studies – Science Rep on REB **(012-59-REB) ***
 - f) Vice-President Academic – Academic Student Advising **(012-60-VPA) ***
- 6) Other Business

Yours sincerely,

Jane Cayford
Registrar and Secretary of Senate

* Material Attached

NOMINATING COMMITTEE

Report to Senate
May 8, 2002

The Committee places in nomination the following names for the positions listed:

- a) Chair of Senate (1 year term 2002-2003): Ian Wilks
- b) Deputy Chair of Senate (1 year term 2002-2003): Gary Ness
- c) Executive of Senate (1 year term 2002-2003):
 - Patricia Corkum from the Faculty of Professional Studies
 - Sharon Roscoe from the Faculty of Pure and Applied Science
 - Robert Proulx from the Faculty of Arts
- d) By-laws Committee (3 year term 2002-2005): Thomas Voss
- e) Lay person on Senate (3 year term 2002- 2005): Jean DeWolfe
- f) Faculty Elections Officer (1 year term 2002-2003): Richard Karsten
- g) Secretary to Faculty: Jessica Slights

Respectfully submitted:

Tom Archibald
Scott Colwell
Patricia Corkum (Chair)
Kelvin Ogilvie
Jim Sacouman
Jessica Slights
Daniel Toews

Senate and Committee Vacancies for 2002 - 2003

Required from Registrar (Secretary to Senate)

Replacement on Nominating Committee from Senate (Arts) for M. Grieve term ends: 2002-2005 (3 years)
Replacement on Nominating Committee from Senate (Prof. St.) for P. Corkum term ends: 2002-2005 (3 years)

Required from Faculty of Arts

Replacement between 1Jul02-30Jun03 on Senate for M. Grieve on sabbatical: 2002-2003 (1 year)
Replacement between 1Jul02-30Jun03 on Senate for J. Sacouman on sabbatical: 2002-2003 (1 year)
Replacement on Senate for P. Booth term ends: 2002-2005 (3 years)
Replacement on Senate for B. Moody term ends: 2002-2005 (3 years)
Replacement on Senate for G. Pyrcz term ends: 2002-2005 (3 years)
Replacement on Senate for R. Morrison on one year leave: 2002-2003 (1 year)
Replacement between 1Jul02-30Jun03 on Senate for D. Looker on sabbatical: 2002-2003 (1 year)
Replacement on By-Laws Committee for M. Grieve term ends: 2002-2005 (3 years)
Replacement on Curriculum Committee for L. Narbeshuber term ends: 2002-2005 (3 years)
Replacement on Academic Program Review Committee for R. Stewart term ends: 2002-2005 (3 years)
Replacement on Archives Committee for B. Moody replacing D. Baldwin term ends: 2002-2005 (3 years)
Replacement on Archives Committee for L. Narbeshuber term ends: 2002-2005 (3 years)
Replacement on Research and Graduate Studies Committee for J. Sacouman who was replacing D. Looker now both on sabbatical: 2002-2003 (1 year)
Replacement between 1Jul02-31Dec02 on Research and Graduate Studies for R. Morrison on sabbatical: 6 months
Replacement on Honours Committee for A. Thomson term ends: 2002-2005 (3 years)
Replacement on Research and Graduate Studies for R. Morrison on leave: 2002-2003 (1 year)
Replacement on Admission and Academic Standing Committee (Appeals) for J. Slight term ends: 2002-2005 (3 years)
Replacement on Admission and Academic Standing Committee (Policy) for R. Davies [to be a Head or Director] term ends: 2002-2005 (3 years)
Replacement on Scholarships, Prizes and Awards Committee for B. Perrins term ends: 2002-2005 (3 years)

Required from Faculty of Professional Studies

Replacement on Senate (Ed) for at R. Lehr [completing a term begun by M. Forrest] term ends: 2002-2005 (3 years)
Replacement between 1Jan03-30Jun03 on Senate (Rec & Kine) for B. Robertson on sabbatical: 2003-2003 (6 months)
Replacement on Curriculum Committee for C. Vibert on sabbatical: 2002-2003 (1 year)
Replacement on Curriculum Committee for M. Cooley term ends: 2002-2005 (3 years)
Replacement between 1Jul02-30Jun03 on Library Committee for G. Perry on sabbatical: 2002-2003 (1 year)
Replacement on Research and Graduate Studies Committee for G. MacKinnon, finishing a term for D. Hurst term ends: 2002-2003 (3 years)
Replacement on Timetable, Instruction Hours, and Examination Committee for D. Kruisselbrink term ends: 2002-2005 (3 years)

