

Office of the Senate Secretariat

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28 April 2008

Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur **at 9:00 a.m., Wednesday, 7 May 2008** in BAC 132. The AGENDA follows:

- 1) Minutes of the Meeting of 14 April 2008
- 2) Announcements and Communications
- 3) Approval of List of Graduates for the Convocation of May 2008 **(078-81-CON)**
- 4) Business Arising from the Previous Minutes
 - a) Academic Integrity Committee - Policy on Conflict of Interest Revised as per minutes of 10 March 08 **(078-69-INT) ***
 - b) Internet Service During Classroom Instruction as per previous minutes and as attached (Discussion Item) **(078-75-AAP) ***
 - c) Nominating Committee - Nominations for Senate Vacancies 2008-2009 **(078-79-NOM)**
 - d) Vice-President (Academic) - Tenure-Track Teaching Complement Allocation Committee **(078-80-TCA)**
- 5) New Business
 - a) 2007-2008 Annual Reports from Senate Committees **(078-82-REP)**
 - i) Research Ethics *
 - ii) Executive *
 - b) Research & Graduate Studies - Curriculum Change for Psychology Program **(078-83-CRE) ***
- 6) Other Business

Yours sincerely,

Rosemary Jotcham
Registrar and Secretary of Senate

* Material Attached

Items Carried Over/Tabled:

Faculty Development Committee - Endowed Chairs **(078-30-FAC)**

Research Committee - Release Time for Advancing Research Activity **(078-64-RES)** as per minutes of 11Feb08

Conflict of Interest Policy

A conflict of interest exists where a relationship causes an advantage or a disadvantage for one of the parties involved. The purpose of these guidelines is to establish a standard of conduct applicable to Acadia University faculty student relations. This standard of conduct will contribute to public confidence and the maintenance of the integrity of the university.

Disclosure

Actual and potential conflicts of interest shall be disclosed in accordance with this policy. Anyone with reasonable grounds to believe that an undisclosed conflict of interest exists is required to report it to their immediate administrative head, as long as the head is not part of the relationship in question. In that case the conflict should be reported to the next highest level of administration.

Definitions

"Administrative head"

Of a Dean is the Vice-President Academic

Of a Department Head or Academic Director is the Dean of that Faculty

Of any other university member is the Department Head or Director or the University Librarian.

"University member" means all faculty members and teaching assistants at Acadia University involved in the instruction, supervision or evaluation of students including but not limited to professors, lecturers, instructors, librarians or teaching assistants.

Examples of conflict of interest include cases where a university member

- Grades work of a student to whom the faculty member is related or with whom he or she has an intimate personal relationship
- Employs a student as a teaching assistant or as a research assistant to whom the faculty member is related
- Supervises a student employed by a business in which the faculty member has a financial interest

Policy

A university member shall only participate in an activity or decision that involves an actual or potential conflict of interest if that activity or decision has been approved in advance by the administrative head responsible for his/her unit.

Procedures For Handling Conflicts of Interest

The administrative head to whom a conflict of interest is disclosed shall decide whether a conflict of interest exists, whether it will be permitted to continue and under what, if any, conditions.

In making this decision the administrative head may take into account the following factors:

- Any possible harm to the interests of students or research participants
- Whether reasonable alternative arrangements which do not involve a conflict of interest can be made
- The consequences to the university and its reputation of permitting the conflict of interest situation to continue

The administrative head's decision shall be communicated in writing and may be appealed

Types of Conflict of Interest

Teacher-student relationships may involve family, business or personal relationships. Teachers in these situations shall not participate in instruction, supervision, evaluation of the student, unless such participation has been approved in advance by the university member's administrative head.

For example, disclosure is required before a university member:

- Teaches, supervises or evaluates a student who is a family member
- Shares a financial interest with one of his or her students
- Acts as a researcher, employee, consultant or advisor for one of his or her students in connection with activities unrelated to the student's academic program.

Personal interest of a university member or teacher which might reasonably be perceived as influencing the faculty member's review or assessment of research assignments, papers, examinations, or any other evaluation shall be disclosed to the faculty member's administrative head.

A university member must disclose to his or her administrative head plans to involve a graduate student or post-doctoral fellow in research activities in which a university member has a personal interest.

Appeals

Any university member who is not satisfied with a decision relating to him or her made under this policy may appeal the decision within 14 days of receiving written notice of the decision. The university member shall submit a written statement outlining the grounds for appeal together with any documentation to the administrative head that made the decision.

Effect on Collective Agreements

Nothing in this policy shall be construed as limiting any right of grievance or arbitration that exists under the current collective agreement

To All Members of Senate:

Below please find correspondence regarding item (4e) from the April 14 meeting.

