



Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur at 4:00 pm on Monday, 10 December 2012 in BAC 132.

The agenda follows:

- 1) Approval of Agenda
- 2) Minutes of the Meeting of 19 November 2012
- 3) Announcements (*normally 10 minutes per speaker*)
- 4) Brought forward from 19 November 2012
 - a) Motions from the Senate Chair regarding possible changes to Senate Procedures (*attached - motions # 4 and 5 to be considered*)
- 5) New Business
 - a) Timetable, Instruction Hours and Examination Committee - Proposed Calendar Dates for 2013/2014 (*attached*)
 - b) Motion from Graduate Studies Committee re: Policy on Compassionate Leave (*attached*)
 - c) Academic Program Review Committee - Prioritized Recommendations (*to be circulated*)
 - i. F.C. Manning School of Business
 - ii. Jodrey School of Computer Science
 - d) President's Annual Report?
 - e) Notice of Motion from Adam Foster, Graduate Student Representative (*attached*)
- 6) Other Business

Sincerely,

ORIGINAL SIGNED
Rosemary Jotcham
Registrar and Secretary of Senate

**Motions Regarding Senate Procedures,
for Senate's Consideration**

General Disclaimer: These motions represent suggestions people have made to me regarding possible changes to Senate procedures. I wish to make it clear that although I am bringing forward these motions for Senate's consideration, as Chair I am not advocating either position (i.e., supporting or defeating these motions), and I will personally abstain from all votes on these motions. There are always advantages and disadvantages to any approach; were I a Senator voting on these motions, I would weigh the pros and cons, and no doubt end up supporting some of these motions and opposing others. As Chair, though, I am simply trying to find the proper balance between encouraging full and open debate and discussion, while also dealing relatively efficiently with the business at hand and getting to all agenda items in a timely fashion. I am perfectly happy to go either way on each of these issues, according to the preference of the majority of Senators.

Motion #1, Regarding Senate Attendance

Background: There is a rule in the Senate Constitution regarding attendance at Senate that has not been enforced in recent memory, to my knowledge or the knowledge of others on Senate Executive. It seems pointless to have a rule on the books that is not observed, but I am reluctant to make a unilateral decision to begin enforcing the rule, thereby going against years of past practice. I am looking for Senate's guidance as to whether I should begin enforcing this rule. If Senate prefers not to enforce the rule (i.e., this motion is defeated), then I would recommend removing the rule from the Constitution, and I will bring forward a Notice of Motion next month to amend the Constitution accordingly.

Motion: That the Chair shall enforce the following rule in the Senate Constitution (Part III, point 5): "If any elected or appointed member of Senate, other than ex officio members, misses three consecutive regular meetings, that member's seat shall be declared vacant and shall be filled by recourse to the appropriate electoral or appointment procedure." To give fair warning, counts of absences shall begin at the November meeting.

Motion #2, Regarding Usual Length of Announcements

Background: Some Senators have noted that the amount of time devoted to announcements seems to be increasing. It will often be half or even $\frac{3}{4}$ of an hour into the meeting before we finish announcements and start in on the main agenda. That is frequently because people have questions; also, the questions are sometimes on other matters, not directly related to the announcements that have been made. Announcements seem to be evolving into a sort of "Question Period". The advantage is that it provides a monthly public forum for Senators to ask senior administrators timely questions on a wide variety of topics. The disadvantage is that considerable time may be devoted to questions of interest to only a few, at the cost of not getting to the main agenda items. This motion and the next one represent suggestions I have received to focus the announcement period; however, if Senators prefer the current open-ended Q & A approach, they can defeat these motions and we will continue with the status quo. Note I am going with a 5-minute time limit per speaker as that was the suggestion I received; the motion could certainly be amended to represent a longer time for some or all speakers, if desired.

Motion: That the Chair shall enforce a standing special order to limit announcements to five minutes per speaker (including time for questions).

Note: A “standing special order” would mean that would be the default time; however, it could always be extended if needed. If those making announcements know in advance that they will need more time in a given month, they can ask for additional time, which will be noted and approved as part of the agenda. Under normal circumstances, however, the Chair would stop the announcement period when five minutes are up. If the speaker is almost done, the Chair can ask if there are any objections to extending the time briefly, and will do so if there are no objections. If considerably more time should turn out to be needed, any Senator (including the announcer) could move to extend the debate, and if 2/3 of Senators agree, additional time can be allotted.

Motion #3, Regarding Questions during Announcements

Background: During debate on motions, all statements must be germane to the topic at hand; i.e., you cannot bring up issues that are unrelated to the motion that is currently being discussed. If speakers do so, the Chair rules them out of order, and the speaker must wait until the appropriate time to make their statement. I have not been enforcing such a rule during announcements; instead, I have been allowing any questions that Senators wish to pose, whether related to the announcements or not. If a majority of Senators so wished, however, questions could be restricted to those germane to the announcements that have been made.

Motion: That the Chair shall rule questions that are not germane to the topic(s) of a speaker’s announcements as being out of order.