Required from Faculty of Pure and Applied Science

Replacement on Senate (Geology) for R. Raeside term ends: 2002-2005 (3 years) ✓ R. Raeside
Replacement on Senate (Physics) for C. Bennett term ends: 2002-2005 (3 years) ✓ B. Latta
Replacement between 1Jul02-30Jun03 on Senate (Psychology) for S. Symons on sabbatical: 2002-2003 (1 year) ✓ Darlene Brodeur
Replacement on Nominating Committee for D. Toews term ends: 2002-2005 (3 years) ✓ D. Silver
Replacement on Library Committee for R. Segado term ends: 2002-2005 (3 years)

Replacement on Research and Graduate Studies Committee for T. Archibald term ends: 2002-2005 (3 years) ✓ D. Holmberg
Replacement on Honorary Degrees Committee for D. Toews on sabbatical: 1Jan-30Jun03 (6 months) ✓ D. Shutler
Replacement on Honours Committee for C. Bennett term ends: 2002-2005 (3 years) ✓ R. Karston
Replacement on Admission and Academic Standing Committee (Appeals) for P. Arnold finishing a term for J. Chawla term ends: 2002-2005 (3 years) ✓ J. Hooper
Replacement on Admission and Academic Standing Committee (Policy) for S. Symons on sabbatical: 2002-2003 (1 year)
Replacement on Scholarships, Prizes, and Awards Committee for A. Mitchell term ends: 2002-2005 (3 years) ✓ A. Mitchell

Required from Nominating Committee

Chair for the Senate – I Wilks currently in the position: 2002-2003 (1 year) ✓
Deputy-Chair for the Senate - G. Ness currently in the position: 2002-2003 (1 year) ✓
Replacement for lay person Jean DeWolfe term ends: 2002-2005 (3 years) ✓
Annual replacement on Executive Committee - Three members of Senate elected annually by Senate: 2002-2003 (1 year) ✓
Replacement on By-Laws Committee for M. Grieve term ends: 2002-2005 (3 years) ✓
Faculty Elections Officer – R. Murphy currently in the position: 2002-2003 (1 year) ✓

Required from Acadia Students' Representative Council (c/o President) **(dealt with in September)**

Representative on Senate for Arts: 2002-2003 (1 year)
Representative on Senate for Professional Studies: 2002-2003 (1 year)
Representative on Senate for Science: 2002-2003 (1 year)
Student VP Academic: 2002-2003 (1 year) ✓ Jeff Britton
Representative on Curriculum Committee: 2002-2003 (1 year)
Representative on Library Committee: 2001-2003 (1 year)
Representative on Archives Committee: 2002-2003 (1 year)
Representative (Honours student) on Research and Graduate Studies: 2002-2003 (1 year)
Representative on Academic Discipline Appeals Committee: 2002-2003 (1 year)
Representative on Timetable, Instruction and Examination Committee: 2002-2003 (1 year)
Representative (part-time student) on Board of Continuing Education: 2002-2003 (1 year)*
Representative from Faculty of Arts on Scholarship Committee: 2002-2003 (1 year)
Representative from Faculty of Professional Studies on Scholarship Committee: 2002-2003 (1 year)
Representative from Faculty of Science on Scholarship Committee: 2002-2003 (1 year)

Divinity College

Representative on Library Committee (for Divinity College collection only, in Vaughan Library) replacing G. Wooden term ends: 2002-2005 (3 years)
Representative on Archives Committee for R. Wilson term ends: 2002-2005 (3 years)
Representative on Honorary Degrees Committee to vote on the nominee from Faculty of Theology for L. McDonald term ends: 2002-2005 (3 years)
Replacement on Admission and Academic Standing Committee (Policy) [for Theology matters only] for T. Ashley term ends: 2002-2005 (3 years)
Replacement on Faculty Development Committee for T. Ashley term ends: 2002-2005 (3 years)

