



30 September 2009

Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur at **4:00 p.m., Tuesday, 13 October 2009** in BAC 132. The AGENDA follows:

- 1) Minutes of the Meeting of 14 September 2009.
- 2) Announcements and Communications
- 3) Approval of List of Potential Graduates for October 2009 (**910-08-CON**)
- 4) Business Arising from the Minutes
 - a) By-Laws Committee - Report on Recent Reviews of Faculty and Faculty Council Constitutions - For Informaiton (**910-13-LAW**) *
 - b) By-Laws Committee - Review of Library Committee Changes (**910-14-LAW**) *
 - c) By-Laws Committee - Review of Archives Committee Changes (**910-15-LAW**) *
 - d) By-Laws Committee - Addition of Senate Academic Technologies Committee to the By-Laws (**910-16-LAW**) *
- 5) New Business
 - a) Faculty of Arts - Faculty of Arts Consitution and Bylaws (**910-09-ART**) *
 - b) Timetable, Instruction and Examination Committee - "Application for Alternative Method of Evaluation" Form (**910-10-TIE**) *
 - c) Graduate Studies Committee - Curriculum Changes - MA in English (**910-11-GRD**) *
 - d) Graduate Studies Committee - Admission Documents Policy (**910-12-GRD**) *
 - e) Curriculum Committee - Environment & Sustainability Studies (**910-17-CRE**) *
 - f) Tenure Track Teaching Complement Allocation Committee - Annual Report (**910-18-TCA**) *
 - g) Tenure Track Teaching Complement Allocation Committee - Procedures for Re-ranking Due to Late Position Openings (**910-19-TCA**) *
 - h) Tenure Track Teaching Complement Allocation Committee - Proposed By-Laws Amendment (**910-20-TCA**) *
 - i) 2008-2009 Annual Reports from Senate Committees (**089-82-REP**)
 - i) Admissions & Academic Standing (Appeals) *
 - ii) Open Acadia *

6) Other Business

Yours sincerely,

ORIGINAL SIGNED

Rosemary Jotcham
Registrar and Secretary of Senate

Items Carried Over/Tabled:

Faculty Development Committee - Endowed Chairs (**078-30-FAC**)
Guidelines for Memoranda of Agreement

REPORT FROM THE SENATE BY-LAWS COMMITTEE
October 13, 2009

1) Review of the Faculty and Faculty Council Constitutions - Report for Information
(910-13-LAW)

A mandate of the Senate By-Laws committee is as follows:

VIII) a) ii: “to review any changes to the By-laws of Faculty and Faculty Councils prior to their presentation to Senate and recommend any revisions or additions deemed necessary, and to conduct periodic reviews of the By-laws of the Senate, Faculty and Faculty Councils and recommend any changes or additions deemed necessary ” (excerpt from the Senate By-Laws).

In executing this mandate the By-laws Committee makes its review with the following two principles:

- 1) the Constitution should provide accessible terms of description for all members—including newcomers to the Faculty—so that the Constitution functions not only as a statement of governance principles, but also as a document of reference and guidance for new members appointed or elected to offices and committees
- 2) the Faculty determines the terms of its own Constitution

Recent/Current Reviews

- In May, 2009 the By-Laws Committee completed a review of the Faculty of Arts Constitution with its proposed changes, and
- Currently is in the process of reviewing the Faculty of Pure and Applied Science Constitution with its proposed changes

2) Revisions to the Senate Library Committee (910-14-LAW)

At the request of Senate, the By-Laws Committee has examined the changes to the Senate Library Committee as per the June 8, 2009 minutes and suggests no changes to the final wording.

3) Revisions to the Senate Archives Committee (910-15-LAW)

At the request of Senate, the By-Laws Committee has examined the changes to the Senate Archives Committee as per the June 8, 2009 minutes and recommends that:

“Members of the Senate Archives Committee, representing the faculty, students, local community, and the Convention of Atlantic Baptist churches, will work collaboratively”

Be changed to

Members of the Senate Archives Committee and the local community, will work collaboratively

4) Technologies Committee (**910-16-LAW**)

At the request of Senate , the By-Laws Committee has examined the description of the newly created Senate Technologies Committee as approved at the June, 2009 meeting of Senate.

The By-Laws Committee recommends that Senate add it to the By-Laws as item VIII (w).

Respectfully submitted:

Patricia Corkum, Chair
William Brackney
Linda Lusby
Anne Quéma

The following MOTION is submitted by R. Perrins, Dean of Faculty of Arts -

That Senate approve the new Faculty of Arts constitution and bylaws as follows:

ACADIA UNIVERSITY FACULTY OF ARTS COUNCIL CONSTITUTION

NAME:

The council shall be known as the Faculty of Arts Council of Acadia University, hereinafter the 'Council'.

MEMBERSHIP:

Members of the Faculty of Arts Council who shall be entitled to the rights defined under "Procedure" include: members of the academic staff of Acadia University holding full-time, half-time, and part-time appointments within the Faculty of Arts and/or holding a tenured appointment in the Faculty of Arts; two student representatives (one graduate, one undergraduate) named by Acadia Students' Union; librarians with liaison appointments to Departments and/or Schools within the Faculty of Arts; and the Director of the Art Gallery. In addition, the following bodies will be invited to be represented by one member who shall have a voice but no vote: The Faculty of Pure and Applied Science; the Faculty of Professional Studies, the Registrar's Office; and the Secretarial and Custodial Staff in the Faculty of Arts.

PURPOSES:

Generally, the Council shall consider, and, as it sees fit, make its view known to whomsoever it pleases on any matter pertaining to the academic and/or intellectual and/or cultural interests or causes of Acadia University, the academic community in Nova Scotia and/or in Canada. In particular, but without limitation to the generality of the above, the Council will carry out, or arrange to be performed:

- Such duties as may be referred to Council by the Board of Governors, the Senate, and the Faculty of Acadia University;
- Such actions as Council may decide to conduct by resolution, provided these fall within the purview of the general purposes stated above.