Note: Senators who know in advance that they want to bring up a particular topic/issue in a given meeting are always free to put that issue on the agenda, either as a motion or as a discussion item, and have it approved as part of the regular agenda. If an issue should arise during the course of a meeting, any Senator is also free to make a motion to add a topic/issue to the agenda (note that revising an agenda after it has already been approved requires 2/3 majority approval; note also that adding motions to an agenda on the day they will be voted on requires the approval of a majority of the entire membership, in order to waive Notice of Motion). Therefore, if a question is ruled not germane, it can always be added to the agenda as a new item; it simply requires a majority or 2/3 of Senators, as appropriate, to agree that they wish to devote Senate time to that particular topic.

Motion #4, Regarding Vetting of the Wording of Recommendations or Motions

Background: Individuals or committees sometimes bring forward motions that are unclear. They also sometimes bring forward recommendations to Senate that are not in the form of motions, so that it is not clear what Senate is actually being asked to do to enact the recommendation. A great deal of time can be spent on the floor of Senate word-smithing motions, or trying to turn recommendations into concrete motions that can be voted upon. If items came to Senate in “motion-ready” form, it would likely save a great deal of everybody’s time.

Motion: That individuals or committees bringing motions or recommendations to Senate will consult with the Deputy Chair or the Chair first, to make sure the wording is clear.

Note: In general, individuals or committees making recommendations to Senate would be asked to reframe them as motions, making it clear what specific action they are asking Senate to take. Motions would be vetted only for clarity of wording, not for content. If movers did not agree with the suggestions made by the Deputy Chair or Chair, they could still bring forward their unrevised motion, but while speaking to it, should mention that the Deputy Chair / Chair made certain recommendations for wording changes, which they chose not to incorporate for such-and-such a reason. If the majority of Senators agree with the mover, the mover's wording will stand; if the majority prefers the wording suggested by the Deputy Chair / Chair, it could be incorporated as an amendment without having to re-craft the wording from scratch.

Motion #5, Regarding Alternating Pro and Con Views during Debates

Background: Occasionally, Senate will spend quite some time discussing an issue, even though all or almost all of the discussion is on one side of the issue. To make sure that key points on both sides of the debate emerge as early in the discussion as possible, Robert's (p. 379) recommends that "In cases where the chair knows that persons seeking the floor have opposite opinions on the question... the chair should let the floor alternate, as far as possible, between those favouring and those opposing the measure. In large assemblies, various devices are sometimes used to assist the chair in following this rule, such as having members seeking recognition hold up cards of different colors, go to different microphones 'for' or 'against', or the like." Senate has never followed this procedure, to my knowledge, but it is a possibility.

Motion: That during debate, the Chair, as much as possible, alternates speaking turns between those in favour of a motion and those opposed to a motion.

Note: We would have to come up with a system to make this procedure work, but it would be do-able. We would need some kind of a signal as to whether people wishing to get onto the speaker's list are for or against the motion (e.g., left hand up vs. right hand; one finger raised vs. two fingers raised; different coloured cards to hold up, if those systems don't work well). I would then simply maintain two speakers' lists, and alternate back and forth between them whenever there are speakers on both lists. The advantage to this procedure is that it gets ideas on both sides of the debate out quickly and efficiently. Also, if it becomes clear that no one has anything to say against a motion, for example, then Senators might decide to move to a vote early on, without spending time belabouring a point on which all agree. The disadvantage to this procedure is that it might lead people to choose sides too quickly, or terminate debate prematurely, without giving the discussion full opportunity to evolve.

Calendar Dates for the 2013/2014 – December 3rd – Senate Submission

2013	
June 17	Classes begin - Intersession 2 (Summer)
July 1	Canada Day - no classes
July 26	Classes end - Intersession 2 (Summer)
July 5 and July 26	Examinations - Intersession 2
August 28	Residences Open for New International Students
August 29	New Student Orientation Activities begin for International Students
August 30	Last day to apply to graduate at Fall Graduation
August 30	Last day to submit Honours theses for Fall Graduation
August 31	Residences open (for all New Students) / New Student Orientation Activities (full schedule for all New Students)
September 2	Residences Open - Returning Students
September 3	Graduate Student registration
September 3	New Student Orientation Welcome Week ends
September 4 (Wed.)	Classes begin - Fall Term
September 4	Fee Deadline
September 11	Last day for course additions for Fall and full year courses
September 11	Last day to drop Fall or full year courses without a “W”
September 20	Final Exam Schedule posted for December Examinations
September 23	Deadline for approved Honours and Masters' theses for Fall Graduation
September 27	Last day to receive grades for Fall Graduation
September 30	Last day to opt out of ASU Health Plan or add dependents
September 30	Last day to decrease Meal Plan for Fall Term
October 1	Faculty Meeting for approval of Fall Graduates
October 8	Senate meeting to approve Fall Graduates
October 11-13	Homecoming
October 14	Thanksgiving Day - no classes
October 25	Last day to drop 3h first term courses without a failing grade “F”