Sincerely,

Ian Wilks

From: Patti McNeil [mailto:patti.mcneil@acadiau.ca]
Sent: Thursday, April 17, 2008 2:43 PM
To: Ian Wilks
Subject: RE: Question from Senate

Hi Ian,

We have this response for Senate:

Technically there are tools that give the ability to turn off the wired network on a port by port basis. This would give the flexibility that you have asked for. Unfortunately we are not in possession of any of these tools and have not configured our network to provide this. This would require a review of the current hardware we have, a discovery of the tools available and then acquisition of Network management tools, consoles and staffing to provide this. An estimate would be a year- long project with cost estimates anywhere from \$50,000 - \$200,000 in capital and another \$50,000 in ongoing operational staffing.

Even with the acquisition of tools and staffing, turning off the wireless network would be more problematic. As you can appreciate, even if a classroom doesn't have a wireless hub, there is no way to block wireless signals from nearby hubs serving common areas from propagating into classrooms. There is also the complication of other uncontrolled wireless services leaking in from off campus. Turning off our wireless does not limit this. Limiting individual classrooms from any and all network access would not be feasible given the reach of wireless.

Ian, if Senate has more questions, please let me know. Thanks

Patti McNeil
Executive Director Technology Services
Acadia University
902-585-1108 phone
902-670-3004 cell

From: Ian Wilks [mailto:ian.wilks@acadiau.ca]
Sent: Wednesday, April 16, 2008 9:09 AM
To: Patti McNeil
Subject: RE: Question from Senate

Hi --

Thanks for taking this on.

-- Ian

From: Patti McNeil [mailto:patti.mcneil@acadiau.ca]
Sent: Wednesday, April 16, 2008 8:18 AM
To: Ian Wilks
Cc: Paul Steele
Subject: RE: Question from Senate

Hello Ian,

Paul has forwarded your request to him directly to me for response. We will look at the technical feasibility of this request and try to gather some financial information (as I expect this would be the next request) and respond as soon as possible. Thank you.

Patti

From: Ian Wilks
Sent: April 15, 2008 10:56 PM
To: paul.steele@acadiau.ca
Subject: Question from Senate

Paul --

I am writing to solicit information on a technical point about internet and server access in our University classrooms.

The University Senate gathered yesterday (April 14) for its monthly meeting. The following motion was put forward and seconded:

Senate requests that Computing Services install the necessary technology in classrooms to enable teaching staff to block or shut down internet and server access in classrooms. This should be done as quickly as possible.

Subsequent debate quickly focused on the problem of feasibility. It was noted that blocking server and internet access in classrooms might not at this point even be technically possible. So the question was naturally raised: can what is described in the motion even be done? Not able to answer the question, Senate tabled the motion, pending some direction from a person expert in this technical area.

Hence this message to yourself.

On behalf of Senate, and at the suggestion of several of its members, I am soliciting your opinion on this matter. Could you please advise us on the technical feasibility of the above proposal?

-- Ian

Ian Wilks
Chair, Acadia Senate

To: Acadia University Senate
From: S. Maitzen, Chair, Research Ethics Board
Date: April 30, 2008
Re: **Annual Report of the Research Ethics Board**

I hereby report on the activities of the Acadia University Research Ethics Board (REB) for the period May 1, 2007, to April 30, 2008. The REB's mandate is to ensure that all research on living human subjects that involves any member of the Acadia community complies with the Tri-Council Policy Statement *Ethical Conduct for Research Involving Humans*. Currently, the REB reports to Senate through the Vice-President Academic.

REB Members

Dr. David F. Duke, Faculty Representative, Faculty of Arts
Dr. Jonathon Fowles, Faculty Representative, Faculty of Professional Studies, to June 30, 2007
Mr. David R. Greener, Community Member
Dr. Thomas B. Herman, Vice-President Academic (*Ex Officio*, Non-Voting), from June 1, 2007
Dr. Darren Kruisselbrink, Faculty Representative, Faculty of Professional Studies, from July 1, 2007
Dr. Stephen Maitzen, Chair
Ms. Krista Myles, Community Member
Dr. Robert Perrins, Interim Dean of Research and Graduate Studies (*Ex Officio*, Non-Voting), to May 31, 2007
Dr. Susan Potter, Faculty Representative, Faculty of Pure and Applied Science
Ms. Reneé Richardson, Graduate Student Representative (Non-Voting), to June 30, 2007

Applications

Since its last report to Senate (May 2007), the REB reviewed 72 new formal applications for ethics approval, as well as numerous formal requests from researchers to approve changes to previously approved research.

