



Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur at 9:00 am on Wednesday, 8 May 2013 in BAC 132.

The agenda follows:

- 1) Approval of Agenda
- 2) Minutes of the Meeting of 8 April 2013
- 3) Announcements
- 4) Time-sensitive Items
 - a) Approval of the List of Graduates for the Convocation of May 2013 (*to be circulated*)
 - b) Nominating Committee: Senate Vacancies (*attached*)
 - c) Registrar: Nominees for Nominating Committee (*attached*)
- 5) Brought forward from 8 April 2013
 - a) Motion from Tenure Track Teaching Complement Allocation Committee (TTTCAC) (*attached*)
 - b) Discussion of Senate research study findings (*circulated separately; brief summary attached*)
- 6) New Business
 - a) Motion from Ann Smith: All academic policies approved by Senate be posted on the Senate website, for ease of access.
 - b) Senate Committee Annual Reports (*attached*)
 - i. Committee on Students with Disabilities that Affect Learning (2012-2013)
 - ii. TTTCAC (2012-2013)
 - iii. T.I.E. Committee (2012-2013)

- iv. Research Committee (2012-2013)
- v. Research Ethics Board (2012-2013)
- vi. Curriculum Committee (2012-2013)
- vii. Committee on Graduate Studies (2012-2013)
- viii. Honorary Degrees Committee (2012-2013)
- ix. Archives Committee (2012-2013; *contains one motion*)
- x. Academic Integrity Committee (*no report; did not meet 2011-2013*)
- xi. Academic Discipline Appeals Committee (*no report; did not meet 2011-2013*)
- xii. Faculty Development Committee (*no report; did not meet 2011-2013*)

Sincerely,

ORIGINAL SIGNED

Rosie Hare

Recording Secretary to Senate

Senate Nominating Committee 2013 Annual Report to Senate

Membership

R. Seale (Arts)
J. Hennessy (Arts Senator)
A. Parsons (Science)
A. Mitchell (Science Senator)
D. Piper (Prof. Studies)
I. Hutchinson (Prof. Studies Senator)
Chair: J. Hennessy

Duties

- (1) 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;
- (2) to nominate for the May meeting of Senate, to be elected by Senate and take office in July:
 - a) candidates to fill the non-*ex officio* positions on the Executive Committee of Senate;
 - b) candidates to fill annual vacancies designated for the Senate on ad hoc and standing committees of Senate;
 - c) the Chairperson of the Senate Library Committee;
 - d) lay persons to be members of Senate;
 - e) a person to fill the office of Faculty Elections Officer
- (3) to act upon such other matters as may from time-to-time be referred to it by Senate;
- (4) 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.

Activity

The committee performed its duties mainly via email, and had one meeting on April 25, 2013 to approve the list of candidates for vacant positions for the May meeting of Senate. The Committee also elected **Ashley Parsons** to serve as Chair for the 2013-14 academic year.

The committee also noted that the normal difficulty in finding nominees to fill committee vacancies is often confounded by the fact that elections for new faculty senators are usually not completed by the May meeting of Senate, thereby reducing the pool of eligible senators.

Nominations for Vacant Positions

Chair of Senate (1 year)

Diane Holmberg

Deputy Chair of Senate (1 year)

Stephen Henderson

Faculty Elections Officer (1 year)

John Guiney Yallop

Senate Executive (1 year)

Arts: *Geoffrey Whitehall*

Science: *Andrew Mitchell*

Prof. Studies: *Edith Callaghan*

Students with Disabilities that Affect Learning

Arts (3 years): *Christianne Rushton*

Prof. Studies (1 year): *Lynn Aylward*

Lay Person on Senate

TBA

Theology Replacement on By-Laws Committee

TBA after May Theology elections

Respectfully Submitted,

Jeffrey J. Hennessy, Ph.D.

Chair

Senate Nominating Committee

Office of the Registrar



April 26, 2013

I wish to nominate the following two Senators to serve on the Senate Nominating Committee:

- from the Faculty of Arts: Dr. Geoffrey Whitehall
- from the Faculty of Pure and Applied Science: Dr. Andrew Mitchell

Respectfully submitted,

A handwritten signature in blue ink that reads "Rosemary Jotcham".

Rosemary Jotcham
Registrar and Secretary to Senate

Acadia University
Wolfville, Nova Scotia, B4P 2R6, Canada
Telephone: (902) 585-1222 | Facsimile: (902) 585-1081 | Email: registrar@acadiau.ca | Web: www.acadiau.ca

Motion from the TTTCAC

- 1) That the Tenure Track Teaching Complement Allocation Committee be disbanded.

