



Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur at 9:00 am on Wednesday June 16, 2010 in the Auditorium of the KC Irving Environmental Science Centre.

The agenda follows:

- 1) Minutes of the Meeting of May 12, 2010
- 2) Announcements and Communications
- 3) Business arising from the Minutes
 - a) By-Laws Committee - Certain Duties of Chair and Deputy Chair (*attached*)
 - b) By-Laws Committee - Nominating Committee (*attached*)
 - c) By-Laws Committee – Faculty Elections Officer (*attached*)
 - d) By-Laws Committee – Membership on Senate Graduate Studies Committee (*attached*)
 - e) By-Laws Committee – Information – Changes to the Membership of the Executive Committee of Senate (*attached*)
 - f) External Reading for Honours Theses - Mechanism for Senate-sponsored forum
 - g) Senate Committee Annual Reports (*attached*)
 - i. Academic Discipline Appeals Committee
 - ii. Academic Integrity Committee
 - iii. Academic Program Review Committee
 - iv. Academic Technologies Committee
 - v. Admission and Academic Standing Committee (Policy)
 - vi. Archives Committee
 - vii. Board of Open Acadia
 - viii. By-Laws Committee
 - ix. Curriculum Committee
 - x. Executive Committee
 - xi. Graduate Studies Committee
 - xii. Honorary Degree Committee
 - xiii. Honours Committee
 - xiv. Research Committee
 - xv. Research Ethics Board
 - xvi. Students with Disabilities that Affect Learning Committee
 - xvii. Tenure-Track Teaching Complement Allocation Committee
 - xviii. Timetable, Instruction Hours, and Examination Committee

- 4) New Business
 - a) Curriculum Committee – Notice of Information – Curriculum Form for New Program Proposals

Sincerely,

ORIGINAL SIGNED

Rosemary Jotcham
Registrar and Secretary of Senate

**Senate By-Laws Committee
Certain Duties of Chair and Deputy Chair**

PURPOSE OF MOTION

- To increase awareness of the nomination and election processes among the individual Faculties, Faculty at large, and Committees of Senate, and
- To allow for the delegation of certain duties by the Chair of Senate to the Deputy Chair of Senate

MOTION

Be It Resolved That the Senate Constitution and By-laws be amended to state:

III. TERMS AND DUTIES OF MEMBERSHIP

6.

(c) It shall be the responsibility of the Chair or (if delegated by the Chair) the Deputy Chair to implement an annual orientation meeting for incoming Senators so as to familiarize them with the activities of Senate and the duties and responsibilities of Senators and other such meetings as may from time to time be deemed necessary for the instruction of Senators.

(d) It shall be the responsibility of the Chair or (if delegated by the Chair) the Deputy Chair to facilitate an annual meeting for all involved in the nominations and elections processes so as to ensure open, timely, and efficient nomination and election procedures.

Senate By-Laws Committee Nominating Committee

PURPOSE OF MOTION

In the description of the Nominating Committee this motion

- reclassifies the duties based on when the duties are to be performed
- changes the date from April to May for the election of Chair and Deputy Chair, and
- is reworded to remove certain redundancies and ambiguities

MOTION

To change the description of the Nominating Committee to the following: (see Appendix A for other Senate By-Law Sections affected and Appendix B for the current description of the Senate Nominating Committee).

VIII. (b) NOMINATING COMMITTEE

ii. The duties and responsibilities of the Nominating Committee shall be:

a. To nominate for the April meeting of Senate the Chairperson and Deputy Chair of Senate, for election by Senate **in May**, to take office the following **July** ~~September~~;

b. To nominate for the **May** meeting of Senate, to be elected by Senate **and take office in July**

- candidates to fill the non-*ex officio* positions on the Executive Committee of Senate;
- candidates to fill annual vacancies designated for the Senate on *ad hoc* and standing committees of Senate;
- the Chairperson of the Senate Library Committee.
- lay persons to be members of Senate
- a person to fill the office of Faculty Elections Officer;

c. To act upon such other matters as may from time-to-time be referred to it by Senate.

APPENDIX A

OTHER SECTIONS

(Revised to agree with the motion and/or otherwise changed for clarification)

II. MEMBERSHIP

The membership of the Senate of Acadia University shall be as follows: (See Appendix A):

II. MEMBERSHIP

The membership of the Senate of Acadia University shall be as follows: (See Appendix A):

Chair (see Note below)

Note

The position of Chair is open to ex officio members of Senate, Senators, and Faculty members who are not Senators. Should an ex officio member of Senate be elected as Chairperson, there shall be no adjustment to the composition of Senate; should a Faculty member of Senate be elected as Chairperson, a replacement member shall be elected from the Faculty to which the Chair belongs; should a member from the Faculty at large be elected, there shall be no adjustment to the composition of Senate.

Deputy-Chair **(From the Elected Faculty Members of Senate)****

IV. MEETINGS

3. At the ~~May~~ April meeting, Senate shall elect a Chairperson **and Deputy Chair** who shall serve for the following year, commencing on the first day of July. ~~Should an ex officio member of Senate be chosen as Chairperson, there shall be no adjustment to the composition of Senate; however, should an elected member of Faculty be chosen, then a replacement member shall be elected from the Faculty to which the Chairperson belongs.~~

APPENDIX B

The current wording of the Senate Nominating Committee follows:

VIII. (b) NOMINATING COMMITTEE

i. The membership of the Nominating Committee shall be as follows:

The President (non-voting)

Two members of the Faculty of Arts

Two members of the Faculty of Professional Studies

Two members of the Faculty of Pure and Applied Science

One member of the Faculty of Theology

Note: Of the members of each Faculty, one shall be a senator and one a non-senator. The Senate-members of the Nominating Committee shall be elected by the Senate in accordance with Article III. 7 (a). The non-Senate members from each Faculty shall be elected by that Faculty in accordance with Article VI. 1.

ii. The duties and responsibilities of the Nominating Committee shall be:

- a. To nominate annually candidates to fill the non-*ex officio* positions on the Executive Committee of Senate;
- b. To nominate candidates to fill annual vacancies designated for the Senate on standing committees of Senate;
- c. To nominate candidates for Senate-designated vacancies that may occur on both *ad hoc* and standing committees of Senate;
- d. To nominate for election by Senate a person to fill the office of Faculty Elections Officer;
- e. To nominate lay persons to be members of Senate;
- f. To nominate the Chairperson of Senate each April, for election by Senate, to take office the following September;
- g. To nominate the Deputy-Chair of Senate each April, for election by Senate, to take office the following September;
- h. To nominate the Chairperson of the Senate Library Committee. **
- i. To act upon such other matters as may from time-to-time be referred to it by Senate.

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.

iii. In extraordinary circumstances dictated by time constraints, the Nominating Committee will recommend to the Executive Committee of Senate, the name(s) of a Senator(s) to specific-Senate and/or other University Committees.

