

Office of the Senate Secretariat

Acadia University
Wolfville, Nova Scotia
Canada B0P 1X0

Telephone: (902) 585-1617
Facsimile: (902) 585-1078



Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur at 4:00 pm on Monday April 12, 2010 in BAC 132.

The agenda follows:

- 1) Minutes of the Meeting of March 8, 2010
- 2) Announcements and Communications
- 3) New Business
 - a) Motion regarding the appointment of Research Ethics Board members (attached)
 - b) Process for selection of appointments to the Research Ethics Board
 - c) Scholarships, Prizes and Awards Committee report 2007/08 (attached)
 - d) Scholarships, Prizes and Awards Committee report 2008/09 (attached)
 - e) Election of Senate representative on the Chancellor Search Committee
 - f) Report from the Nominating Committee
 - g) Motion regarding the Budget of the Office of the Vice-President Academic (attached)
 - h) Discussion regarding an alternative system of external reading for honours theses (distributed separately)
 - i) Doctor of Ministry courses and course numbering (attached)
 - j) Notice of Motion re: Process of Nomination and Election for Faculty (attached)

Sincerely,

ORIGINAL SIGNED

Rosemary Jotcham
Registrar and Secretary of Senate

Motion regarding the Appointment of Research Ethics Board members

Be it resolved that the Senate By-Laws Committee review a viable nomination process for managing the appointment of Research Ethics Board (REB) members, including provisions for:

- a staggered rotation of REB membership
- an open call for nominations of REB members, with final appointment being made by Senate
- a transparent short-list process
- assessing whether the Senate Research Committee or Senate Nominating Committee can assume responsibility for nominations and recommended appointments of REB members, and
- inclusion of a Senator through which recommendations and rationale for REB appointments can be made to Senate
- proposing necessary changes in language to "The Constitution and By-Laws of the Senate of Acadia University" to reflect the By-Laws Committee's recommendations regarding this motion

Further, that the Senate By-Laws Committee present its recommendations to Senate for discussion and approval as soon as feasible.

ACADIA UNIVERSITY

Report of the SCHOLARSHIPS, PRIZES AND AWARDS COMMITTEE (SPAC) to SENATE

REPORT DATE: February 23, 2010

SPAC COMMITTEE MEMBERS

Membership	July 1, 2007-June 30, 2008	July 1, 2008-June 30, 2009
Arts	Bernard Delpeche	Christian Thomas
	Thomas Voss	Thomas Voss (Committee Chair)
	Alex Redfield (Student Rep)	Timothy Hansen (Student Rep)
Professional Studies	Jason Holt	Jason Holt
	Shelley MacDougall	Jun Yang
	Trevor Kouyoumjian (Student Rep)	Steven Barron (Student Rep)
Pure & Applied Science	Andrew Mitchell (Committee Chair)	Michael Robertson
	Ying Zhang (Jeff Hooper on Sabbatical)	Jeff Hooper
	Kathryn Milne (Student Rep)	Margaret Keaveny (Student Rep)
Registrar or Delegate	C. Scott Robinson, Coordinator of Scholarships and Financial Aid	Rosemary Jotcham/Judy Noel Walsh
Financial Aid Counsellor	Pamela D'Entremont (Committee Secretary)	Pamela D'Entremont (Committee Secretary)

PURPOSE AND DUTIES OF COMMITTEE

1. To determine how winners of scholarships, prizes and awards are to be selected and to gather all information it considers necessary for the selection;

Amended April 2008 to

To decide policy and process by which winners of scholarships, prizes, bursaries and awards are to be selected and to gather all information it considers necessary for the selection;

2. To select the winners of all undergraduate scholarships, prizes and awards;

3. To periodically investigate the scholarships, prizes and awards program and to recommend improvements (increased funds, new scholarships, more prizes, etc.) to those involved in the program;

4. To promote interest in the scholarship program by posters, letters and other means;

5. To consider such other matters as the Senate may from time to time entrust to the Committee.

MEETINGS DATES

January 18, 2008

February 29, 2008

April 5, 2008

AGENDAS, DISCUSSIONS and CONCLUSIONS

The following represents the main agenda topics:

1. Entrance Scholarship Application Process

The Committee implemented the use of a new entrance scholarship information form to collect more in-depth information from the applicant. The type of information requested on the form is tied to the University strategic plan.

2. Student Terms on the Committee

The term for each student on the Committee is one year. To have some continuity in terms of the student members, the Committee again requested that the Student Council select students for a longer term.

3. McLeod Pre-Medical Scholarship Course Load

The application criteria for the Clarke K. McLeod Pre-Medical Scholarship required a student to be in a full course load of 30 hours each academic year at Acadia, including all years prior to the student applying for the scholarship. The file information on the establishment of the scholarship administration was reviewed. The Committee changed the requirement of a student to be in 30 hours only during the year of application and in the year holding the scholarship.