November 7 and 8	Fall Study Days – no classes
November 11	Remembrance Day – University closed and no classes
November 29	Last day for undergrads to apply for Spring Convocation 2013
December 2	Last day of classes before exams
December 3	Study Day
December 4	Examinations begin - Fall Term
December 17	Last day of examinations - Fall Term
December 18	Residences close at 12:00 noon
2014	
January 2	Residences Open (Winter Term New Students Only)
January 3-4	New Student Orientation
January 5	Residences Open - Returning Students
January 6 (Mon)	Classes begin - Winter Term
January 6	Fee Deadline
January 13	Last day for course additions and dropping Winter courses without a “W”
January 13	Last day to drop full year courses without a failing grade “F”
January 24	Final Exam Schedule posted for April examinations
January 31	Last day to opt out of ASU Health Plan or add dependents - Winter Term Students
January 31	Last day to apply for Spring Convocation 2013 for Graduate Students
January 31	Last day to decrease Meal Plan for Winter Term
February 17-21	Study Week
February 28	Last day to drop Winter Term courses without a failing grade “F”
March 14	Last day to submit Honours Theses for Spring Convocation
April 7	Last day of classes before exams
April 8	Study Day
April 9	Examinations begin - Winter Term
April 14	Deadline for approved Masters’ Thesis for Spring Convocation
April 17	Deadline for registration - Intersession 1
April 18	Good Friday - no classes
April 21	Deadline for approved Honours Theses for Spring Convocation
April 23	Last day of examinations - Winter Term
April 24	Residences close at 12:00 noon

May 1	Last day to receive grades for Spring Convocation
May 5	Classes begin - Intersession 1 (Spring)
May 6	Faculty Meeting to approve Spring Graduates
May 7	Senate Meeting to approve Spring Graduates
May 11	Baccalaureate Service
May 11-12	Spring Convocation
May 19	Victoria Day - no classes
May 30	Last day to opt out of ASU Health Plan or add dependents – 16-month Bachelor of Education Students
May 30	Deadline for registration - Intersession 2
June 2	Last day to submit an appeal to the Academic Appeals Committee
May 23 and June 13	Examinations - Intersession 1 (Spring)
June 16	Classes begin - Intersession 2 (Summer)
July 1	Canada Day - no classes
July 25	Classes end - Intersession 2 (Summer)
July 4 and July 25	Examinations - Intersession 2 (Summer)

The Graduate Studies Committee recommends that Senate approve the following policy on Compassionate Leave:

Graduate students will be provided with compassionate leave for a period of up to one year in the case of the death or serious illness of a family member. This leave is not intended to cover circumstances related to travel, employment, or other financial concerns. Once on leave, students will not be registered with the University, nor will they be required to pay tuition or continuing fees. However, students may choose to maintain computer network, email, and library access during the period of the leave by paying a \$100.00 fee. Financial support from University sources will normally be suspended during the period of the leave and, where possible, will be reinstated upon completion of the leave. It is the responsibility of the student to determine the status of funding from all external sources.

Motion from Adam Foster, Graduate Student Representative to Senate, on behalf of the Acadia Graduate Student Association (AGSA)

Background: There are currently discrepancies in documents as to whether the graduate student who is chosen to sit on the Research Ethics Board is to be selected by the AGSA or the SRC. It is suspected that initially, the student was to be chosen by the AGSA, but because it has occasionally not existed in a given year, the SRC stepped in to choose the student. The AGSA has discussed the matter and believe that, whenever possible, the graduate students' representative should be selected by graduate students. However, taking into consideration that the AGSA has not existed every year, and there is no way to ensuring that situation won't arise again, we wish to include in this motion that the SRC will be able to choose the representative if the AGSA does not exist in any given year.

The Acadia Graduate Student Association recommends that Senate approve the following amendment to the membership of the Research Ethics Board:

- i. Membership of the Research Ethics Board (including both men and women) shall be as follows:

Non-voting members:

The Dean of Research and Graduate Studies, who shall act as liaison to the Senate Research Committee, the Senate Graduate Studies Committee, and Senate;

One graduate student, who shall be appointed by the **Acadia Graduate Student Association. In the event the Acadia Graduate Student Association is not able to select a representative in a timely fashion in a given year, the appointment shall be made by the Student Representative Council.**

Voting members:

One faculty member, knowledgeable in ethics, to serve as Chair;

One member from the Faculty of Arts with broad expertise in the methods or in the areas of research that are covered by the REB;

One member from the Faculty of Professional Studies with broad expertise in the methods or in the areas of research that are covered by the REB;

One member from the Faculty of Pure and Applied Science with broad expertise in the methods or in the areas of research that are covered by the REB;

One member from the Faculty of Theology with broad expertise in the methods or in the areas of research that are covered by the REB;****

One member from the community with no affiliation with Acadia University and not currently engaged in scientific, legal or academic work; ** ****

One member from the community who has legal knowledge, but with no affiliation with Acadia University.