**Senate By-Laws Committee
Faculty Elections Officer**

PURPOSE OF MOTION

To add certain elections to the duties of the Faculty Elections Officer,
required by *The Constitution of the Faculty of Acadia University*.

VIII. (q) FACULTY ELECTIONS OFFICER

i. The Faculty Elections Officer at large shall be elected annually by Senate on nomination by the Nominating Committee of Senate. This position is to be distinguished from the Faculty Election Officers within each Faculty. **

ii. The duties of the Faculty Elections Officer shall be *:

d. To conduct elections each May for the Chair, Vice-Chair and Secretary of Faculty Council to serve for the next academic year.

đ. e. To conduct other elections as may from time to time be referred to the Faculty Elections Officer.

Respectfully submitted:

Patricia Corkum, Chair

William Brackney

Anne Quéma

Robert Raeside

Senate By-Laws Committee
Motion- Membership Change –Senate Graduate Studies Committee
June 16, 2010

PURPOSE OF MOTION

At the May, 2010 meeting of Senate, a motion was passed to add the Chair of the Senate Curriculum Committee to the membership of the Graduate Studies Committee. This served as notice of motion for this motion to change the wording in the Constitution and By-Laws.

MOTION

The recommended amendment to the By-laws to accommodate this addition is indicated in bold below:

- i. The membership of the Graduate Studies Committee shall be as follows:

The graduate coordinator of each graduate program within each of the four Faculties

One graduate student from each of the Faculties of Arts, Professional Studies and Pure and Applied Science elected by the Graduate Student Association

One graduate student from the Faculty of Theology elected by the Acadia Divinity College Student Association

The Dean of Research and Graduate Studies

The Chair of the Senate Curriculum Committee (to serve as a non-voting member, and only for the purpose of ensuring coordination where undergraduate courses are also offered as graduate courses)

Respectfully submitted:

Patricia Corkum, Chair
William Brackney
Anne Quéma
Robert Raeside

Senate By-Laws Committee
Information-Changes to the Membership of the Executive Committee of Senate
June 16, 2010

At the request of Senate (May 12, 2010 minutes, Item 5 b)), the By-Laws Committee examined the Act of Incorporation (http://board.acadiou.ca/Act_of_Incorporation.html) to determine if a process exists to allow a change to the membership of the Executive Committee of Senate.

FINDINGS

At the request of Senate, The Board of Governors may consider approval of a change to the membership of the Executive Committee of Senate. The process that Senate must follow to effect this request, and the process that the Board must follow to consider this request, are outlined in Article 12. (10A) of the Act.

Respectfully submitted:

Patricia Corkum, Chair
William Brackney
Anne Quéma
Robert Raeside

ACADEMIC DISCIPLINE APPEALS COMMITTEE

Annual Report to Senate for 2009-2010

May 12, 2010

Type: Standing
Status: Appointed and meets only when necessary.
Duties: to deal with the matter of academic discipline which cannot be resolved by the Vice-President (Academic).

Membership:

Deborah Day
Haiyi Zhang (A. Trudel Jan. 1 – June 30, 2010)
Emma Vaasjo
Robert McIntyre

Chair: Not Applicable to this Committee

Meetings:

This committee did not meet as no academic discipline appeals were received.

Respectfully submitted,



Tom Herman

Vice-President Academic

Academic Integrity Annual Report for 2009-10

Committee Members 2009-10:

Rosemary Jotcham (Registrar) ex-officio
Phyllis Rippeyoung (Arts)
Robert Pitter (Professional Studies)
Martin Tango (Pure and Applied Science)
Jennifer Richard (Library)
Vacant (Student)

Duties:

- (1) to advocate for any additional resources that are necessary and appropriate to support effective proctoring of tests and examinations, plagiarism detection software, campus awareness programs, etc.;
- (2) to recommend practical and technical measures to deter and detect cheating and plagiarism;
- (3) to monitor University policy on cheating and plagiarism and to recommend any changes deemed necessary;
- (4) to promote uniform procedures across campus for reporting cheating and plagiarism;
- (5) to oversee a Registry in the Registrar's Office of reported incidences of penalties applied for cheating and plagiarism in order to deter repeated offences; and
- (6) to review as necessary policy and procedures in other Canadian universities and to act as a liaison with outside organizations as appropriate.

Meetings in 2009-10:

March

Summary of Activities:

During the only meeting of the Committee this year, we continued to discuss the “Academic Integrity” section of the university calendar. The comments from the May Senate meeting discussion were reviewed by the committee and the committee began working on a “Best Practices for Dealing Academic Dishonesty at Acadia” document. This work is ongoing.

Respectfully,

Jennifer Richard

ACADEMIC PROGRAM REVIEW COMMITTEE
Annual Report to Senate for 2009-2010

May 12, 2010

Committee Members 2009-2010

Dr. Tom Herman, Vice-President Academic (Chair)
Ms. Rosemary Jotcham, Registrar (Secretary)
Dr. Linda Lusby
Dr. Deborah Day
Dr. Heather Kitchin
Rev. Bryan Hagerman
Deans of academic unit under review

Purpose of Committee:

- (1) To determine policy and procedures for conducting program reviews;
- (2) To determine annually which academic units are to be reviewed;
- (3) To select the members of each unit review committee;
- (4) To oversee the process of review in each case;
- (5) To make recommendations to Senate on the basis of the findings of each unit review committee
- (6) To deal with such matters as Senate may from time to time entrust to the Committee.

Meeting Dates:

September 18, 2009

Department	Status	Report to Senate
Biology	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
Chemistry	Submitted post review follow-up.	
E&ES	Accreditation Review of Environmental Science moved to fall term 2010; Earth Sciences slated for 2010/11 Fall term will be rescheduled.	
Math & Stats	Self-study in progress; Review pending 2010/11 term	
Physics	Head met with APRC in response to review report	
Psychology	Post review follow-up discussed at departmental retreat	
School of Computer Sci.	Review/Accreditation completed December 3 & 4, 2009; awaiting Review Panel Report slated for June 2010	
School of Engineering	Director met with APRC in response to review report	Jan 2010
School of Nutrition & Dietetics	Director met with APRC in response to review report	Jan 2010
Economics	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
English & Theatre	Review completed January 28 & 29, 2010; Review Panel Report Received – awaiting response from unit	
History & Classics	Post-review follow-up due	
Languages & Literatures	Review completed March 11 & 12, 2010; awaiting Review Panel Report	

Department	Status	Report to Senate
Philosophy	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
Political Science	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
School of Music	Post review follow-up received	
Sociology	Head met with APRC in response to review report	Jan 2010
Women's and Gender Studies	Facilitator engaged to conduct review 2010	
School of Business	Review completed March 1-2, 2010; awaiting Review Panel Report	
School of Education	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
SRMK	Review completed January 10-14, 2010; Review Panel Report Received – awaiting response from unit	
OPEN Acadia	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
Divinity College	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
Library	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
Research & Grad.Studies	Date of review to be determined after APRC updates the schedule for upcoming reviews.	