Presidential Appointee to Archives Committee

Replacement on Archives Committee as Presidential Appointee for S. Spicer term ends: 2002-2005 (3 years)

Required from Board of Governors

Representative on Senate for J. Boyd term ends: 2000-2003 (3 years)

Representative on Senate for Lorne White term ends: 2001-2004 (3 years)

Representative on Academic Program Review Committee for J. Boyd term ends: 2000-2001 (3 years)

Representative on Honorary Degrees Committee for B. Galloway to complete an existing term: 2001-2001 (1 year)

SENATORS TERM ENDS - 2002 :

1	Chairman	Ian Wilks	1 yr	2002 ✓
1	Deputy-Chair	Gary Ness	1 yr	2002 ✓
1	President, Student Union (Non-Vote)	Michael Peddle	ex-officio	-- ✓
1	Board of Governors	Lorne White	3 yr	10/2002
1	Theology (Non-vote)	Timothy Ashley	3 yr	2002
1	Arts (Poli Sc)	Malcolm Grieve	3 yr	2004 On Sabbatical 1Jul02-30Jun03
1	Arts (Sociology)	James Sacouman	3 yr	2004 On Sabbatical 1Jul02-30Jun03
1	Arts (Classics)	Peter Booth	3 yr	2002
1	Arts (History)	Barry Moody	3 yr	2002
1	Arts (Poli Sc)	Greg Pyrcz	3 yr	2002
1	Arts (Sociology)	Dianne Looker	3 yr	2003 On Sabbatical 1Jul02-30Jun03
1	Prof. St. (Ed)	Ron Lehr	3 yr	2002
1	Prof. St. (Rec & Kine)	Brenda Robertson	3 yr	2003 On Sabbatical 1Jul02-30Jun03
1	P&A Sc. (Geology)	Robert Raeside	3 yr	2002 ✓ Robert Raeside
1	P&A Sc. (Physics)	Craig Bennett	3 yr	2002 ✓ Bryan Latta
1	P&A Sc. (Dir. - Nut. & Diet.)	Elizabeth Johnston	3 yr	2002 ✓ Elizabeth Johnston
1	P&A Sc. (Dir. - Engineering)	Andrew Mitchell	3 yr	2002 ✓ Andrew Mitchell
1	P&A Sc. (Psychology)	Sonya Symons	3 yr	2002 ✓ Darlene Brodeur
1	Student (Arts)	Stephen Sansonetti	1 yr	2002
1	Student (Science)	Susanne Price	1 yr	2002
1	Student (Prof. St.)	Laura Caldwell	1 yr	2002
1	Student (VP Academic)	Jeffery Britton	1 yr	2002
1	Student (Graduate) c/o English	Nicole Berard	1 yr	2002 (dealt w/ in Sep/02)
1	Lay person	Jean DeWolfe	3 yr	2002 ✓ Jean DeWolfe

Faculty Elections Officer – R. Karsten

Secretary to Faculty (elected by Senate) – D. Stiles on sabbatical ✓ J. Slights

✓ **HAS BEEN FILLED OR IS IN THE PROCESS AS OF THIS DATE**

29 April 2002/dlm

Attachment 5)b)i)
Senate Agenda/8May02
012-56-REP

Annual Report of the University Curriculum Committee
2001-2002

Members

- J. Cayford (Registrar and Secretary)
- M Cooley (Professional Studies, Chair)
- Andre Guay (Library)
- L. Narbeshuber (Arts)
- J. Britton (Acadia Students' Union)
- D. Brodeur (Pure and Applied Science)
- C. Vibert (Professional Studies)
- L. Caldwell (Acadia Students' Union)
- J. Marontate (Arts)
- Franklin Mendivil (Pure and Applied Science)

Meetings

- October 3, 2001
- December 6, 2001
- January 9, 2002
- January 22, 2002
- April 16, 2002

Business

The Committee reviewed approximately 140 changes to curriculum – new programs, courses, course deletions, and changes in descriptions, titles, and prerequisites. Members of the departments and schools involved met with the committee. The major issues of the year included changes to the marketing courses in business, changes in computer science caused by deleting a core course and the ensuing changes to prerequisites and programs; changes to the kinesiology core courses, introduction of a new program at the masters' level in learning and technology and the introduction of a new course, Sustainable Nova Scotia, which will feature a cross-disciplinary approach involving at least four academic units.

