

27 October 2004

Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur **Monday, 8 November 2004** beginning at **4:00 p.m.**, in Room 132 of the Beveridge Arts Centre. The AGENDA follows:

- 1) Minutes of the Meeting of 20 September 2004
- 2) Announcements and Communications
- 3) Business Arising from the Minutes
- 4) New Business
 - a) 2003-2004 Annual Reports from Senate Committees (**034-56-REP**)
 - (i) Honours *
 - (ii) Time, Instruction Hours & Examination *
 - (iii) Curriculum *
 - (iv) Academic Integrity *
 - (v) Admissions & Academic Standing Committee (Appeals) *
 - (vi) Research & Graduate Studies *
 - (vii) Honorary Degrees *
 - (viii) Academic Program Review *
 - (ix) Admission & Academic Standing (Policy) *
 - b) Nominating Committee-New Member for By-Laws Committee (**045-04-NOM**) *
- 5) Other Business

Yours sincerely,

Rosemary Jotcham
Registrar and Secretary of Senate

* Material Attached

2003-2004 Report to Senate
Honours Committee

The Honours Committee met on three occasions during the academic year:

- In September, to set the meeting schedule for the academic year.
- In February to consider a recommendation from the library that a pilot program be introduced that would give students the opportunity to submit their theses to the library on a CD-ROM. This project went forward and was very successful with many students taking part. The committee will consider whether or not to continue this practice and any changes that might need to be made in the committee's policies as the result of this.
- In March to distribute 128 theses to readers.

The committee would like to thank all members of faculty who agreed to read theses for honours' students; faculty participation is a vital part of the process.

At various other times of the year, theses are submitted to the committee for consideration. A special thank you is extended to Dr Robert Perrins and Dr Maurice Tugwell for their willingness to read these or assist the committee in finding an appropriate reader.

Respectfully submitted
Rosemary Jotcham
Registrar

Timetable, Instruction Hours & Examination Committee
2003-2004 Report to Senate

The TIE Committee of Senate met twice during the 2003/2004 academic year.

The first meeting was to establish the calendar dates for the 2004/2005 academic year for the consideration of Senate.

The committee also met to review the regulations in place for examinations. Members of the committee met with representatives from Safety and Security and the Physical Plant to check the facilities at the arena and the gymnasium before exams were held in those areas. As the result of those meetings, additional security measures have been introduced including a telephone in the arena and a script for the chief proctor in case of an emergency. The information sent to students before each examination period has also been expanded to include information related to cell phones and pagers.

In co operation with Growth and Operations all tablet chairs have been replaced with tables and chairs for examinations written in the arena and the main gym. This change has been received positively by students. Students are also pleased with the change in venue from the gym to the arena for April exams. The committee hopes to continue this practice.

Respectfully submitted
Rosemary Jotcham
Registrar

Curriculum Committee

2003-2004 Report to Senate

The Curriculum Committee of Senate met 3 times during the past academic year. 142 submissions from the academic units on campus were presented to the committee. Of these 132 were forwarded to Senate for their consideration.

The submissions sent to Senate included requests for:

18 new courses

2 new programs

25 course deletions

63 course modifications

24 program modifications

Respectfully submitted,

Rosemary Jotcham
Committee Chair

Academic Integrity Committee
2003-2004 Report to Senate

The Academic Integrity Committee was formed in 2003 following the report of the Senate Task Force on Academic Integrity. The committee met on four occasions during the academic year and the summer of 2004. A number of measures were considered to increase the profile of academic integrity on campus:

The university calendar entry relating to academic integrity was rewritten.

The Office of the Vice President Academic agreed to enroll the university in the Centre for Academic Integrity so the Acadia can access the resources of this group.

A study of the impact of wireless computing on campus as it relates to examinations is currently being undertaken.

A website is being created that will be part of the Registrar's Office site.

The establishment of a Writing Centre is seen by the committee as a very positive step toward meeting the need to educate students in their academic responsibilities and helping them avoid unintentional plagiarism. The committee hopes to work closely with the library and the writing centre on a number of new initiatives during the 2004/5 academic year.

Respectfully submitted,

Rosemary Jotcham
Committee Chair

Admissions and Academic Standing Committee (Appeals)

2003-2004 Report to Senate

The committee met in person on one occasion in June and on a number of other occasions via email to consider appeals.

A total of 34 appeals against dismissal were heard as well as 3 appeals against the Acadia University residency requirement. The students appealing the residency requirement wanted to complete more than 6 credit hours their the final half of their program at another institution, transfer the credit back to Acadia and graduate from here; all three of the appeals against the residency requirement were granted.

Of the thirty-four students appealed their dismissal, twenty-seven were readmitted as part of the academic support program; seven appeals were denied.

The number of appeals heard by the committee decreased from the previous year by 20%.