PROCEDURE:

Council shall develop its own rules of procedure guided by Robert's Rules of Order. In particular, without limitation to the above and subject to amendment by resolution as Council may see fit, acknowledged parliamentary practices are recognized as including:

- I.** That any member will enjoy the right to have his or her views heard on any matter under discussion provided such views are pertinent, and provided that the opportunity to reply to any question or comment on a member's statement(s) shall not be taken to be a violation of this right;

II. That discussion and/or debate shall always be conducted in an orderly fashion with respect for all members of the council;

III. That every member shall be afforded a reasonable opportunity to be informed of the intended proceedings and the outcomes of any discussion by the receipt of notice and minutes of proceedings;

IV. That any voting member of Faculty shall be eligible for election to the Chair of the Council;

V. That the Chair shall call a meeting of Council on receiving a request from 10 voting members of Council.

OFFICERS, COMMITTEES AND MEETINGS:

I. There shall be three officers of Council namely, the Chair, the Secretary, and the Elections Officer.

II. There are nine standing committees of Council:

- A. Faculty of Arts (FAC) Steering Committee
- B. FAC Strategic Committee
- C. FAC Heads Committee
- D. FAC Nominating Committee
- E. FAC By-laws Committee
- F. FAC Curriculum Committee
- G. FAC Honours Awards Committee
- H. FAC Graduate Research Awards Committee
- I. FAC Interdisciplinary Committee

III. Notwithstanding, ad hoc committees may be established to deal with particular matters of concern to Council;

IV. Plenary meetings of Council should take place at least once during each of the Fall and Winter terms, but will normally meet twice per term, on the last Tuesday of September, November, January, and March.

V. The quorum for a properly constituted meeting shall be twenty-five members.

VI. All committees shall report to Council once yearly at the March meeting and at other meetings where appropriate.

AMENDMENT:

Constitutional amendments shall require approval of two-thirds of those members present and voting after a 14 days notice of motion.

Adopted October, 1987

Amended September, 2009

FACULTY OF ARTS BY-LAWS

I. COMMITTEES OF THE FACULTY OF ARTS

PREAMBLE

GUIDING PRINCIPLES FOR FACULTY OF ARTS COMMITTEES:

A.

All academic matters relating to the Faculty of Arts come under the purview of the Faculty of Arts Council. All committees within the Arts Faculty are accountable to the Council.

B.

Structures in the Arts Faculty are based on and encourage the active participation of members of the Faculty.

C.

Officers and Committee members are elected or appointed depending on the mandate and requirements as set out by these By-Laws or by Council. Nominations, election or appointment procedures, the number of members and the length of their terms should be clearly defined. All three-year terms are to be staggered where appropriate. All terms coincide with the academic year, beginning on July 1st.

D.

Issues of academic policy are the responsibility of the Faculty of Arts Council. Important matters of day-to-day administration should be brought to the Faculty of Arts Council for information.

I. I OFFICES OF CHAIR, THE SECRETARY, AND THE ELECTIONS OFFICER OF THE FACULTY OF ARTS COUNCIL

The Chairperson, Secretary, and the Elections Officer of the FAC shall be elected for a one year term.

A. The mandate of the Chairperson is:

- i. To convene, organize and conduct to orderly conclusions regular and special meetings of the FAC (i.e. Chair will identify and notify all representatives of the FAC regarding meetings).
- ii. To convene, organize and conduct to orderly conclusions regular and special meetings of the Faculty of Arts Steering Committee (FASteerC).
- iii. To nominate, receive nominations and supervise the election of members of the Nominating Committee as needed.
- iv. To coordinate meeting times with the Chairs of FPAS and FPS to attempt to ensure that Faculty meetings do not coincide so that the representatives from other faculties are not faced

with conflicts of schedule (i.e. can attend both their own faculty meeting and the one for which they serve as faculty representative).

B. The mandate of the Secretary is:

To maintain and circulate records of meetings and to send out agendas and notices of motion for meetings of both the FAC and FASSteerC.

C. The mandate of the Elections Officer is:

To conduct all Council elections by secret ballot as prescribed by this Constitution and as directed by the Council. Proxy votes are not valid.

i. It will be the duty of the Elections Officer to set all the necessary dates for elections and to perform such other duties as may be necessary. He or she may co-opt assistance whenever he or she so desires.

ii. The Elections Officer is responsible for election of the following:

- a. FAC By-laws Committee
- b. FAC Curriculum Committee
- c. FAC Honours Awards Committee
- d. FAC Graduate Research Awards Committee
- e. FAC Interdisciplinary Committee
- f. Faculty representatives on standing committees of the Faculty of Arts Council,
- g. Arts Senators
- h. Arts representatives on Senate committees

as defined by these By-Laws. The Elections Officer shall also be responsible for the election of Faculty representatives on ad hoc committees as deemed necessary by Council.

Note:

- o Members of Committees that are filled through departmental or committee elections should be appointed by the appropriate bodies before the end of the winter term.
- o The Nominating Committee elections are to be taken care of by the FAC Chair.

iii. The Elections Officer shall ensure that the Council elect a representative to the Board of Governors. All members of Faculty shall be eligible to serve on the Board of Governors except those who, in any capacity, regularly attend meetings of the Board of Governors (including the Executive Committee of the Board).

In addition, the Elections Officer shall ensure that the Council elects two representatives and an alternate to the University Review Committee. (The terms and conditions of the Prevailing Collective Agreement between the Board of Governors and the Acadia University Faculty Association shall determine the eligibility for membership on the University Review Committee).

- iv. Faculty elections will be by secret ballot and normally will be held in March and April of each year.
- v. The nomination of any and all candidates must be supported in writing by at least one full time member of Faculty. Furthermore, all candidates must state in writing their willingness to offer, and if elected, to serve.
- vi. If a member goes on leave or is otherwise unable to complete her or his term, a vacancy shall exist, and an election will be carried out with the winning candidate serving until the incumbent returns.
- vii. Nominations shall not close until at least one week after the call for nominations has been circulated. Elections shall then proceed.
- viii. Arts Faculty members of Council shall be eligible to vote in elections for their respective representative to the Board of Governors.
- ix. Each member of Arts Faculty shall have as many votes as there are vacancies to be filled, but no Arts Faculty member may give more than one vote to any one candidate. Where voters cast fewer than the number of vacancies to be filled, such ballots will still be counted.
- x. Where there is a single vacancy to be filled, the winning candidate must receive a majority of the votes cast.
 - a. Where there is only a single nominee for the vacancy, that nominee is elected by acclamation.
 - b. Where there are two nominees, there shall be a single ballot to determine the winner.
 - c. Where there are three nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the two leading candidates to determine the winner.
 - d. Where there are four or more nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the three leading candidates. If the leading candidate after the second ballot has not received a majority of the votes cast, there shall be a third ballot between the two leading candidates to determine the winner.
- xi. Where there are two or more vacancies to be filled, the winning candidate must receive a majority of the votes cast. A majority in such instances is the total number of votes divided by twice the total number of vacancies to be filled with the addition

- of one to the result. If this final total is not a whole number, the next higher whole number is taken.
- a. Where no candidates are elected after the first ballot, the second and, if necessary, subsequent ballots shall include one more candidate than there are vacancies to be filled. Those candidates with the highest vote totals will be included on the second and subsequent ballots.
 - b. Where one or more candidates are elected after the first ballot, but one or more vacancies remain to be filled, the second and, if necessary, subsequent ballots shall include one more candidate than there are vacancies still to be filled. Those candidates with the highest vote totals among the remaining candidates will be included on the second and subsequent ballots.
 - c. Where more candidates receive a majority of votes (as defined above) than vacancies exist, those candidates with the higher vote totals shall be declared elected.
 - d. Where there are two or more vacancies of different duration, those candidates who are elected on an earlier ballot or with more votes on the same ballot shall receive the longer term of office.
- xiii.** The Elections Officer shall not vote in Council elections except in order to break ties.
- xvi.** Electronic nominations and election processes under the auspices of the Elections Officer constitute sufficient means for nominations and secret ballots.