Outstanding: Update of Senate-approved guidelines for Academic Program Review – Senate Executive recommended that the key priorities among the program review recommendations be addressed and this step should be incorporated into the guidelines for the Academic Program Review Committee's consideration.

Respectfully submitted,



Tom Herman, Vice-President Academic
Chair, Academic Program Review Committee

Academic Technologies Committee Report To Senate

**Submitted by Duane Currie, Secretary
April 30, 2010**

The Academic Technologies Committee has met twice, once on April 1, 2010, and once on April 15, 2010. These meetings have focused on committee governance, and identifying current issues with academic technology on campus. The issues currently identified are:

- Prioritization method for academic technology requests
- Communications strategy regarding academic technology
- Funding model for specialized academic software
- Classroom and other teaching technology requirements
- Network and library connectivity
- Backup strategy for academic data

Action items have been identified in each area and committee members will be reporting on their progress at the next meeting.

The committee is scheduled to meet once every two months. Terms of service for faculty and librarians last 3 years. Terms of service for students last 1 year. The current membership of the committee is as follows:

Membership	Representative	Term	Retirement
Vice President, Academic	Tom Herman	Ex-officio	N/A
Coordinator, Academic Technologies	Duane Currie	Ex-officio	N/A
Professional Studies: Faculty Representative	Robert Pitter	3 yr	2013
Pure and Applied Science: Faculty Representative	Danny Silver	3 yr	2012
Arts: Faculty Representative	Jon Saklofske	3 yr	2011
Professional Studies: Student Representative	Emma Smith	1 yr	2011

Membership	Representative	Term	Retirement
Pure and Applied Science: Student Representative	Ashley Margeson	1 yr	2011
Arts: Student Representative	Christina Muehlberger	1 yr	2011
1 Librarian	Cordelia Perry	3 yr	2012
Director, Technology Services	Lynn Chipman (appointed as TS representative)	Ex-officio	N/A
Director, Open Acadia	Gary Hepburn	Ex-officio	N/A

Chair: Robert Pitter

Secretary: Duane Currie

ADMISSION & ACADEMIC STANDING COMMITTEE (Policy)
Annual Report to Senate for 2009-2010
May 12 2010

Committee Members 2009-2010

Dr. Tom Herman (Chair)
Ms. Rosemary Jotcham (Secretary)
Dr. Rob Raeside
Dr. Bob Perrins
Dr. Heather Hemming
Dr. Gary Hepburn
Dr. Patricia Rigg
Dr. Leigh Whaley
Dr. Roger Wehrell
Dr. Robert Pitter
Dr. Wilson Lu
Dr. Christopher Killacky
Dr. Gail Noel
Ms. Emma Cullen
Ms. Jenny White

Purpose of Committee:

- (1) To interpret and to apply the conditions of admissions and academic standing as outlined in the University Calendar and to make recommendations to Senate with respect to its policy as it relates to admissions, failures, and academic regulations.

Meeting:

A meeting of the committee was held on August 21, 2009. A number of issues were discussed.

The Criteria for Inclusion on the Deans' List: It was agreed that the current criteria disadvantage students in our co op programs. To address this, a change in wording was proposed:

Currently:

The Deans' List includes the names of the top 5% of non-graduating students in their degree, by faculty or school, registered in and completed 30h or more in each academic year of undergraduate study of their first undergraduate degree."

Proposed change:

The Deans' List includes the names of the top 5% of non-graduating Students' in their degree, by faculty or school, registered in and completed 30h or more, or 15h or more with a fall or winter term co-op placement, in each academic year of undergraduate study of their first undergraduate degree.

This change was brought to Senate and approved at the meeting of September 14, 2009. The revised criteria appear in the 2010/11 academic calendar.

Information for Faculty Regarding Evaluation:

The information provided to faculty regarding evaluation was reviewed.

The information currently reads in part: **Mid-semester grades** - Instructors are to inform their students of their mid-term standings so that students can seek advice from their advisors if they feel it necessary. Five days before the last day to drop a course without penalty, instructors are to have available an indication of the relative standing of each student for the use of the dean should such information be requested.

Revised wording will read:

Course Standings - Instructors are to inform their students of their standings so that students can seek advice from their advisors if they feel it necessary. Five days before the last day to drop a course without penalty, instructors are to have available to the student an indication of their standing in the course.

MOU Working Group Update

The working group met on August 20th. Acadia does not currently have a complete and up-to-date repository of existing agreements with other institutions. This is a concern as we are frequently asked to sign agreements of this nature; a comprehensive list of these agreements is very important. Each agreement needs to be reviewed centrally before it is signed. The group identified a number of areas to address: a series of templates needs to be developed to streamline the process; operational procedures need to be developed to guide anyone who wants to develop an agreement; records management needs to be introduced to keep track of our agreements so that they can be maintained appropriately; the communication of this information via the website needs to be put in place; partner management needs to be undertaken to identify the updating and maintaining of the MOUs. The importance of developing a protocol for visits to our campus and for visits to potential partners arose. A suite of protocols for both types of visits will be developed.

Review Recommendation of the Admissions Task Force

The recommendations from the task force were reviewed and discussed. The recommended changes were approved and forwarded to Senate for consideration at the September 2009 meeting. They were approved at that time. Subsequent feedback from school boards across the province has been extremely favorable.

Evaluation Section of the Academic Calendar:

Page 24 of the Academic Calendar states in part: Evaluations – second bullet – no credit is given for a course unless all requirements for it have been completed. The committee recommended to Senate that this statement be changed. Senate considered the proposed revisions at the September 2009 meeting and voted to alter the statement in the calendar. The new wording is reflected in the 2010/11 calendar.

High School Students Admitted with Advanced Standing:

The committee agreed that there is a need to provide support for the transition into University for students arriving from high school with advanced standing as many are coming directly into second year studies in some subject areas. These students will have a different set of challenges than other first year students. To be sure that adequate support is in place, unit heads should be informed by the Deans at the beginning of the year of any students in their unit arriving with advanced standing. The

Registrar's Office will provide the Deans with the names of the students arriving with advanced standing.

Respectfully submitted by the Chair,

A handwritten signature in blue ink, appearing to read 'T. Herman', followed by a long horizontal flourish.

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

Senate Archives Committee

Annual Report for 2009-2010

April 2010

Committee Members 2009-2010

Arts	S. Henderson	3 yr	2011
Arts	B. VanBlarcom	3 yr	2011
Arts	P. Doerr	3 yr	2010
Prof. St.	S. Markham	3 yr	2012
P&A Sc.	A. Tong	3 yr	2010
Theology	R. Wilson	3 yr	2011
Alumni Appointee	W. Horton	3 yr	2012
Presidential Appointee	Ann Smith	3 yr	2012
Convention of Atlantic Baptist Churches Appointee	Hugh McNally	3 yr	2010
Student (Graduate or Honours)	Emma Vaasjo	1 yr	2010
University Archivist	Pat Townsend	ex-officio	
University Deputy Archivist	Wendy Robicheau	ex-officio	
University Librarian	Sara Lochhead	ex-officio	

Meetings 2009-2010

No meetings were conducted this year.

