

Office of the Senate Secretariat

Acadia University
Wolfville, Nova Scotia
Canada B0P 1X0

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



Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur at 4:00 pm on Monday 13 September, 2010 in BAC 132.

The agenda follows:

- 1) Minutes of the Meeting of June 16, 2010
- 2) Announcements and Communications
- 3) Business arising from the Minutes
 - a) 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) Review functioning of the Tenure-Track Teaching Complement Allocation Committee

Sincerely,

ORIGINAL SIGNED

Rosemary Jotcham
Registrar and Secretary of Senate

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 line.

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', with a long horizontal flourish extending to the right.

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.

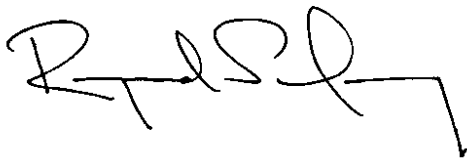
Meetings 2009-2010:

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,



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