I.II THE FACULTY OF ARTS STEERING COMMITTEE

The committee shall be constituted of one representative from each department and one representative from IDST. Members of the committee shall be elected by their respective departments and the IDST committee to serve for three years. As these terms need to be staggered, appropriate measures should be taken to ensure this at the inception of the committee in the fall of 2009. These measures shall be minuted. An ASU Arts Representative and a member of the Secretarial Staff in the Faculty of Arts are members of the committee with voice but no vote. The committee is chaired by the same elected chair as that of the FAC. The secretary of the FAC shall record the minutes and distribute them via email or by posting to the to the entire FAC membership.

A. The mandate of the Steering Committee is:

i. To deal with ongoing matters of concern to the FAC. It serves an executive role to the FAC, primarily to forward its concerns to Senate (through Arts Senators and the Dean) and the Administration (via the Dean on the Presidential Advisory Council).

- ii. To create ad-hoc committees as needed.

B. Meetings of the Steering Committee

- i. Will be held monthly, on the last Monday of the month.
- ii. Arts Senators shall attend the meetings of the FASteerC.
- iii. Steering Committee members and Arts Senators should consult the Senate agenda on the website in advance of this meeting.

I. III THE FACULTY OF ARTS STRATEGIC COMMITTEE (FASTRATEGICC)

The committee shall be constituted of one representative from each department (not normally Heads) and one representative from IDST. The IDST representative will represent all the Programmes, multidisciplinary minors, and single IDST courses. Members of the committee shall be elected by their respective departments or the IDST committee to serve for three years. An ASU Arts Representative and a member of the Secretarial Staff in the Faculty of Arts are members of the committee with voice but no vote. The committee will choose its own Chair and Secretary.

A. The mandate of the Strategic Committee is:

- i. Long-term strategy
- ii. To work on initiatives delegated to it by FAC or initiatives it can propose to FAC.

B. Meetings of the Strategic Committee

To be determined by the Strategic Committee; minimally once per term.

I. IV THE HEADS COMMITTEE

A.

Membership and terms of office of the Heads Committee are determined by Administrative appointments.

B.

The Dean chairs the Heads Committee.

C.

The mandate of the Heads Committee is:

i.

To deal with the issues arising from day to day administration of the Faculty of Arts.

ii.

To raise issues of policy or programmes with the Steering Committee.

iii.

To implement the decisions worked out by the Steering Committee or give advice to the Steering and/or Strategic Committee(s).

I.V THE NOMINATING COMMITTEE

The Nominating Committee shall consist of three members. Their term of office shall be three years. These terms shall be staggered.

Elected committee members shall choose their chairperson.

The mandate of the Nominating Committee is:

A.

To nominate and solicit appointments.

B.

To nominate the Elections Officer who shall conduct elections as required.

I.VI THE FACULTY OF ARTS BY-LAWS COMMITTEE

The By-Laws Committee shall consist of three members. Their term of office shall be three years. These terms shall be staggered.

Committee members shall choose their chairperson.

The mandate of the By-Laws Committee is:

A.

To prepare and propose amendments to the By-Laws of the FAC.

B.

To offer advice to the FAC on matters relating to By-Laws.

C.

To liaise with Senate by-laws committee.

I.VII THE FACULTY OF ARTS CURRICULUM COMMITTEE

A.

The Curriculum Committee shall be constituted of three members. Their term of office shall be three years. These terms shall be staggered.

B.

Committee members choose their chairperson.

C.

The mandate of the Curriculum Committee is:

i.

To examine for consistency and coherence curriculum changes and change to degree requirements proposed by departments or other bodies of the Faculty of Arts.

ii.

To consider proposals relating to curriculum changes or degree changes initiated by bodies of the Faculty of Arts other than FAC.

iii.

All proposals shall be submitted to the Curriculum Committee prior to the last Tuesday of October.

iv.

The FAC shall meet no later than the fourth Tuesday of November to consider the Curriculum Committee's report on each proposal, although the agenda need not be limited to these reports.

v.

Matters relating to curriculum changes shall be classified and treated by the FAC in the following manner:

a.

Course title of content changes, course prerequisites, additions, deletions, divisions or mergers which do not concern more than one department, or which concern departments that are in agreement on the matter. In such cases, the Curriculum Committee's report will be received for information only.

b.

Changes to a department's major and honours requirements which do not concern more than one department, or which concern departments (e.g. double major) that are in agreement on the matter. In such cases, the Curriculum Committee's report will be received for information only.

c.

Course and programme changes which concern more than one department where the concerned departments are not in agreement on the matter, changes to requirements which affect a department's non-majors (e.g., changing a course grade needed to satisfy a

prerequisite), or changes or overall degree requirements. Such changes must be approved by FAC.

Should any question arise regarding which of (a), (b), or (c) above is applicable or appropriate in the case of a particular proposal, the FAC shall have final authority to determine the appropriate classification.

In the Senate each department shall present its own curriculum proposals. The Dean shall present curriculum proposals for departments or units that do not have a representative on Senate.

L.IX THE HONOURS AWARDS COMMITTEE

The Honours Awards Committee shall consist of:

A.

The Dean of Arts, who shall convene and chair the committee;

B.

Three members of the Faculty of Arts appointed by the Nominating Committee of the Faculty of Arts;

The term of Faculty of Arts members shall be three years. These terms shall be staggered.

The mandate of the Honours Committee is:

i.

To evaluate the applicant's proposed research project, and its relevance to the thesis.

ii.

To determine the size of the awards up to a maximum of \$1,000 for any individual student.

The Dean shall report annually in December to the department heads in the Faculty of Arts and to the FAC upon the awards granted.

L.X GRADUATE RESEARCH AWARDS COMMITTEE

A. The Graduate Research Awards Committee shall consist of:

i.

The Dean of Arts, who shall convene and chair the committee;

ii.