4. Conditions of Renewability

The Committee reviewed the conditions of renewability for renewable entrance scholarship offers. No changes were made. There is an access issue as students do not have access to their numeric grades. The Chair is to request of Senate that a scholarship student can access their numeric grades if they forfeited their scholarship because their average was below the required numeric average.

5. Faculty Strike Impact

The VP Academic was concerned about the impact of the faculty strike on students' academic performance and scholarship. In response to his request, the Committee agreed to waive the full course load requirement in the first term (September to December 2007) for students holding scholarship.

6. Student Scholarship Appeals/Deferral Requests

The Committee reviewed appeals from 3 students who forfeited their renewable entrance scholarships and scholarship deferral requests from 4 students. 2 of the appeals were denied and 1 was granted a conditional renewal. 3 of the deferral requests were approved and 1 was granted a conditional approval.

7. Acadia Excellence Scholarship Program

The Committee re-affirmed their commitment to the Acadia Excellence Scholarship program. The Committee requested that the list of targeted schools be brought to the Committee for review and decided that any Nova Scotia Lieutenant Governor Medalist winner not in the

entrance scholarship pool would be offered a \$1000 grant funded through the Acadia Excellence Scholarship program.

8. Entrance Scholarship Offers

To be competitive with other universities, the Committee again offered 15 top entrance scholarship offers valued at:

- 3 scholarships each valued at \$60,000 (\$15,000 renewable)
- 6 scholarships each valued at \$48,000 (\$12,000 renewable)
- 6 scholarships each valued at \$36,000 (\$8000 renewable + \$4000) in 2006-2007 this offer was \$35000

The response date for students to respond to their entrance scholarship offer was set at May 15, the common deadline date used by other Maritime Universities.

The Committee reviewed the results of the 2007 entrance scholarship offers. The overall acceptance rate of 53% was comparable to previous years.

9. Co-Op Students Access to Scholarship Funds

Students on co-operative work terms are not able to access their scholarship funds during the work term. The funds are deferred until they return full time in the fall or winter term. While on co-op, the students pay a co-operative work program fee and receive a pass or fail grade for the non-credit course. They are also considered full time for the purpose of signing student loan schedule 2's for interest free status. It was decided by the Committee that students can access their scholarship to the amount of the co-operative work program fee and any balance would be deferred until the student returned to full time study in the fall or winter term.

10. Scholarship Ceilings

The scholarship ceiling for entering students was maintained at \$15,000 and includes students holding the Norman McLeod Rogers Overseas Scholarship. The scholarship ceiling for returning students was maintained at \$10,000 excluding the music summer practicum awards and conference funding awards.

11. Awarding of 2008 Entrance Scholarships

Entrance scholarship offers were made to 750 students in the incoming class (24% of the applicant pool). 235 of these students were also offered residence room scholarships. The acceptance rate for 2008 was 37% equating to 280 students (approximately 2.2 M).

Respectfully submitted,
Pamela D'Entremont
Secretary

Thomas Voss
Chair

ACADIA UNIVERSITY

Report of the SCHOLARSHIPS, PRIZES AND AWARDS COMMITTEE (SPAC) to SENATE

REPORT DATE: February 23, 2010

SPAC COMMITTEE MEMBERS

Membership	July 1, 2008-June 30, 2009	July 1, 2009-June 30, 2010
Arts	Stephen Ahern (Christian Thomas on Sabbatical)	Christian Thomas
	Thomas Voss (Committee Chair)	Thomas Voss (Committee Chair)
	Timothy Hansen (Student Rep)	Julia Turner (Student Rep)
Professional Studies	Jason Holt	Scott Landry
	Jun Yang	Jun Yang
	Steven Barron (Student Rep)	Robert McIntyre (Student Rep)
Pure & Applied Science	Michael Robertson	Michael Robertson
	Jeff Hooper	Jeff Hooper
	Margaret Keaveny (Student Rep)	Emma Vaasjo (Student Rep)
Registrar or Delegate	Rosemary Jotcham (to Jan 2009)/Judy Noel Walsh, Manager of Scholarships and Financial Assistance	Judy Noel Walsh, Manager Scholarships and Financial Assistance
Financial Aid Counsellor	Pamela D'Entremont (Committee Secretary)	Pamela D'Entremont (Secretary)

PURPOSE AND DUTIES OF COMMITTEE

1. To decide policy and process by which winners of scholarships, prizes, bursaries and awards are to be selected and to gather all information it considers necessary for the selection;
2. To select the winners of all undergraduate scholarships, prizes and awards;
3. To periodically investigate the scholarships, prizes and awards program and to recommend improvements (increased funds, new scholarships, more prizes, etc.) to those involved in the program;
4. To promote interest in the scholarship program by posters, letters and other means;
5. To consider such other matters as the Senate may from time to time entrust to the Committee.