Respectfully submitted,
Rosemary Jotcham
Registrar

Senate Committee on Research and Graduate Studies

Annual Report for 2003-2004

Committee Members:

Dr. Thomas Ellis (Chair)
Dr. Jan Marontate (Faculty Representative, Arts)
Dr. Patricia Rigg (Faculty Representative, Arts replaced R. Morrison 31Dec02-20Jun04)
Dr. John Colton (Faculty Representative, Professional Studies)
Dr. Mohammed Al-Waqfi (Faculty Representative, Professional Studies)
Dr. Sandra Barr (Faculty Representative, Pure and Applied Sciences)
Dr. Diane Holmberg (Faculty Representative, Pure and Applied Sciences)
Ms. Erin Bradford (Graduate Student Representative, Professional Studies)
Mr. Stephen Petersen (Graduate Student Representative, Pure and Applied Sciences)
Mr. Pascal Montpetit (Graduate Student Representative, Arts)
Ms. Alexis Jones-O'Rourke (Honours Student Representative)

Meetings:

The SCRGS met on 7 occasions during the period of this report: 25 September 2004, 9 October 2004, 5 December 2004, 9 December 2004, 25 March 2004, 22 April 2004, 19 May 2004

Summary of Activities:

- 1) Discussion of tuition fees for International Students – recommendation that fees for graduate students in Computer Science be returned to levels that are equivalent to similar Masters programs in the Faculty of Pure and Applied Science. This recommendation was accepted and put into practice for 2004/2005.
- 2) Proposed modification to the M.Ed. Counselling program
- 3) Strategic Planning for Graduate Studies at Acadia University – Dean Ellis was meeting with departments/schools to discuss the current funding needs and any subsequent requests for additional funding. He would then submit a model to Senior Admin to request a more substantial budget.
- 4) Electronic Theses at Acadia University – Jennifer Richard from Acadia Library made presentation to the SCRGS on submitting an electronic copy of master theses to the Library for the purposes of storage and dissemination.
- 5) Discussion on student issues, including academic discipline, workload, AA in graduate studies and admissions.
- 6) Indirect Costs of Research – the government now provides funding to support the indirect costs of research – based on the average of 3 years funding from federal tri-councils.
- 7) Graduate Student Funding - \$850,000 requested by departments; however, \$400,000 in total was requested by the Dean as a permanent budget line. For 2004/2005, funding was increased from \$125,000 to \$253,000.

- 8) New guidelines were established for Acadia Graduate Awards. For 2004/2005, they have a value of \$8,000. In addition, Dean's Graduate Awards of \$2,000 will be made to students holding certain major external awards (eg NSERC, SSHRC, and NSHRF). On a trial basis, top-up grants of \$1000 will be made towards laptop rentals for graduate students in Acadia Advantage programs.
- 9) Student IP Policy – Michael Tripp (Acting Director for OTTI from Dec '03-June '04) met with the SCRGs to discuss the IP policy for students that he was working on. It would be used as a point of reference.
- 10) Funding Results (NSERC/SSHRC) NSERC Discovery grants totaled \$813,000 for 2004-2005 along with two Research Tools grants and Acadia's first Major Facilities Access Grant to ACMA.
- 11) NSERC PGSM/CGSM – 8 out of 15 quota were successful. Also, 3 SSHRC CGS applications were successful.
- 12) Four new SSHRC Standard Research grants were received with a total value of \$266,400.
- 13) Two CFI Innovation Fund applications were successful – Sonya Symons and Vlad Zamlynnny were the principal applicants. Hugh Chipman & Michael Leiter's CRC and CFI applications were successful.

Respectfully submitted,

Thomas Ellis
Dean of Research and Graduate Studies,
On behalf of the committee

This report not available electronically.

ACADEMIC PROGRAM REVIEW COMMITTEE

Annual Report for 2003-2004

October 27, 2004

Committee Members 2003-2004

Dr. CyrusMacLatchy/Ralph Nilson (Chair)
Rosemary Jotcham (Secretary)
Dr. Lance La Rocque
Dr. Heather Higgins
Dr. Colin Bell
Mr. Daniel Macintosh

Purpose of Committee:

- (1) To determine policy and procedures for conducting program reviews;
- (2) To determine annually which academic units are to be reviewed;
- (3) To select the members of each unit review committee;
- (4) To oversee the process of review in each case;
- (5) To make recommendations to Senate on the basis of the findings of each unit review committee
- (6) To deal with such matters as Senate may from time to time entrust to the Committee.

Meetings 2003-2004

No meetings of this committee were held during this period.

Respectfully submitted by the Chair,

Ralph Nilson
Vice-President (Academic)
Chair, Academic Program Review Committee

ADMISSION & ACADEMIC STANDING (POLICY) COMMITTEE

Annual Report for 2003-2004

November 8, 2004

Committee Members 2003-2004

Dr. Cyrus MacLatchy/Ralph Nilson (Chair)
Rosemary Jotcham
Dr. Paul Cabilio
Dr. Bruce Matthews
Dr. Gary Ness
Dr. Nancy VanWagoner
Dr. Heather Kitchin
Dr. Herb Wylie
Dr. Heather Hemming
Dr. Robert Pitter
Dr. Elizabeth Johnston
Dr. Franklin Mendivil
Dr. Robert Wilson
Ms. Jaclyn Mosher

Purpose of Committee:

- (1) To interpret and to apply the conditions of admissions and academic standing as outlined in the University Calendar and to make recommendations to Senate with respect to policy as it relates to admissions, failures, and academic regulations.

Meetings 2003-2004

No meetings of this committee were held during this period.

Respectfully submitted by the Chair,

Ralph Nilson
Vice-President (Academic)
Chair, Admission and Academic Standing Committee (Appeals)

NOMINATING COMMITTEE

Nomination to Senate By-Laws Committee

November 8, 2004

The Committee places in nomination Dr. Anne Quéma as a replacement for Dr. Malcolm Grieve on the Senate By-Laws Committee. If approved, Dr. Quéma will serve to June 30, 2005.

Respectfully submitted:

Patricia Corkum, Chair
Senate Nominating Committee