Respectfully submitted by the Recording Secretary,

Wendy Robicheau
Deputy University Archivist

**Board of Open Acadia
Annual Report to Senate for 2009-10**

May 6, 2010

Board Members for 2009-2010:

Dr. Tom Herman, Vice-President Academic, Chair
Dr. Robert Perrins, Dean of Arts
Dr. Peter Williams, 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
Ms. Emma Cullen, Student Representative
Dr. Gary Hepburn, Director of Open Acadia

The Board of Open Acadia met once over the 2009-10 academic year in April of 2010. At that meeting the following items were discussed:

- 1- Board positions and supporting initiatives that would create greater flexibility for and responsiveness through OA credit offerings to the needs of the following student groups:
 - a. Acadia students in full-time programs
 - b. Acadia student participating in Intersession
 - c. Independent and/or part-time students
- 2- Financial policy barriers to each of the above student groups from participating in online or offsite courses.
- 3- Online course development policies
- 4- Other business

With respect to item 1 and 2, there was consensus among board members that all Acadia students (full-time, part-time, and independent) ought to have maximum access to all credit courses. Many academic policy and financial policy barriers to such access were identified. A few changes to the Academic Calendar were recommended at the meeting. A number of issues were identified for further study by the Director of Open Acadia, the VPA, and/or the Registrar. While some of these issues fall under the house keeping area, others are expected to be brought to Senate in the Fall or brought to the attention of the Board of Governors.

A number of issues were identified for attention in the area of course development. Noting changes in Open Acadia's approach to involve faculty in creating online course material (see below), it was agreed to review guidelines and procedures to ensure that recent instructional innovations are considered in courses, quality is maintained, and the institution attends to its responsibilities with regard to student information.

Under other business, the Board of OA recognized the necessity to include the Dean of Research and Graduate Studies in its membership. The issue will be addressed through Senate in the near future.

In addition to the activities of the Board of OA, the following activities of OA should be of interest to Senators:

- In consultation with AUFA, OA shifted from using a course development agreement resulting in OA owning the course material, to one based on licensing of the material. This results in the faculty member retaining ownership of the material they developed and agreeing to allow OA to use it for a specified period of time.
- OA ceased running summer academies (camps) with the exception of the Huggins science seminar, which is supported by an endowment.
- OA has developed the technical capability to use video streaming (webcasting) within courses and for events. This will be utilized in a number of future projects.
- OA is planning an initiative to begin in Fall 2010 that is intended to engage the broader adult learner demographic. It will be based upon broad engagement around academic issues in which Acadia has expertise.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'T. Herman', followed by a long horizontal flourish.

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

***By-Laws Committee
Annual Report to Senate
May 12, 2010***

The Committee met several times over the 2009/2010 academic year to execute its mandate.

Review of the By-Laws of Faculty Councils

Included in the mandate of the Senate By-Laws Committee is the following:

*-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 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.*

Faculty of Pure and Applied Science Constitution

On April 21, 2009 the Faculty of Pure and Applied Science Council approved changes to its constitution.

The Senate By-Laws Committee reviewed and made recommendations on these proposed changes and other aspects of the Constitution of the FPAS. In doing so, the By-Laws Committee considered the following two principles:

- 1) the Constitution should provide accessible terms of description for all members—including newcomers to the FPAS—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 FPAS determines the terms of its Constitution.
-

By-Laws of Senate

Standing Committees of Senate

Senate Library Committee (910-14-LAW)

At the request of Senate, the By-Laws Committee examined the changes to the

Senate Library Committee as per the June 8, 2009 Senate minutes and suggested no changes to the final wording.

Senate Archives Committee (910-15-LAW)

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

Technologies Committee (910-16-LAW)

At the request of Senate , the By-Laws Committee examined the description of the newly created Senate Technologies Committee as approved at the June, 2009 Senate meeting. The By-Laws Committee recommended that Senate add it to the By-Laws as item VIII (w).

Research Ethics Board

At the request of Senate (April, 2010 Senate meeting), the By-Laws Committee reviewed the Research Ethics Board’s membership, selection of membership, quorum, and duties.

This review was conducted in consultation with various applicable parties and with reference to the requirements of the Tri-Council Policy Statement (TCPS). There is a *Draft 2nd Edition of the TCPS* that is expected to be approved in the immediate future. The Committee attempted to make recommended changes that meet the requirements of the *Draft 2nd Edition* but are not in violation of the *1st Edition*.

The report outlines the recommended changes to the REB By-Laws and is followed by an Appendix A –Current REB-By-Laws and Appendix B the revisions in affected sections.

This report is attached to the Agenda for the May, 2010 meeting of Senate.

Nominating Committee

The By-Laws Committee recommended changes to the description of the Nominating Committee and other related sections of the By-Laws:

- to reclassify the duties based on when the duties are to be performed,
- to change the date from April to May for the annual election of the Chair of Senate, and
- to remove certain redundancies and ambiguities

These recommendations are attached to the Agenda for the May, 2010 meeting of Senate.

Duties of Chair and Deputy Chair of Senate

The By-Laws Committee recommended an addition to the duties of the Chair and/or Deputy Chair to increase awareness of the nomination and election processes among the individual Faculties, Faculty at large, and Committees of Senate and to allow for the delegation of certain duties by the Chair of Senate to the Deputy Chair of Senate.

The recommendation would require the Chair or (if delegated by the Chair) the Deputy Chair to facilitate an annual meeting for all involved in the nominations and elections processes so as to ensure open, timely, and efficient nomination and election procedures.

This recommendation is attached to the Agenda for the May, 2010 meeting of Senate.

Faculty Elections Officer

The By-Laws Committee has made a Notice of Motion to add to the stated duties of the Faculty Elections Officer; **“To conduct elections each May for the Chair, Vice-Chair and Secretary of Faculty Council to serve for the next academic year”**. This is required by *The Constitution of the Faculty of Acadia University*.

Respectfully submitted:

Patricia Corkum, Chair
William Brackney
Linda Lusby (July 1-December 31, 2009)
Anne Quéma
Robert Raeside (January 1-June 30, 2010)

Annual Report of the Senate Curriculum Committee (2009-10)

Members

Paul Callaghan
Emma Cullen
Eva Curry
Rosemary Jotcham
Sara Lochhead
Erin Patterson (replacing Sara Lochhead)
David Piper
Anne Quéma
Robert Raeside
Patricia Rigg
Julia Turner

The Senate Curriculum Committee met on three occasions: 22 October 2009, 11 December 2009, and 27 January 2010. During these sessions, the Committee's members analyzed curriculum submissions from the three faculties. Some of the proposals under review were minor, while others presented major and complex revisions to existing programs.