Brief Summary: Canadian University Senates Project

(for details, see *"Canadian University Senates Project: A Summary for Acadia University*, by Pennock, L., Jones, G. A., Leclerc, J. M., & Li, Sh. X. (2013), as circulated to Senate)

This research project on Senates across Canada summarized its main findings as centring around five common themes. Some of these themes have also arisen in discussion at Senate over the last few years:

1. Questions regarding the effectiveness of Senate's oversight of program quality, teaching, and learning. (*"...the importance of senates' focusing on the 'big picture' ... and not simply being distracted by the details of things like course approvals"*)
2. Questions surrounding Senate's relevance (or lack thereof), effectiveness, and power, especially in financial matters. (*"... a sense that senates lack relevance or power ... a real hunger on the part of respondents for lively, meaningful debate on meaningful issues"*)
3. Role confusion and power imbalance/struggle between Senate and Board/administration (*"...frustration that the senate's authority over academic matters is weakened by its lack of power or influence over financial matters...few opportunities for the board and senate to connect in any meaningful way... perception that boards of governors being a corporate agenda to the academy."*)
4. Need to get faculty members engaged and involved in collegial self-governance. (*"... the challenge of engaging potential senate members ... and for the senate itself to become more engaged in carrying out its governance role and responsibilities. Factors such as apathy, poor communication about the importance of collegial self-governance, and workload pressures..."*)
5. Need for constitutional change and reform. (*"...comments related to the size of the governing body... diversifying or rebalancing the membership ... need to clarify reporting and authority relationships between [senate and individual faculty councils]..."*)

The study also provided average data across all institutions, and data for Acadia's Senate. The results for Acadia are based on a small sample. Nevertheless, here are a few notable trends where we seemed to differ from the average:

- A. "I know the organizational structure of the university." Avg Agree: 88%; Acadia: 55%
- B. "I believe processes are in place to assure our senate that the academic quality of our university is maintained." Avg Agree: 62%; Acadia 45%
- C. "I believe that it is difficult for our senate to make decisions involving significant change." Avg Agree: 62%; Acadia 100%
- D. "The size of our senate acts as a barrier to effective decision making." Avg Agree: 29%; Acadia 73%

- E. "I believe our senate should have more autonomy from our university's governing board."

Avg Agree: 42%; Acadia 18%

And here are a few statements where what we should do and actually do don't seem to mesh:

- F. "Senate should/does periodically review its own performance." Acadia: 100% "should"; 18% "does"

- G. "Senate should/does play a role in determining the future direction of the university."

Acadia: 100% "should"; 18% "does"

Question: Should we do anything to address some of these concerns; if so, what?

Report of Senate Committee on Students with Disabilities that Affect Learning (2012-2013)
May 2013 meeting of Senate

Members:

Carol Anne Janzen (DC, Chair Jan-present)
Sonya Major (FPAS)
Christianne Rushton (FA, Jan – May 2013)
Mike Corbett (FPS, May-Dec, 2012)
Lynn Aylward (FPS, Jan-May, 2013)
Janice Best (FA, chair May-Dec, 2012)
Kathy O'Rourke (Disability Resource Facilitator)
Jill Davies (Counsellor, Disability Access)
Rosemary Jotcham (Registrar)
Emma Cochrane (student representative)

The Senate Committee on Students with Disabilities that Affect Learning met six times this year (September 19, October 24, December 5, February 27, March 20 and April 17). At the December meeting, Carol Anne Janzen was elected chair to replace Janice Best who was leaving on sabbatical. On January 1, Christianne Rushton agreed to take Janice Best's position as Arts representative and Lynn Aylward replaced Mike Corbett, also on sabbatical, from Professional Studies.

The highlights of the committee's work this year:

- **A panel on Reasonable Accommodations was held on October 3**, chaired by committee member Sonya Major, and featuring seven panelists including students, faculty, service providers and professionals in the field of post-secondary disability services. The panel was well attended and received by a cross-section of faculty, staff and students. The committee has decided to make similar panels an annual event and has selected Mental Health as the focus for fall 2013.
- **There has been a 35% increase in the number of students** registered with Disability Access, from the 2011/2012 year to the 2012/2013 year (204 to 275 students). It is increasingly difficult for the two staff members, Counsellor, Jill Davies, and Disability Resource Facilitator, Kathy O'Rourke, to meet students' needs. The committee met in November with Acadia's three VPs to outline the situation and request another staff person and larger facilities. As of now, no permanent solutions have been forthcoming.
- **Final exams were moved to the Fountain Commons** in December (353 exams) and, following good feedback from students, were offered there again this April (337 exams). Kathy O'Rourke, who oversees exam accommodations, is strongly in favour of the Fountain Commons becoming our permanent location and there is strong

support on the part of the senate committee as well as the students to advance a permanent move.