Concern was expressed about the length of the approval forms and the copies required. The committee reviewed the forms and considered all the questions to be valid. It will require that the forms be copied on both sides.

The Committee will work with the directors and department heads and the unit library committees to ensure that professors introducing courses requiring new resources from the library will consult with both their academic librarian and the department library committee to ensure that adequate library resources are in place when the course is introduced.

The Committee will also ask the deans to ensure that the curriculum review process is started early in the year and that the faculty council meetings are held early in November allowing sufficient time for the Curriculum Committee to review submissions at their December meetings.

Respectfully submitted

Jane Cayford, Secretary
Miriam Cooley, Chair

Report of the Senate By-Laws Committee for 2001/02

Members: P. Corkum, M. Grieve, A. Mitchell

- 1) The By-Laws committee made recommendations for revisions to the By-Laws of Senate regarding the creation of a Dean of Research and Graduate Studies. (012-19-RGS) These were approved on 11 Feb 2002 (012-50-LAW)
- 2) The By-Laws committee reviewed the constitutions of the three constituent faculties with regard to consistency with Senate By-Laws as per the duties of the committee to make annual reviews of By-Laws of Senate, Faculty and Faculty Councils. Revisions were presented for Senate approval. Senate approved the amended constitutions of Arts and of Pure and Applied Science on 9 October 2001 and approved the amended constitution of Professional Studies on 13 Nov 2001.

Respectfully submitted
Malcolm Grieve
Chair, Senate By-Laws Committee

Attachment 5)b)v)
Senate Agenda/8May02
012-56-REP

Motion: From the Senate Committee on Research and Graduate Studies

Replacement Representative for the Faculty of Pure and Applied Sciences on the Research Ethics Board (REB)

The Senate Committee on Research and Graduate Studies nominates Dr. Shanthi Johnson to serve a two-year term as the Faculty of Professional Studies representative on Acadia University's Research Ethics Board (REB).

ACADIA UNIVERSITY

Office of the Vice-President, Academic • 218 University Hall

MEMORANDUM

TO: Members of Senate
FROM: Michael P. Leiter, Vice-President (Academic)
DATE: April 23, 2002
RE: Student Advising

At the Senate meeting of December 10, 2001, there was a wide-ranging discussion of student advising. As part of this discussion, Dr. Ogilvie requested that the "Vice-President (Academic) strike a committee to look at the whole issue of student advisement." This is an important matter for the University, which raises both procedural issues and larger curriculum questions.

After consulting with the Registrar, faculty advisors, and the First-Year Advisor, some common themes emerged on the state of academic advisement, and what action should be taken in the future.

State of Advising

Academic Advisors: Each student at Acadia is assigned an academic advisor; the processes surrounding academic advising vary among units. There is no requirement to consult with an advisor and often there is little "proactive advising." The general perception is that few students seek out their advisor. In the Faculty of Arts, posting the list of advisors on the home page did not seem to increase the amount of contact among students and professors in their roles as academic advisors. Students who do meet with their advisors may depart from the agreed-upon plan when registering for courses when their priorities change or when they encounter problems registering for their desired courses.

First Year Advisor: The University also has a First Year advisor, who sees approximately 70 students a month on a variety of academic and personal issues. Many of these students do not know their academic advisor.

Notifications: When they apply to graduate, students who lack specific courses needed for program completion are sent letter notifying them of this discrepancy. A degree advisement form is sent, where possible, matching the student's registered courses with those needed for graduation, and the courses lacking are highlighted. Of the approximately fifty students receiving such notifications each year, nearly all are able to complete degree requirements prior to their intended graduation date by adjusting their course selection in the winter term.