Communication between the Committee's chair and chairs of departments, directors of schools, and faculty members took place for the following purposes:

- to request clarification with regard to proposals for new courses or new programs;
- to request clarification with regard to modifications to existing programs and courses;
- to indicate a need for minor corrections to the different proposals.

Collaborative work on the Committee and with the different faculties was constructive and successful. The Chair presented a final detailed report to the Committee on issues that had to be solved, while the Office of the Registrar prepared the final summary of curriculum changes for submission to Senate. On 8 February 2010, Senate approved curriculum changes to the Faculties of Arts, Professional Studies, and Pure and Applied Science.

Other activities

- The Senate Curriculum Committee introduced four motions to Senate, three of which were passed (see Senate minutes).
- During its deliberations, the Committee explored a mechanism for input to the SCC from the University community when course and program proposals with impact on other units are being considered.
- A sub-committee was struck to review the MPHEC's new program form with the aim of revamping the SCC New Program Proposal forms, using some of the same questions as used on the MPHEC form.

Anne Quéma, Chair
April 9, 2010

Senate Executive Annual Report for 2009-10

Committee Members 2009-10:

H. Gardner
H. Hemming
T. Herman
D. Holmberg
R. Ivany
R. Jotcham
D. MacKinnon

R. Murphy
R. Perrins
R. Raeside (first term)
G. Whitehall
I. Wilks
P. Williams (second term)

Duties:

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

Meetings in 2009-10:

May 19, May 27, September 21, and January 21.

Summary of Activities:

The Executive continued its usual activity of receiving agendas for comment via e-mail prior to Senate meetings. In addition it held four meetings, called for the purposes of discussing current and future agenda items. The main focus of these discussions was how and when these items should be brought to the floor of Senate.

The two meetings held in May fell outside of last year’s reporting period, and were therefore not included in last year’s annual report. They involved the membership of the 2008-09 Executive, and were specifically directed to the issue of creating a Senate committee to oversee development of policy in the area of academic computing. The motion to create an “Academic Technologies Committee” was the product of these meetings. This motion was subsequently passed by Senate, as was a motion to revise the Constitution and By-Laws accordingly.

The September meeting began by reviewing several items of business left over from the previous year: the possibility of re-activating the Endowed Chairs, guidelines for memoranda of agreement, a conflict of interest policy, procedure for approving memoranda of agreement/ understanding and procedure for multi-disciplinary curriculum proposals. All of these issues continue to be pending. There was also discussion about Secretariat renewal, the timeline for the Acadia Planning Committee, software licence payments and application procedure for courses not using a final exam format. A motion on the last of these issues came subsequently came before Senate and was passed.

The January meeting mainly focused on Senate's role in academic program review process, and the sort of role it should play in approving review documents. There was also continued discussion of the Endowed Chairs issue and the role of the Board of Governors in bringing this issue to completion.

I will be requesting that the members of the Executive make themselves available for a final meeting before the end of this academic year.

After many years of inactivity, the Senate Executive has now re-emerged as an effective tool of policy-making. It has much to contribute to Senate's overall performance, and I trust that this committee will continue to find new ways to advance the academic richness of Acadia.

Respectfully Submitted by the Chair,

Ian Wilks

**Senate Committee on Graduate Studies
Annual Report to Senate
May, 2010**

The Senate Committee on Graduate Studies met on three occasions in the past year: June 16th, September 29th, and November 24th. The business that came before the Committee this year included the following:

- Discussion of the external review for a proposed new MA/MSc program in Health, Culture, and Sustainability, and viability of the program
- Curriculum changes for the graduate programs in English and Education
- Meeting with President Ivany on the place of graduate studies at Acadia

As a result of these discussions, the following actions have been taken:

- Following from the external review of the proposed MA/MSc in Health, Culture, and Sustainability, the School of Recreation Management and Kinesiology revisited their proposal and came forward with a recommendation for a MS/MSc in Health and Wellness.
- The Committee met with a representative from the School of Recreation Management and Kinesiology to discuss the ways in which the School had responded to the recommendations of the external reviewer and to consider the modified program proposal. At the conclusion of these discussions, the Committee was unable to support the new program.
- The modifications to the graduate programs in English and Education were relatively minor, including name changes and new course proposals to better reflect to current operation of these programs.
- The meeting with President Ivany was held to allow committee members an opportunity to discuss the importance of graduate studies given the fiscal challenges facing the University. Prior to the meeting, the President was provided with a chronology of changes to graduate programs and to the Acadia Graduate Awards program, as well as admission and tuition statistics, and external and internal funding support for graduate students.

Committee members:

D. MacKinnon (Research and Graduate Studies), P. Horvath (Psychology), R. Evans (Biology), T. Muldner (Computer Science), J. Slights (English), D. Day (Education), R. Brickner (Political Science), J. Brittain (Sociology), G. Bissix / J. Colton (Recreation Management), R. Karsten (Mathematics and Statistics), S. Barr (Geology), J. Murimboh (Chemistry), W. Brackney (Theology), I. Spooner (Applied Geomatics), A. Biro (Social and Political Thought), J. Brillinger (graduate Student – Arts), C. Trueman (graduate student – Professional Studies), K. Bailey (graduate student – Pure and Applied Science).

Submitted by:

David MacKinnon

Acting Dean

Research and Graduate Studies

Honorary Degree Committee
Annual Report for 2009-2010

April 2010

Committee Members 2009 -2010

Mr. Ray Ivany, President & Vice-Chancellor
Dr. Zelda Abramson, Faculty of Arts Representative
Dr. John Colton, Professional Studies Representative (sabbatical leave as of July 1, 2009;
replaced by Dr. Susan Markham-Starr)
Professor Linda Lusby, Faculty of Science Representative
Dr. Chris Killacky, Acadia Divinity College Representative
Ms. Janet Kirk, Board of Governors
Ms. Emma Cullen, SRC Representative
Ms. Patti Davis/Ms. Cathy Walsh, Recording Secretary

Purpose of the Committee:

- (1) Solicit and receive suggestions for honorary degrees from the University community and to make recommendations to the Senate for the award of honorary degrees;
- (2) To receive, through the President, nominations for the appointment of "Professor Emeriti" and to make recommendations thereon to Senate.

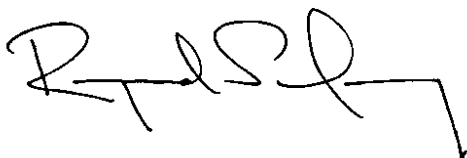
Meetings 2009-2010:

December 10, 2009
January 25, 2010

Summary of Committee Activities:

The Committee forwarded to Senate for a vote by secret ballot, a total of three Honorary Degree and one Professor Emeritus nominations of which three Honorary Degrees and one Professor Emeritus received approval by Senate.

Respectfully submitted by the Chair,

A handwritten signature in black ink, appearing to read 'Ray Ivany', with a long horizontal line extending to the right.