One member of the Faculty of Arts from each graduate program, appointed by the Nominating Committee of the Faculty of Arts; The term of the Faculty of Arts representatives shall be three years. These terms shall be staggered.

B. The mandate of the Graduate Award is:

i.

To evaluate the applicant's proposed research project, and its relevance to the thesis.

ii.

To determine the size of the awards up to a maximum of \$1,000 for any individual student.

The Dean shall report annually in December to the department heads in the Faculty of Arts and to the FAC upon the awards granted.

XI. FACULTY OF ARTS INTERDISCIPLINARY STUDIES COMMITTEE

A.

The chair of the Interdisciplinary Studies Committee or his/her delegate be appointed as an ex officio member of the Faculty of Arts Curriculum Committee. His/her role will be to identify potential interdisciplinary links between courses and programs such as opportunities for cross-listings that are before the Curriculum Committee; one representative from IDST shall also be elected by the committee to each of the Steering and the Strategic committees.

B. Members of the Committee shall be appointed by the Nominating Committee of the Faculty of Arts and serve for a term of three years. Committee members shall choose their chairperson.

C. The membership of the committee will include six faculty members designated as follows:

- i. 2 members of the FA who teach IDST courses
- ii. 2 members of the FA (or their delegates) who are coordinating IDST programs (for flexibility, the number of such representatives should reflect the deletion or addition of IDST programs)
- iii. 2 members of the FA who either teach courses that have an interdisciplinary dimension (not necessarily listed as IDST) or/and who are active in interdisciplinary research

D. The mandate of the Interdisciplinary Committee shall be:

- i. To raise the profile of interdisciplinary studies within the Faculty of Arts and the University community at large;
- ii. To give advice through their elected representative to the Steering Committee and the Strategic Committee on all matters relating to interdisciplinary studies within the Faculty of Arts;
- iii. To offer advice to the FAC on the impact on interdisciplinary studies of curriculum changes or degree changes initiated by bodies of the Faculty of Arts other than the FAC.

I.XII AD HOC COMMITTEES

The FAC can create Ad Hoc Committees either through the nominating procedure or by election during a FAC meeting. The terms of reference, membership, and duration of such committees are determined by FAC.

II.I SENATE & PAC REPRESENTATION OF THE FACULTY OF ARTS

i.

There shall be nine senators.

ii.

One of them shall be elected by the School of Music. The other eight shall be elected by members of the Faculty of Arts exclusive of the School of Music. Their terms of office shall be three years.

iii.

They shall attend all meetings of the Steering Committee.

iv.

With respect to any matter being taken from the Arts Faculty Council to Senate and the Presidential Advisory Council, the Dean and the members of Senate elected by the Arts Faculty have an obligation to ensure that the general consensus of Council is accurately reported, recognizing that their votes in Senate and on the Presidential Advisory Council will reflect both the debate in Council and the debate in the Senate and PAC.

As amended by Faculty of Arts Council, September 21 2009.

MOTION:

Senators, the required Registrar and TIE Committee form "Application for Alternative Method of Evaluation" is not necessary for scheduling exams by the registrar, is not constantly submitted across the departments and normalizes a specific pedagogical practice. As such, it is an outdated administrative procedure and it prejudices the "exam format" over its alternatives. In the spirit of reducing the hodge podge of forms that occupy a Faculty Members life, *"Be it resolved that the required Registrar and TIE Committee form "Application for Alternative Method of Evaluation" be abolished."*

Submitted by
Geoffrey Whitehall
Senate Executive Committee

SENATE MEETING

Curriculum Changes for the MA in English Program for 2010-2011
Submitted by Research and Graduate Studies

* Approved unanimously at the Senate Graduate Studies Committee meeting on September 29, 2009 *

New Courses

ENGL 5973 STUDIES IN CHILDREN'S LITERATURE
ENGL 5273 STUDIES IN POSTCOLONIAL LITERATURE AND CULTURE
ENGL 5293 STUDIES IN RENAISSANCE DRAMA AND CULTURE
ENGL 5553 TEXTUAL STUDIES

Reason for additions: Each of the courses listed above is being proposed because it allows the department to recognize more formally on student transcripts courses that are already being taught regularly under the rubric "Special Topics." Specificity at the level of course title will be particularly beneficial for students applying for admission to doctoral programs since admissions committees often look for evidence of range of coverage when evaluating applicants' past academic performance. More specific course titles will also be helpful to potential applicants to our own MA program.

Course Deletions

ENGL 5123 MEDIEVAL STUDIES 2
ENGL 5223 SIXTEENTH-CENTURY STUDIES 2
ENGL 5323 SEVENTEENTH-CENTURY STUDIES 2
ENGL 5423 EIGHTEENTH-CENTURY STUDIES 2
ENGL 5523 STUDIES IN ROMANTIC LITERATURE 2
ENGL 5623 NINETEENTH-CENTURY STUDIES 2
ENGL 5723 TWENTIETH-CENTURY STUDIES 2
ENGL 5823 AMERICAN STUDIES 2
ENGL 5923 CANADIAN LITERATURE 2

Reason for deletions: These deletions are best understood as administrative cleanup rather than academic modification. Since the department's mandate is to offer students access to courses in a range of historical and national literatures, we are unlikely to want to offer two courses in a given period or national literature in any given year. Thus, we have determined that designating courses either 1 or 2 according to the term in which they are to be taught (e.g. Studies in Medieval Literature 2 is a second term course) is unnecessary. Instead, we are proposing to drop the designation "1" from all relevant course titles (see Form 3) and to eliminate all courses designated "2." In the unlikely event that the department deemed it desirable to offer a given course in both terms, the generically titled ENGL 5013/5023 Special Topics 1 & 2 would allow us the flexibility to do so.

Course Modifications (Title Changes Only)

Current Course Titles

ENGL 5013 SPECIAL TOPICS 1
ENGL 5023 SPECIAL TOPICS 2
ENGL 5113 MEDIEVAL STUDIES 1
ENGL 5213 SIXTEENTH-CENTURY STUDIES 1
ENGL 5313 SEVENTEENTH-CENTURY STUDIES 1
ENGL 5413 EIGHTEENTH-CENTURY STUDIES 1
ENGL 5513 STUDIES IN ROMANTIC LITERATURE 1
ENGL 5613 NINETEENTH-CENTURY STUDIES 1
ENGL 5713 TWENTIETH-CENTURY STUDIES 1
ENGL 5813 AMERICAN STUDIES 1
ENGL 5913 CANADIAN LITERATURE 1

