

Office of the Senate Secretariat

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1 October 2008

Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur **at 4:00 p.m., Tuesday, 14 October 2008** in BAC 132. The AGENDA follows:

- 1) Minutes of the Meeting of 8 September 2008
- 2) Announcements and Communications
- 3) Approval of List of Graduates for the Convocation of 18 October 2008
- 4) New Business
 - a) Academic Integrity Committee - Policy on Conflict of Interest as per minutes of 10 March 08 and 7 May 08 **(089-11-INT) ***
 - b) Graduate Studies Committee - Policy on Academic Standing of Graduate Courses **(089-06-GRD) ***
 - c) Graduate Studies Committee - Policy on Final Graduate Examinations **(089-07-GRD) ***
 - d) Student Representative Council - Student Assistantship Cuts - *Discussion Item* **(089-08-SRC) ***
 - e) Research & Graduate Studies - Electronic Theses Submissions **(089-09-RGS) ***
 - f) Research & Graduate Studies - Leave of Absence Policies for Graduate Students **(089-10-RGS) ***
 - g) Learning Commons Steering Committee - Senate Representation **(089-12-LER)**
- 5) 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

Guidelines for Memoranda of Agreement

Bursary Recommendations

Dear Senators,

Attached is the revised Conflict of Interest Policy regarding Faculty Student Relations as requested by Ralph Nilson on September 26, 2008. In addition to the committee's proposed policy, we have included a copy of the request for the policy made by Ralph Nilson, copies of the Acadia University's approved Code of Conduct and Conflict of Interest Policy regarding Employment.

Committee members, Phyllis Rippeyoung (Arts), Rodger Evans (Science), Robert Pitter (Professional Studies), and myself Jennifer Richard (librarian) met on September 22, 2008 and reviewed current policies, the draft of the conflict of interest policy presented to Senate on May 7, 2008, and the minutes pertaining the policy. The committee feels that the University's Conflict of Interest Policy covers employment situations between faculty members and students. In turn, the committee revised the Conflict of Interest policy for faculty student relations to deal only with the instruction, supervision and evaluation of students.

As per the other comments recorded in Senate May 7, 2008 minutes, the Committee has addressed the question of the Vice President of Research and Graduate Studies, by using the broad term "Vice President" in the Administrative Head definitions. The committee agrees that this document should be vetted by a lawyer, but since the revisions are fairly extensive, we think it would be better to be vetted through Senate once again. The draft policy has been vetted by the AUFA Executive, as there the legal and technical committee is only convened during negotiations. AUFA suggested adding the President to definition of Administrative Head.

The committee hopes that these revisions have addressed many of the concerns of Senate. We look forward to receiving feedback on the new proposed policy.

Sincerely,

Jennifer Richard

Acting Chair, Senate Committee for Academic Integrity

Conflict of Interest Policy

Revised Draft: September 22, 2008

Preamble

The purpose of these guidelines is to establish a standard of conduct applicable to Acadia University faculty student relations. A defined standard of conduct will contribute to public confidence and the maintenance of the integrity of the university.

Policy

A faculty member shall only participate in an activity or situation that involves an actual or potential conflict of interest only if that participation has been approved in advance by the administrative head of that unit. A "conflict of interest" exists where a family, business, or personal relationship causes an unfair advantage or a disadvantage for either the student or faculty member where the faculty member teaches, supervises or evaluates the student.

Definitions

"Administrative head"

Of a President is the Board of Governors

Of a Vice-President is the President

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.

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

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.

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.

Appeals

Any faculty 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 faculty member shall submit a written statement outlining the grounds for appeal together with any documentation to the administrative head of the administrator who 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.