Meetings

The REB met on 11 occasions during the period of this report: May, June, July, September, October, November, and December 2007; January, February, March, and April 2008.

Other Activities

In addition to reviewing formal applications, the REB, through its Chair and its Faculty Representatives, responded to numerous informal inquiries from student and faculty researchers at Acadia and at other institutions. The Chair serves as the University's liaison to the national Secretariat for Research Ethics, prepares and distributes the agendas for meetings, records the minutes at meetings and distributes them for approval, writes letters of ethics approval or rejection, performs filing and maintenance of records, follows up on unapproved research, reviews annual reports from department-level ethics committees, publicizes the role and requirements of the REB, maintains the REB website, and reports to Senate and other bodies concerning the business of the REB.

Senate Executive Annual Report for 2007-08

Committee Members 2007-08:

S. Barkanova	R. Lehr
G. Dinter-Gottlieb (until Feb. 29)	R. Perrins
H. Gardner (second term)	R. Raeside
H. Hemming	K. Whetter
T. Herman	I. Wilks (chair)
R. Jotcham	R. Wilson (first term)

Duties:

“The duties of the Executive Committee shall be as follows: between meetings of Senate, to consider matters that in its judgment call for senatorial action or that by statute law may require senatorial action; to consider matters referred to it by Senate” (*Constitution and By-Laws VII*).

Meetings in 2007-08:

September 17, January 21 and March 24.

Summary of Activities:

The Executive continued its usual activity of receiving agendas for comment via e-mail prior to Senate meetings. In addition it held three meetings, called for the purposes of discussing potential agenda items for this academic year.

The September meeting began by reviewing agenda items left over from the previous year. Two issues emerged of special importance: (i) the appropriateness of a role for Senate in approving the terms of the strategic alliance we have been negotiating with the Nova Scotia Community College; and (ii) the appropriateness of a role for Senate when substantive changes are envisaged in policy on information technology, as has been happening in the Laptop Renewal initiative. The members of the Executive concurred in believing that there should be some Senate involvement in both matters. The first issue was addressed by a motion brought forward to Senate by the VPA on Jan. 14 (078-17-AAS). The second issue was the main subject of discussion in the Jan. 21 meeting of the Executive; it was addressed by a motion brought forward to Senate by the VPA on April 14 (078-72-AAP).

The March 24 meeting of the Executive focused on a different issue: a possible role for Senate in the tenure-track teaching complement allocation process. On the initiative of the VPA, a Senate standing committee was proposed that would play a role in this process, and the Executive came to unanimous agreement in drawing up terms of reference for this committee. Notice of a motion to create this committee (078-80-TCA) was served in Senate on April 14. The motion will be considered by Senate on May 7.

Respectfully Submitted by the Chair,

ORIGINAL SIGNED

Ian Wilks

Course Modifications to MSc in Clinical Psychology Program

Current Calendar Description

PSYC 6036 PRACTICUM IN CLINICAL ASSESSMENT

This course is designed to provide experience in clinical assessment with clients in applied settings. Each student will spend at least 150 hours conducting psychological assessment in applied settings. Enrolment in this course is limited to students in the psychology MSc program, and by permission of the department.

Prereq: PSYC 5023 and 5033.

New Calendar Description

PSYC 6036 PRACTICUM IN CLINICAL ASSESSMENT

This course is designed to provide experience in clinical assessment with clients in applied settings. Each student will spend at least **250** hours conducting psychological assessment in applied settings. Enrolment in this course is limited to students in the psychology MSc program, and by permission of the department.

Prereq: PSYC 5023 and 5033.

Reason for modification:

An increase in practicum hours has been requested by the Nova Scotia Board of Examiner's in Psychology to increase experience base and realm of competence of graduates.

Current Course Title and Calendar Description

PSYC 6056 PRACTICUM IN PSYCHOTHERAPY

This course provides 150 hours of supervised experience in psychotherapy. Students will work in a clinical setting doing individual, family, and/or group therapy under the guidance of agency personnel and the supervision of the course instructor.

Prereq: PSYC 5053 and 5063.

New Course Title and Calendar Description

PSYC 6056 PRACTICUM IN INTERVENTION

This course provides **250** hours of supervised experience in psychological interventions. Students will work in a clinical setting doing individual, family, and/or group therapy under the guidance of agency personnel and the supervision of the course instructor.

Prereq: PSYC 5053 and 5063.

Reason for modification:

An increase in practicum hours has been requested by the Nova Scotia Board of Examiner's in Psychology to increase experience base and realm of competence of graduates. The change in title reflects the fact that students conduct a range of psychological interventions beyond just psychotherapy.