Proposed Course Titles

ENGL 5013 SPECIAL TOPICS IN LITERATURE AND CULTURE 1
ENGL 5023 SPECIAL TOPICS IN LITERATURE AND CULTURE 2
ENGL 5113 STUDIES IN MEDIEVAL LITERATURE AND CULTURE
ENGL 5213 STUDIES IN SIXTEENTH-CENTURY LITERATURE AND CULTURE
ENGL 5313 STUDIES IN SEVENTEENTH-CENTURY LITERATURE AND CULTURE
ENGL 5413 STUDIES IN EIGHTEENTH-CENTURY LITERATURE AND CULTURE
ENGL 5513 STUDIES IN ROMANTICISM
ENGL 5613 STUDIES IN NINETEENTH-CENTURY LITERATURE AND CULTURE
ENGL 5713 STUDIES IN MODERN BRITISH LITERATURE AND CULTURE
ENGL 5813 STUDIES IN AMERICAN LITERATURE AND CULTURE
ENGL 5913 STUDIES IN CANADIAN LITERATURE AND CULTURE

Reason for modifications: The department is proposing to change its graduate course titles so that they better reflect current critical practice within the discipline. All senior English literature courses now entail the study of cultural materials and practices of various kinds. For instance, a discussion about Milton's *Paradise Lost* in ENGL 5313 is as likely these days to touch on forms of early modern Protestantism or the construction of women as helpmeets in contemporary woodcuts as it is on epic as a verse form. Thus, we propose adding the phrase "and culture" to all but one of the titles in the list above. ENGL 5513 is an exception for reasons of standard usage and critical parlance. When it is used as an adjective, the word "romantic" applies less certainly to a particular moment in literary history than does the noun "Romanticism," a term which also encompasses cultural practices beyond the literary.

The following policy was unanimously accepted by the Senate Graduate Studies Committee on September 29, 2009. This policy, once approved by Senate, will go into the 2010-2011 Graduate and Undergraduate Calendars.

MOTION

“Documents submitted in support of an application for admission are retained by the University and are not returned to the applicant.”

Submitted by

Theresa Starratt
Graduate Studies Officer
Division of Research and Graduate Studies
Acadia University

Acadia University Senate Curriculum Committee 2008-2009
Form 4: Proposed Modification to a program

Please provide the secretary of the Curriculum Committee with 10 copies of this submission, photocopied double-sided.

Department/School: Faculty of Arts/Faculty of Professional Studies

Date: Sept 18, 2009

Presented to Faculty Council? No

(Append **one** copy of the Faculty Minutes dealing with this course)

1. Briefly (in one paragraph) outline the nature of the changes you are requesting to your program.

We are slightly changing the set of concentration electives that students have to choose from, deleting some courses, adding others. We are adding wording to the program description that will require ESST students to take at least 18 credit hours of courses at the 3000 and 4000 level.

2. Briefly state the reason for requesting this modification. Please be specific.

The Environment and Sustainability Studies Program (ESST) that was passed through Senate last year has gone before Maritime Provinces Higher Education Commission (MPHEC). They have given Acadia a conditional acceptance of the ESST proposal. The changes we are requesting here will allow us to meet the conditions of the MPHEC. It is our belief that the modifications suggested by MPHEC are sensible and do not change the nature of the program and its intent. Being asked to comply with their conditions has given us the opportunity to reflect on the program we put in place last year and make slight modifications that enhance our offering overall.

3. Will the modification alter, in any substantive way, the way your program is currently delivered?

No

If you checked no, please proceed to question 7. If you checked yes, briefly state how the modification will change the nature of your program.

4. Has the proposed modification been discussed with students?

No

5. Do students approve of the modification?

6. Are the effects of this program change restricted to your own Department/School?

Yes

If you checked No to any of the questions 4-6 above, please explain your answer(s).

7. Indicate the exact changes you want made to the existing program description in University Calendar. We recommend typing in the relevant sections of the current calendar, and indicating deletions to the existing description with strikeouts and additions to the existing description with bold type. (*Preferably do this in WORD and use the Track Changes feature on the Tools Menu. However, any system that clearly indicates what changes are needed is acceptable.*)

1. 18h prescribed below that represent the Core in Environment and Sustainability Studies:
ESST 1003; ESST 1023; ESST 2003; ESST 3003; ESST 4003; RECR 1163

2. 3h *Core Concentration Course based on a choice of concentration area*;
BUSI 2763 for concentration in Innovation & Entrepreneurship for Sustainability
ESST 2013 for concentration in Environmental Advocacy, Education & Activism
PHIL2303 for concentration in Environmental Thought & Practice
RECR 2033 for concentration in Sustainable Community Development

3. 12 hours of concentration courses based on choices for the concentration according to the following lists. At least 9 of these credit hours are to be from the 3000 and/or 4000 levels.

• Innovation & Entrepreneurship for Sustainability:

- BUSI1703;
- BUSI 2733, BUSI 2753, ECON 2713, ENVS 2643, ESST 2013, IDST 2213, IDST 2706, HIST 2283, PHIL 2303, RECR 2033;
- BUSI 3753, ECON 3313, ENVS 3113, ENVS 3423, IDST 3103, IDST 3213;
- BUSI 4553, BUSI 4613, BUSI 4633, BUSI 4643, BUSI 4963, EDUC 42A3, EDUC 42B3

• Environmental Advocacy, Education & Activism:

- BIOL 2033, BUSI 2763, CREL 2413, ECON 2713, HIST 2283, IDST 2213, PHIL 2303, RECR 2033, SOCI 2233, SOCI 2413, SOCI 2563;
- ECON 3713, ENVS 3423, HIST 3383, IDST 3103, POLS 3213, POLS 3483, POLS 3543, POLS 3883, RECR 3563, SOCI 3223;
- BUSI 4633, EDUC 42A3, EDUC 42B3, POLS 4603, POLS 4843

• Environmental Thought & Practice:

- RECR 1163;
- BUSI 2763, CREL 2413, ECON 2713, ESST 2013, ENVS 2643, HIST 2283, RECR 2033, SOCI 2233;
- ENVS 3113, ENVS 3313, HIST 3383, IDST 3103, POLS 3213, POLS 3483, POLS 3543, POLS 3883, RECR 3563, SOCI 3223, SRMK 3573;
- BUSI 4633, EDUC 42A3, ENGL 3523, ENGL 3533, POLS 4843, RECR 4263

• Sustainable Community Development:

- NUTR 1503, RECR 1233;
- BIOL 2033, BUSI 2753, BUSI 2763, ENVS 2643, ESST 2013, HIST 2283, PHIL 2303, RECR 2563, SOCI 2413, SOCI 2563;
- BIOL 3363, BUSI 3723, BUSI 3753, ECON 3713, ENVS 3423, HIST 3383, IDST 3103, IDST 3213, POLS 3213, POLS 3483, POLS 3543, RECR 3453, RECR 3563, SRMK 3573;
- BIOL 4423, POLS 4603, POLS 4843, RECR 4083

4. 9 h of courses selected from the lists for the other three concentrations listed above. At least 3 of these credit hours must be taken from the 3000 and/or 4000 levels.