Raymond E. Ivany
President & Vice-Chancellor

Honours Committee

Annual Report for 2009-2010

Committee Members 2009-2010

R. Jotcham, Registrar
D. MacKinnon, Dean of Research and Graduate Studies
M. Grieve, Faculty of Arts
S. Hewitt, Faculty of Arts
P. Callaghan, Faculty of Professional Studies
J. Yang, Faculty of Professional Studies
P. Ranjan, Faculty of Pure and Applied Sciences
N. O'Driscoll, Faculty of Pure and Applied Sciences
Julia Turner, Honours Student (Arts)
Leslie Lewis, Honours Student (Prof. St.)
Emma Vaasjo Honours Student (P&A Sc.)

Meetings 2009-2010

17 February 2010

23 March 2010

Agenda for 17 February 2010

Chair: David MacKinnon

Also in attendance: Mathew Durant (Honours Committee chair 2008-2009)

1. Welcome and introductions
2. Selection of Committee Chair
3. External review of Honours theses
4. Back-to-back printing
5. Deadlines for submissions
6. Wording of letters to external readers
7. Date of next meeting

Summary of Committee Activities:

This year the Committee received and approved 99 submissions. At the meeting of 17 February 2010, the Committee discussed the external review process at some length, especially given scheduled discussions in Senate on this topic. As a result, the decision was taken to adopt a different model on a

one-year trial basis. Instead of sending all theses to external readers, the Committee met on 23 March 2010 to review all theses. The process involved reading the first portion of each thesis carefully, along with selected sections throughout, checking for formatting, spelling and grammar, presentation, and other editorial factors. If a number of these were noted through this process, the thesis was sent to an external reader. If not, it was returned to the student with comments attached for attention. In addition, theses that were submitted after the date of the committee meeting were automatically sent for external review. The committee will meet again in September to discuss the outcome of this process and to determine the procedures for the 2010-2011 academic year.

Respectfully submitted,

Sonia Hewitt
Chair, Honours Committee

**Senate Research Committee
Annual Report to Senate
May, 2010**

The Senate Research Committee met on three occasions this academic year: September 23rd, November 25th, and March 26th. The work during these three meetings focused on the following:

- Review of Committee mandate and structure
- Tri-Council results
- Discussion of on-going review structure for the Strategic Research Plan
- Ongoing work on the establishment of an Acadia experts database
- New Canada Research Chair

Following from these meetings, the Division of Research and Graduate Studies has undertaken or will be undertaking the following:

- Plans are underway for two workshops in May/June focused on best practices for NSERC and SSHRC grant preparation
- The work on the development of a searchable Acadia research database has resumed after being sidelined by reduced resources in R&GS following two retirements.
- The central focus of the Committee's meetings has been on the development of a structure for regular reviews of the Strategic Research Plan. This continues to engage the Committee in devising a plan that is meaningful yet not bureaucratic or overwhelmingly time and labour intensive. A motion in this regard will be coming to Senate in the fall of 2010 from the Research Committee.

Committee members:

D. MacKinnon (Research and Graduate Studies), M. Dennis (Faculty of Arts), J. Grant (Faculty of Professional Studies), A. Jha (Faculty of Pure and Applied Science), W. Brackney (Faculty of Theology), A. Smith (Library), H. Chipman (Canada Research Chair), R. Perrins (Director of the Northeast Asia Research Centre), J.-L. Pilote (graduate student), R. MacIntyre (undergraduate student).

Submitted by,

David MacKinnon
Chair, Senate Research Committee

Annual Report of the Research Ethics Board
Annual Report for 1 May 2009 to 30 April 2010

Mandate

The REB's mandate is to ensure that all research on living human subjects involving any member of the Acadia community complies with the Tri-Council Policy Statement *Ethical Conduct for Research Involving Humans*. The REB reports to Senate through the Acting Dean of Research and Graduate Studies.

REB members

Dr. Joan Boutilier, Community Member
Dr. Richard Cunningham, Faculty Representative, Arts, to 30 June 2009
Dr. David F. Duke, Faculty Representative, Arts, from 1 July 2009
Ms. Anita Hudak, Community Member
Dr. David MacKinnon, Acting Dean, Research and Graduate Studies (*ex officio*, non-voting)
Dr. Stephen Maitzen, Chair
Ms. Vanessa McColl, Graduate Student Representative (non-voting), from 1 September 2009
Dr. Susan Potter, Faculty Representative, Pure and Applied Science
Dr. Christopher Shields, Faculty Representative, Professional Studies
Ms. Naomi Stright, Graduate Student Representative (non-voting), to 31 August 2009

Applications and meetings

During the reporting period, the REB reviewed 71 new formal applications for ethics approval, as well as numerous formal requests from researchers to approve changes to previously approved research. The REB met on 11 occasions during this period.

Other activities

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

Electronic application submission and review

In order to help reduce the use of paper, the REB now accepts only electronic applications. All documents associated with the review and approval of applications are now stored in digital form on a secure server.

Respectfully submitted,

S. Maitzen
Chair, Research Ethics Board

Senate Committee for Students with Disabilities that Affect Learning

Annual Report for 2009-2010

Committee Members 2009-2010

Diane Holmberg, Chair and Faculty of Pure and Applied Science representative
Patricia Rigg, Faculty of Arts representative
Heather Hemming, Faculty of Professional Studies representative
Carol Anne Janzen, Faculty of Theology representative
Emma Vaasjo, student representative
Rosemary Jotcham, Registrar, *ex officio*
Jill Davies, Academic Support Coordinator, *ex officio*
Suzanne Robicheau, Disability Resource Facilitator, *ex officio*

Summary of Activities

The committee met on five occasions: Sept. 1, Sept. 22, Oct. 6, Nov. 26, and Jan. 25.

As summarized in more detail in the report to Senate on November 9, 2009, the committee worked to review its forms and policies. These revisions to policy were passed by Senate on Nov. 9, and are posted on the Disability/Access Services website. The committee recommended that this policy be reviewed by a lawyer for potential legal concerns; we renew this recommendation.

A motion was brought to Senate encouraging efforts to improve the accessibility of buildings on campus. A letter noting Senate's concern was written by the Chair of Senate and sent to President Ivany, the Chair of the Board of Governors, the Vice President Administration, and the Director of Facilities. Senate also requested "the development of a plan and priorities for such improvements as soon as possible." We renew this request.

The committee discussed the possibility of altering the rules, permitting students with disabilities to hold scholarships while taking less than a full course load. After considerable discussion, the committee decided not to pursue this option further at this time. It was felt that such changes might potentially be inequitable.

Committee members worked on revisions to a guide for Faculty, providing information about common disabilities, common accommodations, and addressing frequently asked questions. Work on this document is ongoing; it should be ready to bring to Senate for the fall.

We encourage Senators to bring other issues that require the committee's attention forward at any time.

