

Office of the Senate Secretariat

Acadia University  
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Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur at 4:00 pm on Monday March 8, 2010 in BAC 132.

The agenda follows:

- 1) Minutes of the Meeting of February 8, 2010
- 2) Announcements and Communications
- 3) Business Arising from the Minutes
  - a) Process for selection of appointments to the Research Ethics Board **(910-46-REB)**
- 4) New Business
  - a) Motion regarding the inclusion of minors on the transcript (motion attached) **(910-41-CCT)**
  - b) Motion regarding the downloading of lecture notes (motion attached) **(910-48-CRE)**
  - c) Motion regarding the membership of the Chair of the Senate Curriculum Committee on the Senate Graduate Studies Committee (motion attached) **(910-49-CRE; 910-50-GRD)**
  - d) Motion Regarding the role of the Senate Curriculum Committee (motion attached) **(910-51-CRE)**
  - e) Motion regarding the external review of honours theses (attached) **(910-52-HON)**
  - f) Motion regarding the appointment of Research Ethics Board members (attached) **(910-46-REB)**
- 5) Other Business
  - a) Scholarships, Prizes and Awards Committee report 2007/08 **(910-53-REP)**
  - b) Scholarships, Prizes and Awards Committee report 2008/09 **(910-54-REP)**

Sincerely,

ORIGINAL SIGNED

Rosemary Jotcham  
Registrar and Secretary of Senate

Motion Regarding the Recording of Minors on Student Transcripts

Given that students are required to do coursework in Minor subject areas for the completion of many degrees at Acadia University, Senate resolves to acknowledge more fully their academic concentrations and achievements by having Minors recorded on Academic Transcripts.

#### Motion Regarding the Downloading of Lecture Notes

On p. 7 of the Calendar, under the section entitled “Acadia’s technology-rich environment,” one can read the following statement: “Students will be able to download class notes.”

The Senate Curriculum Committee moves that the statement be altered to read: “Faculty members may opt to make lecture notes available to students through downloading.”

Motion Regarding the Membership of the Chair of the Senate Curriculum Committee on the Senate Graduate Studies Committee

According to the Senate By-Laws, the duties of the Graduate Studies Committee include the following: "To consider graduate curriculum submissions from Departments, Schools and Faculties and to make recommendations to Senate. Such submissions include changes in existing programs, courses and degree requirements and proposals for new courses, degree requirements and programs" (VIII, ii, b).

On this basis, the Senate Curriculum Committee moves that its chair be a member of the Senate Graduate Studies Committee so as to ensure coordination in curriculum course proposals where undergraduate courses are also offered as graduate courses.

Motion Regarding the Role of the Senate Curriculum Committee

The Senate Curriculum Committee moves that Senate determine the role of the Senate Curriculum Committee in the creation of interdisciplinary programs.

Acadia requires all honours theses to be reviewed by an external reader from another department.

This procedure places heavy administrative demands on Research and Graduate Studies, and necessitates the theses being due 3-4 weeks before the end of term. Because external readers are from a different discipline than the student, they are not able to offer substantive feedback on study design, analyses, or other key issues. It is therefore questionable how much benefit is gained by the external reading process; furthermore, few to no other institutions have such requirements for honours theses.

Therefore, be it resolved that:

Senate recommends that the requirement for honours theses to be reviewed by an external reader be removed, effective as of the 2010-2011 academic year.

Furthermore, be it resolved that:

Senate asks the Senate Honours Committee to investigate what changes would be necessary to implement this recommendation, and to implement said changes themselves where possible, or bring appropriate motions back to Senate for approval, as required.

Motion regarding the Appointment of Research Ethics Board members

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

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

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

ACADIA UNIVERSITY

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

REPORT DATE: February 23, 2010

SPAC COMMITTEE MEMBERS

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

PURPOSE AND DUTIES OF COMMITTEE

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

*Amended April 2008 to*

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

2. To select the winners of all undergraduate scholarships, prizes and awards;
3. To periodically investigate the scholarships, prizes and awards program and to recommend improvements (increased funds, new scholarships, more prizes, etc.) to those involved in the program;
4. To promote interest in the scholarship program by posters, letters and other means;
5. To consider such other matters as the Senate may from time to time entrust to the Committee.

MEETINGS DATES

January 18, 2008  
 February 29, 2008  
 April 5, 2008



## AGENDAS, DISCUSSIONS and CONCLUSIONS

The following represents the main agenda topics:

### 1. Entrance Scholarship Application Process

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

### 2. Student Terms on the Committee

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

### 3. McLeod Pre-Medical Scholarship Course Load

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

### 4. Conditions of Renewability

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

### 5. Faculty Strike Impact

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

### 6. Student Scholarship Appeals/Deferral Requests

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

### 7. Acadia Excellence Scholarship Program

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

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

#### 8. Entrance Scholarship Offers

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

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

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

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

#### 9. Co-Op Students Access to Scholarship Funds

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

#### 10. Scholarship Ceilings

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

#### 11. Awarding of 2008 Entrance Scholarships

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

Respectfully submitted,  
Pamela D'Entremont  
Secretary

Thomas Voss  
Chair

ACADIA UNIVERSITY

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

REPORT DATE: February 23, 2010

SPAC COMMITTEE MEMBERS

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

PURPOSE AND DUTIES OF COMMITTEE

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

MEETINGS DATES

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

AGENDAS, DISCUSSIONS and CONCLUSIONS

The following represents the main agenda topics:

1. Student Scholarship Appeals

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

2. IB Entrance Scholarships

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

3. Entrance Scholarship Consideration for Transfer Students

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

4. Acadia Excellence Scholarship Program

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

5. Entrance Scholarship Application Process

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

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

6. Scholarship Ceilings

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

7. Entrance Scholarship Offers

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

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

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

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

8. Conditions of Renewability

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

9. Senate Bursary Review

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

10. Awarding of 2009 Entrance Scholarships

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

Respectfully submitted,

Pamela D'Entremont  
Secretary

Thomas Voss  
Chair