5. Students must take a minimum of 6h from each of the Faculties of Arts, Professional Studies and Pure and Applied Science in their degree.

6. We have plans to propose an honours component to this program and will be submitting application for that during the first year of this new program.

8. Will this program change the result in the addition of any new courses?
No
If yes, please list all new course numbers below, and fill out Form 2 (New Course Proposal) for each.
9. Will this program change result in the deletion of any existing courses?
No courses are being deleted off the books. Some courses are being taken away as possible electives, but these courses are part of other programs.
If yes, please list all deleted course numbers below, and fill out Form 2 (Proposed Course Deletion) for each.
10. Will this program change result in substantive modifications to any existing courses?
No
If yes, please list all affected course numbers below, and fill out Form 3 (Proposed Course Modification) for each.
11. Other relevant information.

2009 Annual Report of the
TENURE-TRACK TEACHING COMPLEMENT ALLOCATION COMMITTEE

Membership

The membership of the Committee for the 2009-2010 Academic year is:

- i. Dean of the Faculty Arts, Dr. Bob Perrins
- ii. Dean of the Faculty of Professional Studies, Dr. Heather Hemming
- iii. Dean of the Faculty of Pure & Applied Science, Dr. Rob Raeside (Fall term) and Dr. Peter Williams (Winter term)
- iv. One tenured faculty member elected by each of the Faculties;
 1. Arts, Dr. Ian Stewart,
 2. Professional Studies, Dr. Rene Murphy, and
 3. Pure & Applied Science, Dr. Jeff Hooper,
- v. One Senator elected by the University Senate to serve as the non-voting Chair of the Committee, Dr. Diane Holmberg

Duties

- a. To compile a ranked campus-wide master-list of open (unfilled) and new tenure-track positions from the Faculties or Arts, Professional Studies, and Pure & Applied Science based on the ranked lists submitted by the Faculties listed above. The final list compiled by this committee will be a collated synthesis of the ranked lists submitted by the three Faculties in the summer of each academic year. This list will be submitted to the Office of the Vice-President Academic and such list will determine the allocation of tenure-track positions to be advertised by the University.
- b. To create, update and regularly distribute to Senate criteria upon which this ranking is based.

Reporting

The Senate will review the functioning of this committee in September of each year.

Activity

The Committee met in May 2009 to complete its rankings for the 2009-10 academic year. These rankings were presented to Senate by Dr. Peter Williams, past Chair, at the June 2009 meeting, and are included in Appendix A, for the information of new Senators. The Committee met again on September 24, 2009, to review the existing procedures and criteria, in preparation for this report. Committee members unanimously agreed that the existing procedures and criteria were working very well, and saw very little need for change. Therefore, the Committee Procedures (Overall Annual Rankings) and the Criteria sections of this report are almost identical to those presented to Senate in the past; the only change is in specifying how voting will proceed in the case of a two-way competition (highlighted). The Overall Procedures section was revised slightly, to more completely describe existing procedures. The Timelines section was also amended, to propose a new deadline of September 1 for submissions to the committee for the initial annual ranking.

Finally, the Committee devised procedures to deal with vacancies left by late resignations. The general procedures are outlined in the Committee Procedures (Re-Rankings due to Late Position Openings) section, and concrete examples of how these procedures would work are included in Appendix B. Adoption of these procedures will require an amendment to the Committee's by-laws, as the current by-laws refer to only one final list, that being compiled from ranked lists submitted by Faculties in the summer. To facilitate timely advertising of positions this year, the

Committee moves that an exception be made to these by-laws for the current academic year.
The

**Page 2/Attachment 5) f) g) & h)
Senate Agenda/13Oct09
910-18 to 20-CRE**

committee also moves that changes be made to the by-laws for future years. Please see attached motions.

Committee Procedures

Initial Annual Rankings

- a. The Committee will be provided with the list of positions that are required to be converted to tenure stream as per Article 10.09.1.
- b. Positions that have been previously authorized will remain so unless the relevant Faculty requests otherwise
- c. The Committee may not alter the order of ranking as determined by a Faculty – i.e. if a Faculty is assigned N positions, they must go to the top N positions in the list provided by that Faculty.
- d. Voting in the Committee will be by open ballot
- e. At each round of voting, the top unassigned positions from each Faculty will be considered. Each member will cast 3 votes for their 1st choice, 2 for their 2nd and 1 for their 3rd. The position receiving the most ballots will go onto the list and will be replaced in the next round of balloting by the next highest ranked request from the same faculty. I.e., in the first round the Committee would vote on the top-ranked positions from each Faculty. If, after that round, the position from Faculty A received the most votes, in the next round, the Committee would vote on the top ranked positions from Faculty B and C and the second ranked position from Faculty A. **If, at any point, only two Faculties remain, members will cast 2 votes for their 1st choice and 1 vote for their 2nd choice.**
- f. In the case of a tie, further discussion will be held and a tie-breaking vote will be held if necessary.

Criteria

The Committee will publish annually the criteria that it will use in assessing requests. The current criteria were developed with input from all Heads and Directors.

The general objective of the Committee is to ensure that the academic integrity of the University's programs is preserved and that the resources needed to meet that objective are distributed in as equitable a fashion as possible.

It was decided that although quantitative data will be used in arriving at decisions, it would not be possible to make decisions in a purely formulaic fashion as there are other factors that must be considered.

The following list of criteria is presented in no particular order.

- 1) Program Viability – if not awarding a position to a unit will make the program offered by that unit non-viable, and the Faculty in question feels that the ability to offer said program is essential to its overall objectives, they may give a position request a high ranking on this basis. Examples of how this might apply could include;
 - a. A small academic unit that does not have particularly high enrolments but a reduction in Faculty complement would make it impossible to continue to offer the major
 - b. Accreditation requirements stipulate a minimum number of faculty and/or courses be offered
- 2) Curriculum delivery – there are numerous factors that need to be considered with respect to delivery of curriculum. Examples include;
 - a. Need for small class sizes in languages and areas where class discussion is an important pedagogical tool
 - b. Ability to offer courses in an appropriate sequence at the appropriate level
 - c. Level of reliance on CLTs or part-time instruction
- 3) Full Course Equivalent (FCE) – We will examine these numbers from 2000 to present to detect any trends. In addition to total FCE count, we will also examine the FCE by major and non-major enrollments to assess the relative contributions of core and service courses
- 4) Lab enrolments
- 5) Number of majors, number of combined majors, and number of students enrolled in special programs (e.g. language competency certificates)
- 6) Number of honours theses
- 7) Number of Full time Equivalent (FTE)
- 8) Full-time and part-time graduate enrolments
- 9) Existing staffing levels within the unit by category
- 10) Overall equity – is there a reasonable balance of enrolments and faculty across all disciplines and faculties?
- 11) Special considerations – any recommendations that arise from program review, new initiatives, etc.