Respectfully submitted,

Diane Holmberg, Chair

**Tenure-Track Teaching Complement Allocation Committee
Annual Report for 2009-2010**

Committee Members 2009-2010

Diane Holmberg, Non-voting Chair (replaced Peter Williams September 2010)
Ian Stewart, Faculty of Arts representative
Rene Murphy, Faculty of Professional Studies representative (replaced Gary Ness July 2010)
Jeff Hooper, Faculty of Pure and Applied Science representative
Robert Perrins, Dean of Arts, *ex officio*
Heather Hemming, Dean of Professional Studies, *ex officio*
Robert Raeside, Acting Dean of Pure and Applied Science, *ex officio* (replaced January 2010 by Peter Williams)

Summary of Activities

Dr. Peter Williams reported to Senate on the committee's activities up to June 2009, including the main rankings for the 2009/2010 academic year. Dr. Diane Holmberg took over as Chair in September. Since then, the committee met in person on two occasions, Sept. 24 and Nov. 3, and corresponded on other occasions via e-mail. As summarized in more detail in the minutes of the Senate meeting of October 13, 2009, the committee developed procedures to allow for ranking of positions opened up due to late resignations, and executed those procedures for the current year. These changes to procedures were incorporated into Senate By-laws (see minutes of November 9, 2009). Further to a request from a Senator, the Chair sought advice from the AUFA President and Senior Grievance Officer, and was assured that AUFA sees no conflict between the TTTCAC procedures and the 12th Collective Agreement (see minutes of December 14, 2009).

The committee briefly discussed issues surrounding incorporating TTTCAC procedures into the 13th Collective Agreement, and developing appeals procedures. It was decided these issues were better left for negotiations; all committee members were encouraged to discuss their views on the issues with their respective representatives for negotiation. Proposed language on these issues has been incorporated into AUFA's negotiating package.

Looking ahead, in late May the committee will circulate a call for applications. This call will include information on the TTTCAC's procedures, as well as data compiled from the Registrar's office on all units. Unit heads will be encouraged to prepare their two-page applications. Dates for faculty-wide rankings will be set by each Dean. The TTTCAC will meet as soon as possible after September 1 to collate these faculty lists. We would encourage all involved to proceed with approval processes, advertising, etc., as quickly as possible at that point, so that positions can be advertised by October 1. Should any late resignations occur between September 1 and December 15, the TTTCAC will meet again ASAP to incorporate those positions into the existing rankings, following the approved procedures. An initial report regarding the year's procedures and rankings will be made to Senate in September, with a follow-up report on any late rankings in January.

Respectfully submitted,

Diane Holmberg, Non-Voting Chair

Timetable, Instruction Hours, and Examination Committee

Annual Report for 2009-2010

Summary of Committee Activities:

The TIE Committee met electronically between November and January to discuss Calendar Dates. The dates received approval, by Senate, at the January meeting on November 24th, 2009. There were no other issues brought to the TIE Committee during the 2009/2010 Academic Year.

Respectfully submitted by the Chair,

Lisa Davidson,
Assistant Registrar

NOTICE OF INFORMATION

DUTIES OF THE SENATE CURRICULUM COMMITTEE AS STATED IN THE BY-LAWS:

VIII. (c) CURRICULUM COMMITTEE

ii. The duties of the Curriculum Committee shall be:

- a. To consider recommendations from any Faculty, Department or School for changes in its degree, certificate, or diploma regulations and make recommendations to Senate;
- b. To initiate and make recommendations concerning changes in the curriculum; in particular, to make recommendations concerning the requirements for any degree;
- c. To consider curriculum changes which may be made necessary by changes in secondary school matriculation standards;
- d. To consider submissions from all Departments, Schools, or from any individual, concerning changes in the curriculum;
- e. To consider such other matters as Senate may entrust to the Committee.

WHAT IS THE INFORMATION ABOUT?

Faculty members, departments, and schools who wish to create new programs are required to fill a new program proposal form (form 5). This form is submitted to the Senate Curriculum Committee for assessment and advice before the Committee recommends approval of the new program to Senate.

NOTICE OF INFORMATION

The Senate Curriculum Committee is changing the curriculum form for the New Program Proposal (form 5) to reflect and cohere with the requirements established by MPHEC. The rationale is that all new program proposals, which go to MPHEC, use a form that currently contains different language and questions from those required by MPHEC. The new form integrates the process to make significantly less work for departments, schools, and faculty members proposing programs. Considering this is a large change, this is being brought for information of Senate.

CURRENT FORM:

Acadia University Senate Curriculum Committee 2008-2009
Form 5: New program proposal

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

Department/School:

Date:

Presented to Faculty Council?

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

1. Briefly (one paragraph) outline the nature of the new program.
2. Briefly state the reason(s) for requesting this new program. Please be specific.

3. Will this new program alter, in any substantive way, the way any other programs are currently delivered?
Yes No
If you checked Yes, please explain.
4. Has the proposed program been discussed with students?
Yes No
5. If so, do students approve of it?
Yes No
If you checked No to questions 4-5 above, please explain your answer(s).
6. Indicate the exact program description you would like to appear in the next University Calendar.
7. Will this program result in the addition of any new courses?
Yes No
If yes, please list all new course numbers below, and fill out Form 1 (New Course Proposal) for each.
8. Will this program result in the deletion of any existing courses? Yes No
If yes, please list all new course numbers below, and fill out Form 2 (Proposed course deletion) for each.
9. Will this program result in substantive modifications to any existing courses?
Yes No
10. Other relevant information.

REVISED FORM:

Acadia University Senate Curriculum Committee 2010-11

Form 5: New program proposal

Please provide the Registrar's Office with 10 copies of this submission, photocopied double-sided.

The form below is based on Appendix I: Guidelines for the Preparation of Proposals for New Programmes, from the Policy on Quality Assurance - Programme Assessment by MPHEC (Maritime Provinces Higher Education Commission). The original document can be retrieved from http://www.mphec.ca/resources/Guidelines_New_Programmes_en.pdf. Review the full policy (http://www.mphec.ca/resources/QA_Policy_Eng_05.pdf) before completing this form.

*Proposers of new programs should be aware that the MPHEC form contains additional questions to those listed here. These have been omitted at this stage because submissions to the Senate Curriculum Committee and to Senate are steps in the process, and these sections would likely be completed **after** Senate has reviewed the proposal. The omitted questions are included on the final page of this form.*

GUIDELINES FOR THE PREPARATION OF PROPOSALS FOR NEW PROGRAMMES

MPHEC acknowledges that not all the information requested will be available for each and every proposal. The absence of information must, however, be noted and explained. The key is to address

the assessment criteria listed below and further defined on pages 9 and 10 of the Policy. The definition of a new programme may be found on pages 6 and 7 of the Policy.

1. PROGRAMME IDENTIFICATION

- 1.1 Submitting institution(s)
- 1.2 Faculty
- 1.3 School
- 1.4 Department
- 1.5 Programme name and level
- 1.6 Credential(s) granted
- 1.7 Proposed starting date

2. PROGRAMME DESCRIPTION

This section of the proposal must provide the information necessary to meet the following assessment criterion: “clearly defined programme objectives and structure, to include references to optimum programme length, as well as a demonstration that the programme name and credential granted adequately capture the programme content (“truth in advertising”).”