- **Jill Davies reported that since January**, bi-weekly meetings between herself, Kathy O'Rourke, James Sanford, and Terry Lane have been held in an attempt to respond to the concerns about increasing numbers in Disability Access, the urgent need for a new space for exam accommodations, and the imminent retirement of Terry Lane and Jill Davies, summer 2014.
- **Software is being designed** to streamline the process of exam requests and accommodations. Due to the rising demand for exam accommodations, there have been corresponding increases in the scope of required support services. Certain technological innovations can streamline the administrative tasks that disproportionately occupy personnel. Recognizing no "off-the-shelf" solution exists, Disability Access has invested in the development of a digital solution to provide secure and central access for students and staff in managing exam accommodations, tutoring, and other critical support services. John Frost, one of the developers, will be presenting his research to date at the Canadian Association of College and University Student Services (CACUSS) conference at McGill in June 2013.

TTTCAC SENATE REPORT MAY 8, 2013

This is a report on the TTTCAC's activities since November 2012.

MEMBERSHIP

1 Dean of Arts: B. Moody (Acting) ex-officio
1 Dean of P&A Sc.: P. Williams ex-officio
1 Dean of Prof. St.: H. Hemming ex-officio
1 Senator / Chair: A. Quéma
1 Arts (Tenured Faculty): J. Hennessy 1July12~30Jun13
1 Arts alternate (Tenured Faculty): L. Whaley 3 yr 2015
1 Prof. St. (Tenured Faculty): R. Murphy 3 yr 2015
1 Prof. St. alternate (Tenured Faculty): Vacant 3 yr* 2013
1 Science (Tenured Faculty): J. Banks 1July12~30Jun12
1 Science alternate (Tenured Faculty): R. Raeside 3 yr 2014

CONTEXT

- In June 2012, Senate approved the motion that the By-Law describing the mandate and operating procedure of the TTTCAC be revised. The terms of the motion (moved by D. Kruisselbrink and seconded by R. Murphy) were as follows:
 1. The TTTCAC shall gather relevant data from the Registrar and circulate it to Deans, Directors, Heads and program coordinators, on an annual basis, by May 31.
 2. Units shall submit position requests to the Chair of the TTTCAC, and copied to the relevant Dean "*and the Vice-President Academic*"[DB], along with a one/two line rationale justified by demonstrated need, by June 15.
 3. If the Vice-President Academic has notified the Chair of the TTTCAC, by June 30 of a given year, that tenure-track searches will be authorized:
 - a. Units shall complete a formal request which shall be submitted to Dean of their faculty.
 - b. Each faculty shall submit a ranked list to the Chair of the TTTCAC by September 1.
 - c. The TTTCAC shall complete its ranking process and submit the ranked list to the Vice-President Academic by September 15.
 4. If the Vice-President Academic has notified the Chair of the TTTCAC, by June 30 of a given year, that tenure-track searches will not be authorized:
 - a. The TTTCAC will report the list of requests to Senate at its September meeting.
- On the recommendation of Diane Holmberg, Chair of Senate, a second motion was carried that "Senate approve a temporary exception to the By-Laws to enable the

TTTCAC to follow the new procedures while the TTTCAC consults with the By-Laws Committee regarding the required changes to the By-Laws” (moved by R. Murphy, seconded by B. Anderson).

ACTIVITIES

- November 13: the Chair worded revisions of the mandate as requested by Senate, and circulated them by email to the members of the Committee.
- November 26: the Committee reached a consensus on the revised wording. However, a member of the Committee also proposed a different approach to the ranking process.
- December 14: the Committee met to discuss this first new proposal. In the course of the discussion, a second proposal emerged. The outcome of this meeting was that the Deans would consult their respective faculties to discuss the second ranking proposal.
- December 18: the Chair circulated the minutes of the meeting to the Committee.
- January 31 2013: P. Dimock provided the data from the Registrar’s Office.
- February 11: the Chair submitted a mid-term report to Senate
- March 14: The Committee met to discuss the outcome of the process of consultation between the Deans and the directors and chairs. On the basis of that discussion, it was agreed that two motions would be submitted to Senate at the April meeting. Jeff Hennessy prepared the motions and, after discussion and amendment, the Chair sent the motions as agenda items. At Senate, J. Hennessy spoke to the motions, and A. Quéma further contextualized them. The motions and their rationale read as follows:

TTTCAC Motion

During the annual review process for the Tenure Track Teaching Complement Allocation Committee, it was revealed that there is widespread concern across campus regarding the nature and function of this committee. The Deans were therefore tasked with initiating a discussion of the issues with the Heads and Directors from each faculty and to report back to the committee. Following this consultation, the TTTCAC proposes the following two motions to senate.