APPENDIX A
SenateMinutes/10Oct06/Item 1)
O67-09-VPA

ACADIA UNIVERSITY

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

MEMORANDUM

TO: Chair, Academic Integrity Committee

CC: Gail Dinter-Gottlieb, President & Vice-Chancellor
George Iwama, Vice-President (Academic), Acting (Incoming)
Rosemary J otcham, Secretary of Senate
Bill McLeod, Dean of Professional Studies
Bob Perrins, Dean of Arts
Rob Raeside, Dean of Science, Acting (Incoming)
Ian Wilks, Chair of Senate

FROM: Ralph Nilson, Vice-President (Academic)

DATE: September 25, 2006

RE: Policy Request

It has come to my attention that there is no policy regarding conflict of interest related to relationships between professor and student. I request that the Academic Integrity Committee consider developing a policy for Acadia. I have attached as an example a copy of the Policy for Dalhousie University. I have also attached Acadia policies on Conflicts of Interest and Code of Conduct. A number of other universities have policies that should be reviewed if the committee decides to develop a policy for Acadia.

Senate is the appropriate body to approve a policy on conflict of interest regarding the relationship between professor and student as it relates directly to academic integrity.

Not Available Electronically

Not Available Electronically

SENATE MEETING
Graduate Calendar Changes for 2009-2010
Submitted by Research and Graduate Studies

* Approved at Senate Graduate Studies Committee meeting on September 11th, 2008 *

Changes to Academic Policies and Regulations of Graduate Studies

1.

Academic Standing (on page 25 of the 2008-09 Graduate Calendar) (089-06-GRD)

Current Calendar wording

All courses taken as part of the degree program must be completed with a grade of B- or better. Students receiving less than B- in a course will have to repeat it or replace it depending on whether it was a compulsory course or a program elective; however, a student who has received grades lower than B- (70%) in 6h of program courses is not permitted to continue in the graduate program and will incur academic dismissal.

Proposed Calendar wording

All courses taken as part of the degree program must be completed with a grade of B- or better. Students receiving less than B- in a course will have to repeat it if it is a compulsory course or repeat/replace it if it is a program elective; however, a student who has received grades lower than B- (70%) in 6h of program courses is not permitted to continue in the graduate program and will incur academic dismissal.

2.

Examinations (on page 26 of 2008-09 Graduate Calendar) (089-07-GRD)

Current Calendar wording

There shall be a final three-hour written examination or a take-home examination in all graduate courses. Professors choosing to hold final examinations in graduate courses will do so at a time convenient to the students and themselves during the university examination periods.

Proposed Calendar wording

Professors choosing to hold final examinations in graduate courses will do so at a time convenient to the students and themselves

Student assistantships

The Report of Student Concerns re: Student Assistantships

Respectfully submitted by student senators; Emma Cullen (Vice-president Academic, ASU), Timothy Hansen (Faculty of Arts Student Representative), Steve Barron (Faculty of Professional Studies Student Representative), and Margaret Keaveny (Faculty of Science Student Representative)

It has come to the Student Representative Council's and our attention that student assistantships have been cut in several university departments, and we would like to know, if possible,

- 1) How many student positions were cut,
- 2) what necessitated the reduction in paid student positions, and
- 3) what means students have (if any) to discuss and/or appeal these decisions beyond bringing them to their student government representatives.

We would be very grateful if senate could further explain this situation to us, or direct us to the appropriate body regarding these decisions so we could better explain them to the student body.

Electronic Theses at Acadia University
Proposal to the Senate Graduate Studies and Honours Committees

Background

After five years of piloting voluntary electronic theses submission, the Vaughan Memorial Library and Acadia University Archives & Special Collections would be pleased to support a proposal to Senate that Acadia University require all students who completed a thesis to submit an electronic version of that thesis to the library.

Over the last five years, the library has received 148 electronic theses submissions. Through the exploration and testing of various submission models, PDF writers and the addition of instructions for pagination and Linux submissions, we have been able to develop a simple, quick submission process for most text-based theses. Over this period of time the requests for assistance in preparing or submitting the electronic versions of theses have decreased dramatically. The number of submissions varies each year depending on the promotion of the program and the interest of students. For those students that have participated we have received overwhelming support and praise for the program; many students themselves recommending that it should be a requirement.