Comparisons will be made on a Faculty level, between Faculties, and to the university total. In order to facilitate the evaluation of trends, parameters that are sensitive to global enrolments will be normalized to totals.

Overall Procedures

The basic student data will be generated by the Registrar's Office, and all units will be provided with the data from the Committee to ensure consistency. Units must also prepare a Unit Complement Report, outlining their available teaching capacity, along with any special circumstances that might impact their teaching capacity, such as course releases. This Report must be accompanied by a BYDISC2 report, generated by Eden. Units will then develop a two-

page document (single-spaced, in a reasonable font size) outlining their rationale for requesting either a replacement or a new position. This document does not need to repeat data from the

Page 4/Attachment 5) f) g) & h)
Senate Agenda/13Oct09
910-18 to 20-CRE

Registrar's Office or the Unit Complement Report (the Committee will have access to those data), although this information may certainly be referred to.

Units will then submit their two-page document (along with the Unit Complement Report and the BYDISC2 report) to their Faculty for ranking. Submissions within a Faculty will be ranked by the relevant body within each Faculty, and each faculty's ranked list, along with the accompanying unit submissions, will be considered by the Committee.

Timelines

The first year the Committee met, it was not able to complete its work until early October, quite late for optimal advertisement of positions. Last year, the Committee completed its work much earlier, in May. However, late resignations over the summer then opened up more positions. These new positions could, in theory, simply be allocated to the next ranked positions on the May list. However, the units who have experienced late and unanticipated resignations would then have no opportunity to make their case for receiving a replacement position, which seems inequitable.

To help minimize this problem in the future, the Committee proposes an adjustment to its timelines. Beginning this academic year, the Committee will forward the data generated by the Registrar's Office to all units in late May/early June of each academic year. Faculties will set their own deadlines for preparation of unit submissions, and faculty ranking procedures. However, faculties must complete their work over the summer, for a Committee deadline of September 1. The Committee will then meet very early in September to prepare the overall ranked list. As most late resignations occur over the summer, this timeline should allow most late resignations to be considered along with all other submissions, in the initial annual rankings. The Committee respectfully recommends that all parties involved be prepared to proceed with preparation of job ads, required approvals, etc., in a timely fashion, so that positions are ready to be advertised by October 1 of each year.

A September 1 deadline should cover most late resignations; however, Article 10.31 of the Collective Agreement suggests that any vacancies left by late resignations before December 15 should be advertised in the same academic year. Therefore, the Committee has devised procedures to allow positions opened up due to late resignations to be compiled into the overall rankings (see next section). These procedures will be followed as soon as possible this year, and will be followed in future years any time a late resignation occurs after September 1, but before December 15. Late resignations occurring after December 15 will be considered, along with all other positions, in the next year's annual ranking procedure.

Procedures for Re- Ranking Due to Late Position Openings

(If desired, please also see Appendix B for concrete examples of how these procedures will work)

1. Positions already granted permission to be advertised in the initial annual ranking procedures will be set aside as List A; they will proceed to be advertised, and will not be involved in any re-ranking procedures. The remainder of the list will form List B.
2. Units that experienced late resignations will be given an opportunity to prepare 2-page submissions advocating for a replacement position. To ensure equity/comparability, the

official data these units will use, and the data primarily considered by the Committee, will be the same as that circulated from the Registrar's Office in May/June, and used for the

Page 5/Attachment 5) f) g) & h)
Senate Agenda/13Oct09
910-18 to 20-CRE

3. initial annual rankings. However, if the units wish to mention any other data in their two-page submission, they are free to do so.
4. Given that new vacancies may alter existing dynamics within a department, units that experienced late resignations may also, if desired, revise their 2-page submissions for other positions already contained within List B. However, units that did not experience late resignations will not revise their existing submissions.
5. Faculties that experienced late resignations will prepare a new revised Faculty ranking, containing both new vacancies and previously-ranked positions from List B. In this revised Faculty ranking, the new positions, plus any other positions in units that experienced late resignations, may appear in any order. However, the relative rank order of any units that did not experience late resignations must remain exactly the same as in List B.
6. The first position(s) on the revised list(s) from any Faculty or Faculties that experienced late resignations will then compete for positions against the remaining positions in List B, in order. Otherwise, voting proceeds exactly as specified in the existing Committee Procedures for the initial annual ranking.
7. Note that no changes in the relative ranking of positions within Faculties that did not experience a late resignation can occur. Positions from Faculties who experienced late resignations will simply be collated into the existing list.

Appendix A: Report of Committee, June 2009, Providing the Initial Annual List for 2009-10

21 May 2009
Dr. Ian Wilks
Chair of Senate
Acadia University

Dear Dr. Wilks,

I am writing to report on the deliberations of the Senate Tenure Track Teaching Complement Allocation Committee. The Committee sent out a call for proposals on March 28, 2009, with an application deadline of May 12, 2009. The Committee met on May 21 to perform the ranking. The Committee received 9 applications and ranked them according to the criteria and process described in the TTTCAC Report that was approved by Senate on September 14, 2008.

The ranked list is;

1. Kinesiology – Exercise Physiology
2. Biology
3. Education - Counselling
4. Economics – Environmental Economics
5. Languages and Literatures – Spanish and German
6. Business – Entrepreneurship
7. English – Literary Theory
8. Sociology – Women/Gender/Feminism
9. Computer Science

I would like to acknowledge the extraordinary effort of the Registrar's Office in providing the data that were used in the deliberations. I would also like to thank the members of the Committee for their effort and willingness to deliberate in a non-partisan fashion. Finally, I would like to acknowledge the contributions of Dr. Gary Ness who is leaving the Committee.

Sincerely,

Peter Williams

Non-voting Chair

TTTCAC

Appendix B: Concrete Examples of How the Re-ranking Procedures Will Work

This year, there were two late resignations, one in Math and one in Computer Science, both within the Faculty of Pure and Applied Sciences. Positions 1-4 on this year's list (Kinesiology through Economics) have already been given permission to advertise, so they are set aside as List A. List B then begins with Position #5, Languages and Literatures.