- 2.1 Description of programme objectives.
- 2.2 Description of the overall programme structure.
- 2.3 Admission requirements, standards, etc.
- 2.4 Listing of the courses required (course name and number, whether existent or planned, its status in the programme, i.e., compulsory vs. optional; brief description of the course (for example, calendar entry). Programme duration should be stated, as well as justified.
- 2.5 Other special requirements such as thesis, practicum, apprenticeship, etc.
- 2.6 Method of programme delivery (e.g. traditional classroom, distance education, co-operative education or a combination).
- 2.7 In the case of a graduate programme, an indication of whether a programme is a research-based programme or professional programme, thesis-based or course-based.

3. STUDENT OUTCOMES AND THEIR RELEVANCE

This section of the proposal must provide the information necessary to meet the following assessment criterion: “clearly defined anticipated student outcomes at the programme level and a demonstration of their relevance, including (1) learning outcomes, (2) graduate outcomes, and (3) other outcomes, as deemed appropriate/relevant in the context of a particular programme.”

- 3.1 Identification of learning outcomes and their relevance to the proposed programme, such as critical thinking skills, breadth and depth of knowledge, attitudes, beliefs, analytical/problem-solving skills, occupation/licencing/accreditation requirements, communication skills, writing skills, etc.
- 3.2 Identification of graduates’ outcomes and their relevance to the proposed programme, such as further education or graduate study, employability, licensing, accreditation, etc.
- 3.3 Identification of other outcomes and their relevance to the proposed programme, such as team building, leadership, social citizenship, etc.

4. RESOURCE IMPLICATIONS

This section of the proposal must provide the information necessary to meet the following assessment criterion: “evidence of the adequacy of resources (human, physical and financial) and references to the various sources of funding.”

Considering the first five years (or the time frame in which the programme is expected to be fully operational) of the proposed programme:

4.1. Human and Physical Resource Implications

4.1.1 Description of the extent to which current resources in terms of academic and support staff, library, space, equipment, etc. would be used.

4.1.2 Additional resources needed in the same areas.

4.1.3 Impact of the use of these resources on other programmes, including the elimination or the reduction of the scope of programmes to accommodate the new programme.

4.1.4 Estimate of resource needs and allocation beyond the first five years.

4.2 Financial Implications

This section will be required in the final submission to MPHEC, but it may be premature to complete it fully for submission to the Senate Curriculum Committee. With the three questions below in mind, a comment on the financial implications should be provided.

4.2.1 Full and incremental costs of the programme for the first five years (or the time frame in which the programme is expected to be fully operational), broken down by major cost areas, academic salaries, other salaries, equipment, library acquisitions, space, etc.

4.2.2 Expected sources of revenue to cover the costs.

4.2.3 Expectations in terms of additional capital or operating funding. (Institutions are normally expected to find the financial resources for new programmes from increases in the regular budget, through reallocation, or from other sources).

5. RELATIONSHIP TO OTHER PROGRAMMES AND INSTITUTIONS

This section of the proposal must provide the information necessary to meet the following assessment criteria: “evidence of an environmental scan to identify similar or equivalent or comparable programmes in the region and elsewhere as appropriate” and “evidence of consultation with institutions offering similar or equivalent or comparable programmes.”

5.1 Relationship and impact on existing programmes in the same institution.

5.2 Comparison of the proposed programme with other comparable programmes offered elsewhere in the Maritimes and in Canada and rationale for the introduction of an additional programme, if a similar one is already offered in the region.

5.3 Possibilities of collaboration with other institutions in the region (university or non-university), or elsewhere in Canada, in the delivery of the programme and steps taken to that effect.

5.4 See Appendix.

6. PROGRAMME NEED

This section of the proposal must provide the information necessary to meet the following assessment criteria: “evidence of need” and “evidence of student demand.”

- 6.1 The social (local, regional, national) need(s) met by graduates from such programmes as documented by, among other things, analysis of the evolution of the discipline, labour market analysis, demand for graduates, etc. This evidence should rely on external sources (leading scholars, government agencies, employers, professional organizations, etc.).
- 6.2 Consultation with employers and/or professional organizations as to the current and anticipated job market; employability data.
- 6.3 Priority within each institution's programme structure and development.
- 6.4 Student demand.
- 6.5 Clientele (expected enrolment, enrolment limits or expected maximum enrolment, and clientele sources).

7. PROGRAMME DEVELOPMENT PROCESS

This section of the proposal must provide the information necessary to meet the following assessment criterion: "evidence of the involvement of peers and experts, normally external to the institution in the development of the proposed programme."

- 7.1 Description of the institutional programme development process leading to the submission of the proposal. Each internal and external expert should be identified and their written assessment or comments on the proposed programme appended to the proposal.
- 7.2 *See Appendix.*
- 7.3 Description of any accreditation requirements.

8. ADDITIONAL ASSESSMENT CRITERIA AND INFORMATION REQUIREMENTS IN THE CASE OF A PROPOSAL FOR A NEW GRADUATE PROGRAMME

See Appendix.

Appendix: Other questions from MPHEC "Guidelines for the Preparation of Proposals for New Programmes"

Section 4

4.2 Financial Implications

- 4.2.1 Full and incremental costs of the programme for the first five years (or the time frame in which the programme is expected to be fully operational), broken down by major cost areas, academic salaries, other salaries, equipment, library acquisitions, space, etc.
- 4.2.2 Expected sources of revenue to cover the costs.
- 4.2.3 Expectations in terms of additional capital or operating funding. (Institutions are normally expected to find the financial resources for new programmes from increases in the regular budget, through reallocation, or from other sources).

Section 5

- 5.4 Evidence of consultation with institutions offering similar or equivalent or comparable programmes (at a minimum, details on the consultation process and letters or evidence of communication sent to other institutions requesting input; preferably, letters of comments from these institutions should be included).

Section 7

7.2 Description of response to external reviews. An external review is required for all new program proposals – this would normally be completed after the proposal has been submitted to Senate for approval.

Section 8

8. ADDITIONAL ASSESSMENT CRITERIA AND INFORMATION REQUIREMENTS IN THE CASE OF A PROPOSAL FOR A NEW GRADUATE PROGRAMME

This section is removed from the form as it deals only with graduate programs. At Acadia such programs are dealt with via the Senate Graduate Studies Committee.

APPENDIX

Other questions from MPHEC “Guidelines for the Preparation of Proposals for New Programmes”

Section 4

4.2 Financial Implications

4.2.1 Full and incremental costs of the programme for the first five years (or the time frame in which the programme is expected to be fully operational), broken down by major cost areas, academic salaries, other salaries, equipment, library acquisitions, space, etc.

4.2.2 Expected sources of revenue to cover the costs.

4.2.3 Expectations in terms of additional capital or operating funding. (Institutions are normally expected to find the financial resources for new programmes from increases in the regular budget, through reallocation, or from other sources).

Section 5

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