MEETINGS DATES

December 3, 2008
January 23, 2009
March 13, 2009
April 5, 2009
April 8, 2009
April 23, 2009
June 16, 2009

AGENDAS, DISCUSSIONS and CONCLUSIONS

The following represents the main agenda topics:

1. Student Scholarship Appeals

The Committee reviewed appeals from 2 students who were deemed ineligible for consideration for the Clarke K. McLeod Pre-Medical Scholarships. Both appeals were denied.

2. IB Entrance Scholarships

Need to develop an IB entrance scholarship program pending funding. Funding request to Presidential Advisory Committee

3. Entrance Scholarship Consideration for Transfer Students

Undergraduate transfer students are eligible for entrance scholarship consideration provided they have a minimum cumulative GPA/average of 3.67/80%. The Committee confirmed this consideration is only for transfer students in their first undergraduate degree.

4. Acadia Excellence Scholarship Program

The Committee re-affirmed their commitment to the Acadia Excellence Scholarship program with the addition of a \$500 award for students with an average between 80 to 84.9%.

5. Entrance Scholarship Application Process

As high school ranks are increasingly difficult to obtain, it was decided the entrance scholarship files would also be ranked by weighted average to ensure students without high school ranks were in proper order for review of the top 150 files by the Committee.

The Committee also reviewed the use of the information collected on the scholarship form and endorsement forms.

6. Scholarship Ceilings

The scholarship ceiling for entering students was maintained at \$15,000. The scholarship ceiling for returning students was increased to \$15,000.

7. Entrance Scholarship Offers

The Committee again offered 15 top entrance scholarship offers valued at:

3 scholarships each valued at \$60,000 (\$15,000 renewable)

6 scholarships each valued at \$48,000 (\$12,000 renewable)

6 scholarships each valued at \$36,000 (\$8000 renewable + \$4000)

8. Conditions of Renewability

No changes were made to the conditions of renewability for renewable entrance scholarship offers.

9. Senate Bursary Review

The Committee reviewed the Senate Bursary Review report and the current bursary guidelines. Two changes were made to the guidelines for the Acadia Student Assistance Bursary program. It was decided the 2 bursary programs would not be merged, the common application would continue to be used, and the current Bursary and Loan Committee structure be maintained for reviewing all applications.

10. Awarding of 2009 Entrance Scholarships

Acadia offered entrance scholarships to 890 students of the incoming class for September 2009 (31% of the applicant pool). 385 of these students were also offered a residence scholarship. A scholarship value was awarded to be used towards a residence room. The acceptance rate for 2009 was 40% with 355 accepting their entrance scholarships (approximately 1.8 M).

Respectfully submitted,

Pamela D'Entremont
Secretary

Thomas Voss
Chair

Motion regarding the Budget of the Office of the Vice-President Academic

In the spirit of promoting greater transparency and accountability at Acadia while encouraging discussion about the direction of Acadia's academic culture, be it resolved that the budget of the Office of the VP Academic will be presented to the Senate by the VP Academic in order to communicate Acadia's academic priorities. The annual reporting will occur in two parts: the first, in the fall semester so as to establish projected priorities; and the second, in the spring in order to communicate the actual disbursements of the office.

Doctor of Ministry Courses and Course Numbering

Approved by Acadia Divinity College Senate March 30, 2010

The Request: That Senate approve the following courses and course numbers for Doctor of Ministry program.

Background: This request would allow the Faculty of Theology to divide courses that are currently six credit hour courses into two, three credit hours courses. For example, students would still be required to earn six credit hours in theology, but going forward they would take two, three credit hour courses instead of one, six credit hour course. The purpose for this change is threefold:

- 1) **Instructors:** D.Min. courses are taught in a block format. It has become increasingly difficult to find top quality instructors who are willing to teach all day for two back-to-back weeks.
- 2) **Student Recruitment:** Currently, when a prospective student compares the Acadia program with others, it appears that they receive more instruction elsewhere, even though the number of credit hours required are the same. Virtually all other schools offer their courses as three credit hour courses rather than six.
- 3) **More Variety for Students:** This change will allow students to take two courses in Biblical Studies instead of one, two courses in theology instead of one, and four electives instead of two.

This document also proposes a renumbering of courses so that there is a clearer rationale for what number a course carries.

