

Office of the Senate Secretariat

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30 August 2007

Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur **at 4:00 p.m., Monday, 10 September 2007** in BAC 132. The AGENDA follows:

- 1) Minutes of the Meeting of 23 May 2007
- 2) Announcements and Communications
- 3) Business Arising from the Minutes
 - a) Senate Membership - Additional Student Senator (**067-77-THE**) as attached to agenda of 23 May 07
- 4) New Business
 - a) Research & Graduate Studies - REB Membership (**078-01-RGS**) *
 - b) 2006-2007 Annual Reports from Senate Committees (**067-71-REP**)
 - i) Library *
 - c) Nominating Committee - Report on appointment of Deputy Chair (**078-02-NOM**)
 - d) A&AS (Policy) Committee - Revised Math Requirements for Geology, Environmental Science & Environmental Geoscience (**078-03-AAS**) *
 - e) A&AS (Policy) Committee - Revised Math Requirements for Biology (**078-04-AAS**)*
 - f) A&AS (Policy) Committee - Revised Admission Requirements (**078-05-AAS**) *
 - g) Online Listing of Final Examinations (**078-06-TIE**) *
 - h) Renaming of the Senate Academic Discipline Appeals Committee (**078-07-ADA**) *
 - i) Revision to Academic Policy & Regulations for Special Examinations (**078-08-TIE**) *
- 5) Other Business

Yours sincerely,

Rosemary Jotcham
Registrar and Secretary of Senate

Items Carried Over/Tabled:

Academic Integrity - Policy on Conflict of Interest (as per minutes of 10Oct06)
Admissions & Academic Standing Committee (Policy) - Procedure for Memoranda-of-Understanding (067-61-AAS)

Motion:

“That Dr. David Duke (Faculty of Arts Representative) be reappointed for another 3-year term (to expire 30 June 2010)
Dr. Darren Kruisselbrink (Faculty of Professional Studies Representative) be appointed for a one-year term (1 July 2007 – 30 June 2008) as sabbatical replacement for Jonathon Fowles
Ms. Krista Myles (Community Representative) be reappointed for another three-year term (to expire 30 June 2010).”

Respectfully submitted

Tom Herman, Acting Dean
Research and Graduate Studies

SENATE LIBRARY COMMITTEE

Annual Report to Senate for 2006-07

Committee Members:

Heather Hemming (Chair), Peter Eirikson (Student Vice-President Academic), Ian Hutchinson (Business), Sara Lochhead (University Librarian), Jianan Peng (Science), George Perry (Professional Studies), Richard Cunningham (English), Ann Smith (Librarian), Leigh Whaley (Arts), Robert Wilson (Theology), Lachlan McWilliams (Psychology)

Terms of Reference:

To develop policy recommendations to the library sector regarding a strategic approach to collection development and regarding, for example, issues such as weeding practices (deaccessioning), acquisitions of electronic journals, access/ownership, and decision-making on purchases for the library.

To advocate for necessary and appropriate resources for the academic functions of the library.

To address academic concerns regarding the library, including the formulation of policy, by making recommendations to the University Librarian and where and when necessary by making motions for Senate to act upon, in addition to making an annual report.

Report:

The Senate Library Committee met during the fall semester to review input received from the three faculties on a draft collections policy. Further changes were made and a final draft was presented to Senate at the November meeting. The policy was approved at that meeting. The SLC held an electronic discussion during the winter semester around a motion to Senate to change the membership of Senate by adding one Librarian. The SLC supported this motion which went forward and was passed at Senate.

Respectfully submitted,

Heather Hemming
Chair, Senate Library Committee.

Attachment 4)d) to f)
Senate Agenda/10Sep07
078-03 to 05-AAS

The following motions are brought to Senate for consideration from the Admissions and Academic Standing Committee (Policy):

Motion 1: (078-03-AAS)

Based on the new degree requirements previously approved by Senate for the Bachelor of Science in Geology, in Environmental Science and in Environmental Geoscience, the admission requirements specific to these programs be changed from NS Advanced Math 11 and 12 and Precalculus 12 to NS Advanced or Academic Math 11 and 12 with a minimum of 70% or NS Advanced Math 11 and 12 and Precalculus 12 with a minimum of 60%.

Motion 2: (078-04-AAS)

Based on a departmental review of admission requirements, the requirement for Precalculus math be removed from the requirements requirement for admission to the Bachelor of Science (Biology) program.

Motion 3: (078-05-AAS)

That courses accepted as academic by the provincial and territorial departments of education be considered as academic for the purpose of admission to Acadia University.