Recommendations for Electronic Theses Submission at Acadia University

1. That the Vaughan Memorial Library/Acadia University Archives and Special Collections accept, store and provide access to electronic copies of all Acadia theses starting in May 2009.
 2. That Vaughan Memorial Library continues to collect and preserve paper copies of theses.
 3. That electronic theses be submitted by the students as PDF documents, or in an acceptable format determined by the library (this is to ensure continued accessibility).
 4. That access to theses be available through our library catalogue and in our institutional repository.
 5. That there be no restriction on the distribution of a thesis or dissertation apart from exceptional cases. Exceptional cases could involve the development of a patent or the demand of a prospective publisher that they be the first to provide the information.
 6. The library collaborates with other interested parties to explore the preservation and storage of non-text based theses or supplementary materials such as video or audio files for example.
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SENATE MEETING
New Policy for Graduate Students (Leaves of Absence)
Submitted by Research and Graduate Studies

* Approved at Senate Graduate Studies Committee meeting on September 25th and approved by PAC on October 1st *

Leaves of Absence

All graduate students requesting leave of absence must complete and submit a "Request for Leave of Absence" form to the Division of Research and Graduate Studies.

Maternity/Parental Leave

Maternity/parental leave will be granted upon request to graduate students, without prejudice to their academic standing, for a period of up to 52 weeks. Where both parents are graduate students seeking leave, the combined total may not exceed 52 weeks. Leaves must be completed no later than 1 year after the date of birth or assumption of custody. Statutory periods for completion of the degree program will be extended by the length of the leave.

Maternity/parental leave frees students from paying regular fees and at the same time releases the University from providing them with services. However, students may choose to maintain computer network, email, and library access during the period of the leave by paying a \$100 fee. Financial support from university sources will normally be suspended during the period of the leave and, where possible, will be reinstated upon completion of the leave. It is the responsibility of the student to determine the status of funding from all external sources.

Leave due to illness

A leave of absence due to illness will be granted upon request to graduate students, without prejudice to their academic standing, for a period of up to 52 weeks. Students will normally be granted such a leave only once in the course of their program. Statutory periods for completion of degree programs will be extended by the length of the leave. Leave due to illness frees students from paying regular fees and at the same time releases the University from providing them with services. However, students may choose to maintain computer network, email, and library access during the period of the leave by paying a \$100 fee. Financial support from university sources will normally be suspended during the period of the leave and, where possible, will be reinstated upon completion of the leave. It is the responsibility of the student to determine the status of funding from all external sources.

Employment Leave

Graduate students may request a leave of absence for employment reasons for a period of up to 52 weeks. Employment leaves must be approved by the student's supervisor, in conjunction with the department's graduate coordinator, and will normally be granted only once in the course of their program. Students seeking employment leaves are responsible for verifying that all required elements of their program will be available upon their return. Students granted employment leaves are responsible for registering and for paying full tuition or the full yearly continuing fee, whichever applies, and are ineligible for funding from university sources. It is the responsibility of the student to determine the status of funding from all external sources.

Acadia University
Division of Research & Graduate Studies

Request for Leave of Absence

Name: _____ Student ID: _____
Address: _____

Telephone #: _____ Email: _____

Degree Program: _____

Maternity/Parental Leave/Leave due to Illness

- Type of leave requested
 Maternity/parental leave
 Leave due to illness*

Proposed dates of leave
Start date: _____
End date: _____

Signature: _____
Student

Date: _____

I am aware of this student's request for leave.

Signature: _____
Supervisor

Date: _____

Signature: _____
Graduate Coordinator

Date: _____

Division of Research and Graduate Studies Review

- Leave Approved

Signature: _____
Dean of Research & Graduate Studies

Date: _____

*Please note that requests for leave due to illness must be accompanied by documentation from a certified health practitioner recommending temporary suspension of the student's program. All such documentation will remain confidential.