Note: The courses *Advanced Biblical Studies for Ministry Practitioners*, *Advanced Theology for Ministry Practitioners*, and *Advanced Studies in Christian Ministry*, would all have subtitles distinguishing them from other courses with the same title.

Doctor of Ministry Courses

DMIN 8111 Orientation

Orientation, the first component, is a two-day introduction to Acadia and the Doctor of Ministry experience. Students normally complete the orientation before commencing their course work.

DMIN 8112 Research Methodology

This course is a four-day introduction to applied research at the doctoral level. The seminar is designed to help the student develop his or her thesis proposal for presentation to faculty.

DMIN 8123 Ministry Mentoring and Reflection

Participants establish an interactive learning relationship with a trained ministry mentor, who becomes a senior friend, mentor, advisor, objective evaluator, and advocate. Selection of a mentor is made by the Director in consultation with the participant and will be dependent on location, denominational affiliation, and other relevant factors.

DMIN 8133 Comprehensive Evaluation

Admission to Doctor of Ministry candidacy status (thus permitting the student to engage in thesis research and writing) is dependent upon a successful evaluation of participants' growth and integration of thought, practice, and scholarship. Participants must request their Comprehensive Evaluation interview in the year before they anticipate writing their thesis. The Comprehensive Evaluation has three components:

- 1) A 3,000-4,000 word self-evaluation, in which the participant evaluates the course work taken, the interactive learning experiences, and the ways by which the program has contributed to personal growth and a higher level of excellence in ministry. This self-evaluation is then compared with the reports of the ministry mentor as well as the records of faculty from whom courses have been taken within the program.
- 2) A 3,000-4,000 word paper summarizing "My Theology and Practice of Ministry," which demonstrates the prospective candidate's development from the inception of doctoral studies.
- 3) A draft chapter for the student's thesis demonstrating his or her ability to research and write at the doctoral level.

Normally, the Comprehensive Evaluation committee is made up of the Director, the ministry mentor, and one other faculty person who conduct an on-campus oral interview.

DMIN 8213, 8223, 8233, 8243, 8253, 8263, 8273, 8283, 8293 — Advanced Biblical Studies for Ministry Practitioners

These courses provide an opportunity for students to engage in biblical studies at an advanced level with a view toward the application of their studies to their ministry. For a list of upcoming courses please consult the ADC website.

DMIN 8313, 8323, 8333, 8343, 8353, 8363, 8373, 8383, 8393 — Advanced Theology for Ministry Practitioners

These courses provide an opportunity for students to engage in the study of theology or historical theology at an advanced level with a view toward the application of their studies to their ministry. For a list of upcoming courses please consult the ADC website.

DMIN 8413, 8423, 8433, 8443, 8453, 8463, 8473, 8483, 8493 – Advanced Studies in Christian Ministry

These courses provide an opportunity for students to engage in the study of Christian ministry at an advanced level. For a list of upcoming courses please consult the ADC website.

DMIN 8543, 8553, 8563, 8573, 8583, 8593 — Directed Study

D.Min. students are given the opportunity to focus their degree program by designing and implementing specialty study courses. Such courses are offered at the student's request, subject to the Director's and the professor's agreement. See the Doctor of Ministry Handbook for the regulations governing directed studies.

DMIN 8616, 8626 — Thesis-Project

Under the direction of a thesis supervisor, appointed by the Director in consultation with the candidate, the doctoral candidate will design, implement, and report on a major research project.

DMIN 8960 — Continuance

This course is designated for approved D.Min. students who extend their studies beyond the fourth year of registration. This course maintains the continuing status of the student within the Doctor of Ministry program and within the university system.

Notice of Motion re: Process of Nomination and Election for Faculty

In order to further enhance the openness and transparency of Senate, it is proposed that the Process of Nomination and Election for Faculty used by the Nominating Committee, found in VIII. (b) ii, which currently reads,

In carrying out its responsibilities, the Nominating Committee shall:

- a. Review qualifications for vacant positions and determine potential candidates based on their availability, other committee loads, administrative loads, interests, etc.;
- b. Invite candidates to serve until one agrees;
- c. Present its nominations to Senate where additional nominations will be invited. Either Senate will confirm the nominations or an election will be held if additional nominations are put forward.

be amended to read

In carrying out its responsibilities, the Nominating Committee shall:

- a. Issue a call for nominations from eligible members for all vacant positions. All nominations must be accompanied by an agreement to serve if elected.
- b. In a case where no nominations are forthcoming, or if the Committee so desires, determine potential candidates based on their availability, other committee loads, administrative loads, interests, etc.
- c. Whenever possible, present a slate of nominations to Senate where final nominations will be accepted and an election will be held. Nominees may submit a short statement outlining their interest in and relevant experience/expertise for a position.