Tom Herman
Committee Chair

Motion 1 (078-06-TIE)

Whereas the current online final examination portal contains only the course code, allowing students to misread the examination timetable, Senate moves that the online final examination portal be modified such that it contains not only the course code but also the course title and the name of the course instructor.

Motion 2 (078-07-ADA)

Whereas the Academic Discipline Appeals Committee seems the most appropriate body to hear Academic appeals of a non-disciplinary nature such as appeals for Special Examinations, Senate moves that the committee be renamed the Academic Appeals Committee.

Motion 3 (078-08-TIE)

Whereas the current regulations for dealing with a student who misses a final examination for non-medical reasons are vague and vest the decision concerning Special Examination primarily with the Registrar;

And whereas there is currently no mechanism to appeal the Registrar's decision for either the student or the course instructor;

Senate moves the following changes to Academic Policy and Regulations for Special Examinations:

Current Calendar Language

Special Examinations

A student, who, because of unavoidable circumstances, was detained or rendered unfit to write a required examination, may appeal for a special examination. A student who wishes to have such an appeal considered must: Within 48 hours after the end of the examination, report, or have a representative report, to the Registrar (in writing if possible) intention to appeal for a special examination and

1. Within one week after the end of the examination submit to the Registrar a written request for a special examination. This request must be accompanied by an explanation of the circumstances which made it impossible for the student to write the regular examination and a medical doctor's report, or other document, which supports the appeal.
2. The responsibility for setting and conducting special examinations will lie with schools and departments. Special examinations should be completed as soon as possible and normally (i.e. wherever possible) by the end of the January immediately following for December exemptions and by the end of the May immediately following for April exemptions.

Proposed Changes

Special Examinations

A student, who, because of unavoidable circumstances, was detained or rendered unfit to write a required examination, may appeal for a Special Examination.

**Page2/Attachment 4)g) to i)
Senate Agenda/10Sep07
078-06 to 08-TIE/ADA**

1. Special Examinations for medical reasons
 - a. A student who wishes to have such an appeal considered must within 48 hours after the end of the examination, report, or have a representative report, to the Registrar (in writing if possible) the intention to appeal for a special examination and within one week after the end of the examination submit to the Registrar a written request for a Special Examination. This request must be accompanied by an explanation of the circumstances that made it impossible for the student to write the regular examination and a medical doctor's report.
2. Special Examinations for non-medical reasons
 - a. A student who wishes to have such an appeal considered must within 48 hours after the end of the examination, report, or have a representative report, to the Registrar (in writing if possible) the intention to appeal for a Special Examination and within one week after the end of the examination submit to the Registrar a written request for a special examination. This request must be accompanied by an explanation of the circumstances that made it impossible for the student to write the regular examination and any supporting documentation.
 - b. After reviewing the written request and accompanying documentation, the Registrar will consult with the course instructor as to the legitimacy of the appeal.
 - c. Should the Registrar and the course instructor agree that the student be allowed to write the final examination, the procedures outlined in point 3 of this section shall be followed.
 - d. Should the Registrar and the course instructor agree that the student not be allowed to write the final examination, the Registrar shall communicate that decision to the student in writing, apprising the student of the right to appeal the joint decision.
 - e. A student who wishes to appeal the joint decision of the registrar and the course instructor must do so in writing to the Academic Appeals Committee through the VPA within seven days of receiving the decision.
 - f. Should the Registrar and the course instructor disagree, the matter shall be referred to the Academic Appeals Committee through the VPA.
 - g. Where the student is appealing the joint decision of the Registrar and the course instructor, the Academic Appeals Committee shall convene within 7 days of the VPA's receipt of the written appeal.
 - h. Where the Registrar and the course instructor disagree, the Academic Appeals Committee shall convene within 7 days of the meeting between the Registrar and the course instructor.
 - i. The Academic Appeals Committee shall meet individually with the Registrar, the student, and the course instructor before rendering its decision *in camera*.
 - j. The decision shall be made by simple majority and it shall be binding.
 - k. The decision shall be communicated in writing to the Registrar, student, and course instructor.
 - l. Should the committee decide to allow the Special Examination, the procedures outlined in point 3 of this section shall be followed.
3. The responsibility for setting and conducting special examinations will lie with schools and departments. Special examinations should be completed as soon as possible and normally (i.e. wherever possible) by the end of the January immediately following for December exemptions and by the end of the May immediately following for April exemptions.

Respectfully submitted by John Eustace