Calendar: The Academic Calendar outlines program requirements and is the primary written policy document for the students. The Calendar is revised annually to reflect changing program requirements. New students are sent a copy of the calendar. Returning students may pick up a copy at the Registrar's Office. Current and past calendars are available on the Registrar's web page.

Issues

Extent of problem: So far in 2000/01, there was only one academic appeal concerning course requirements. This appeal went to the ambiguity of the Calendar wording, not to a lack of advice. Advisors estimate fewer than ten students per year have considerable program or course scheduling difficulties, and

most of those are solvable by identifying acceptable substitutions or making individual arrangements for students to complete courses under flexible circumstances.

Background. An ideal of a liberal education is dialogue between professors and students that encompasses the specifics of degree requirements as well as broader life goals pertaining to the students' academic programs. As students have become more empowered, the frequency of such dialogue has diminished.

On-line registration: Since 1997, students have been able to register on-line. This has given students greater flexibility and accessibility in the registration process, and has enabled staff to work more efficiently with fewer lineups and better service. However, this also enables students to register without consulting with an academic advisor.

Improving the Advising System

Limitations

Some students will not be able to meet the requirements for course completion, due to lack of commitment, lack of focus, or an inability to meet program standards. Acadia University took steps in recent years to reduce the number of students who are only nominally in a program while taking courses pertaining to a program for which they have not met admission requirements. This problem has not been entirely eliminated, resulting in a few students who are purposefully taking courses unrelated to their declared program of study and with limited access to required courses in their preferred program.

Program Complexity

One source of program difficulties is the complexity of the curriculum. Acadia University has a large number of programs. Many of the programs have unique degree requirements throughout all four years of the program. This structure inhibits program change and introduces many opportunities for students to make a mistake.

Faculty Roles

Faculty members vary in their familiarity with the fine points of degree requirements across the University and even within their own programs. They face the same challenges of complexity as do the students. Advising is not consistently promoted as an essential part of their role within the department. As the level of dialogue among professors and students diminishes, students lose access to a source of academic program advice, as well as to a source for academic career planning.

Potential Interventions

Compulsory Advising

One possible intervention is Compulsory Advising, requiring students to receive approval from academic advisors prior to course registration. This approach would create a much larger workload for faculty and staff. It would also introduce a tension between empowering students and controlling their decisions.

Advising Staff

An alternative to faculty members serving as academic advisors is to assign this role to staff members. They may be generalists or professionals in counseling or a related field. They may be closely associated with the Registrar, the Counseling Center, or a Dean of First Year Students. This approach has the benefit of making the advising role a primary concern and bringing personal counseling expertise to the advising relationship. It has the drawback of diminishing advising as an academic priority and introducing an explicit cost in the hiring and maintenance of a new set of staff members. In the course of their work with students, staff members in the Counseling Center, especially the First Year Advisor, currently cover issues pertaining to academic programs.

Short-Term Actions

Actions in the short term assume a continuation of the complex academic course requirements and relatively autonomous students. The following interventions would permit students to make better decisions within these parameters.

- ◆ Continue to review the Academic Calendar annually for any discrepancies and / or inconsistent language and descriptions (Registrar, Curriculum Committee).
- ◆ The Registrar's Office will work with Computing Services to have the degree audit program on the web. Students could then run their own audits to monitor their progress in their programs, resulting in a better information base for autonomous decisions. A relatively smart web interface could actively advise students of potential dire consequences of their course selection in light of their degree requirements. (Registrar, Computing Services)

Long-term actions

Actions in the long term involve reconsidering the overall curriculum structure across the University and promoting the place of active dialogue among professors and students.

- ◆ While part of the responsibility for course selection does fall to the students themselves, Acadia must also review its academic program requirements and the complexity of its curriculum. A more streamlined and simplified requirement base would enable students to better understand and plan for their long-term academic needs.

One possibility is to build upon a core first year for a Faculty or even for the entire University with unique program requirements appearing only in the third and fourth years. The latter structure would present students with fewer program dead ends. There would be fewer opportunities to make mistakes.

- ◆ Acadia University could enhance the profile of advising for Faculty Members through leadership from Senate and giving advising a greater emphasis in career evaluation.