Math and Computer Science may write up 2-page submissions arguing their case for a new position. Because two vacancies might be filled in a rather different fashion than one vacancy, Computer Science may also, if desired, revise its submission that was ranked at #9 last year, to reflect its current needs. But, if there had been any other Science positions in List B in units that had not experienced a late resignation (e.g., a Biology position), then those units would not revise their existing submissions.

The Faculty of Science then meets to create a revised list, containing both new positions and any Science positions that had previously appeared in List B. So, this year, Science will rank order the new Math position, the new CS position, and the old CS position that had been ranked #9 last year. (Note: Because these all happen to be new positions, or positions in units that experienced a late resignation, there are no restrictions on the Faculty of Science in creating its rank order for this year. However, if there had been positions within List B in departments that had not experienced late resignations, then the relative rank order of those positions would have had to be preserved. For example, if History had experienced a late resignation this year, then the new History position could appear anywhere within the revised Faculty of Arts ranking, but the relative order of the other positions (i.e., Languages and Literatures before English before Sociology) would have to be maintained in the revised ranking.)

The revised Science list then competes against the remaining positions in List B, in order. For example, say Science ranked the Math position #1 on its revised list. The first competition would then be Math vs. Languages and Literatures (top remaining position on List B). If Languages wins out, then it becomes #1 on the new list, and Math then competes against Business for the #2 spot.

This year, because only one Faculty experienced late resignations, all the competitions will be 2-way, between the Science revised list and the remaining Arts and Professional Studies positions in List B, in their existing order. However, if two faculties experience late resignations, then it becomes a three-way competition between those two faculties' revised lists, and the third faculty's remaining positions on List B, in their existing order. So, if History had also experienced a late resignation this year, then all the Arts positions would be pulled from List B, and History would be collated into the revised Arts ranking. The initial competition then becomes a three-way one, between the top position on the revised Science list, the top position on the revised Arts list, and Business, the top (and in fact, only) position remaining on List B.

Associated Motions:

(910-18-TCA)

That the 2009 Annual Report of the TTTCAC be received by Senate.

(910-19-TCA)

That an exception to the by-laws of the TTTCAC be made for the 2009-10 academic year, to allow for positions opened due to late resignation to be incorporated into the master list of position openings. The procedures outlined in the 2009 Annual Committee Report section entitled "Procedures for Re-ranking Due to Late Position Openings" will be followed.

(910-20-TCA)

That the by-laws regarding the Duties of the TTTCAC be amended as follows:

- a. To compile a ranked campus-wide master-list of open (unfilled) and new tenure-track positions from the Faculties or Arts, Professional Studies, and Pure & Applied Science based on the ranked lists submitted by the Faculties listed above. The final list compiled by this committee will be a collated synthesis of the ranked lists submitted by the three Faculties in the summer of each academic year. This list will be submitted to the Office of the Vice-President Academic and such list will determine the allocation of tenure-track positions to be advertised by the University.
- b. To compile a revised master list, collating revised lists from Faculties that experienced late openings into the existing master list, if additional openings in tenure-track positions should arise after the Committee has completed its initial annual ranking procedures, but before December 15. If openings in tenure-track positions should occur after December 15, they shall be considered in the next academic year's ranking procedure.
- c. To create, update and regularly distribute to Senate criteria upon which rankings are based.

ADMISSION & ACADEMIC STANDING COMMITTEE (Appeals)

Annual Report for 2008-2009

October 1, 2009

Committee Members 2008-2009

T. Herman, Vice-President Academic
R. Jotcham, Registrar
J. Slights, Arts
S. Ahern, Arts
T. Weatherbee, Professional Studies
E. Callaghan, Professional Studies
J. Diamond, Science
Y. Zhang, Science
E. Cullen, Student VP Academic

Purpose of Committee:

- (1) To hear appeals against academic regulations or the interpretation of such regulations that have not been resolved at the Departmental, School, or Faculty level or through the Registrar's Office.

Business:

The Committee heard 35 cases for academic dismissal since the last report to Senate in August 2008.

Twenty-nine of these were permitted to return to Acadia in a reduced course load (4 courses per semester) and were, in most cases, required to take the Academic Support Program.

The Committee also considered, and rejected, an appeal against probation.

Respectfully submitted by the Chair,



Tom Herman
Vice-President Academic
Chair, Admission and Academic Standing Committee (Appeals)

**Board of Open Acadia
Annual Report to Senate for 2008-09**

May 6, 2009

Board Members for 2008-2009:

Dr. Tom Herman, Vice-President Academic, Chair
Dr. Robert Perrins, Dean of Arts
Dr. Robert Raeside, Acting Dean of Pure and Applied Science
Dr. Heather Hemming, Dean of Professional Studies
Ms. Rosemary Jotcham, Registrar
Ms. Mary MacVicar, Associate Vice-President Finance and Treasurer
Mr. Jerry Young, Student Representative
Dr. Gary Hepburn, Director of Open Acadia

The Board of Open Acadia met once over the 2008-09 academic year in November of 2008. At that meeting the following items were presented and discussed:

- 1- A full report on the activities of Open Acadia, including staff, programming and upcoming initiative updates.
- 2- Challenges and opportunities facing Acadia credit programs offered through Open Acadia. This included discussion with finding faculty to teach, 25% and profit sharing for departments for new programs.
- 3- another area of discussion was the possibility to form committees to address different areas within Open Acadia. Suggested to form an Open Acadia Executive, Advisory Board and Committee to Open Acadia.

There are a number of other Open Acadia activities that would be of interest to the Senate. Some of these are:

1. In partnership with the School of Education and Dalhousie Continuing Medical Education, a new MEd program for health professionals is being organized and will start date in the Fall of 2009.
2. Development of professional programs has continued successfully. The initial offering of an HR certificate has gone well with plans for a Project Management Certificate in progress as well as a re-vamped Certificate in Adult Learning.
3. Successful implementation of Offsite EAP program in Nanjing, PRC.
4. Successful first offering to TESOL program to Acadia BEd students.
5. Development underway for Online EAP with an expected launch of Summer 2009.
6. Moved Intersession registrations to an online system working with admissions and the registrar's office 2009.
7. In partnership with the School of Business Administration and 14 Wing Greenwood, a new Certificate in Business Management was developed and will begin in the Fall of 2009.
8. Continue to increase development for online credit courses.

9. A new pre-university summer program for grade 11 and 12 students has been developed and is being launched in July, 2009.
10. Increased emphasis on international opportunities.
11. Continued consideration of profit sharing initiatives for academic programs offered through Open Acadia.
12. Dr Gary Hepburn named Director, Open Acadia (previously in an Acting role).

Respectfully Submitted,



Tom Herman, Ph.D.
Vice-President, Academic
Chair, Board of Open Acadia