- 1) That the Tenure Track Teaching Complement Allocation Committee be disbanded.
 - 2) That the Academic Planning Committee be charged with recommending to Senate a new process that links the allocation of tenure track faculty to academic planning. In doing so, the TTTCAC urges the APC to preserve consultation with faculties and academic units as part of the new allocation process.
- April 8: motion 1 was withdrawn; motion 2 was carried. The next step has been to re-introduce motion 1 for debate at the May 2013 meeting.

Anne Quéma
Chair of the TTTCAC

TIE Committee Report to Senate for May 2013

The TIE Committee met electronically between November and January to discuss Calendar Dates. The dates received approval, by Senate, at the February meeting on February 11th, 2012. There were no other issues brought to the TIE Committee during the 2011/2012 Academic Year.

**Senate Research Committee
Annual Report to Senate
May 2013**

Committee members:

Boddie, S. (Arts)	MacKinnon, D. (RGS; Chair)
Brackney, W. (Theology)	Pufahl, P. (Pure & Applied Science)
Cochrane, E. (undergraduate student)	Redden, A. (Research centre director)
Colton, J. (Professional Studies)	Robicheau, W. (Library)
Dueck, N. (graduate student)	Trofanenko, B. (Canada Research Chair)

The Senate Research Committee met on three occasions: 22 October, 29 October, and 27 November. The work of the Committee was focused primarily in two areas:

- Planning for the Industry and Community Partnership Day, held on 16 November
- Designing the process for engaging academic units and programs in a review of Acadia's Strategic Research Plan

Industry and Community Partnership Day

The Senate Research Committee and the Division of Research & Graduate Studies hosted a one-day celebration and exposition of research at Acadia, with a particular lens this year on collaborations and partnerships between Acadia faculty members and students, and industry and community groups.

The day included 13 interactive research displays by students and faculty on the main and lower levels in the K. C. Irving Environmental Science Centre throughout the day, as well as displays on the lower level by industry and community sponsors. In addition, panel discussions were conducted in four theme areas: agri-food/wine, equity and diversity, health and wellness, and tidal energy. Panel discussions were taped by Eastlink.

Over 110 people signed the guest book, and many more than that attended. The day concluded with a special presentation by Dr. Irene Penesis from the Australian Maritime College at the University of Tasmania.

Strategic Research Plan

A modified process for the review of the Strategic Research Plan was developed and approved by Senate. The open and transparent process includes (a) meetings by the Dean of Research & Graduate Studies with all department heads, school directors, and program coordinators to discuss research cultures; (b) unit and program engagement with structured questions focusing on research strengths, research connections, strength building, and perceived utility of the current SRP; (c) focus group discussions of preliminary analyses of unit and program

submissions; (d) the development of a preliminary draft for campus distribution and an open forum discussion; and (e) a final draft submission to Senate in the fall of 2013.

Mentoring Workshops

Research and Graduate Studies and the Senate Research Committee will once again be offering Tri-Council grant writing workshops, tentatively scheduled for May 27th, June 10th, and June 21st. In addition, a specially SSHRC knowledge creation and mobilization workshop is tentatively planned for June 24th and 25th, sponsored jointly by Acadia University, Mount Saint Vincent University (host institution), St. Mary's University, St. Francis Xavier University, and Cape Breton University.

Respectfully submitted,

David MacKinnon
Chair, Senate Research Committee

To: Acadia University Senate
From: S. Maitzen, Chair, Research Ethics Board
Date: 30 April 2013
Re: **Annual Report of the Research Ethics Board**
For the period 1 May 2012 to 30 April 2013:

REB members

Dr. Joan Boutilier, Community Member
Dr. David F. Duke, Faculty Representative, Arts
Ms. Anita Hudak, Community Member
Dr. David MacKinnon, Dean, Research and Graduate Studies (*ex officio*)*
Dr. Stephen Maitzen, Chair
Dr. Susan Potter, Faculty Representative, Pure and Applied Science
Dr. Anna Robbins, Faculty Representative, Theology (from 11 September 2012)**
Dr. Christopher Shields, Faculty Representative, Professional Studies (from 1 July 2012)
Ms. Crystal Sweeney, Graduate Student Representative*
Dr. Brenda Trofanenko, Faculty Representative, Professional Studies (to 30 June 2012)
* Non-voting
** No Representative from Theology served during the period 1 May to 10 September 2012.

Applications and meetings: During the reporting period, the REB reviewed 83 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 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 prepares reports for Senate and other bodies concerning the business of the REB.

Training of members: Each newly appointed REB member receives a detailed written orientation from the REB Chair describing the new member's duties and the REB's procedures.

Ad hoc advisors: Ad hoc advisors are appointed only when the REB judges that it lacks the knowledge needed to review a particular application. None were required during the reporting period.

Appeals: None

Complaints: None

Guidance sought from the Canadian Secretariat on Research Ethics: None

Matters out of the ordinary: None

Other comments: None

SENATE CURRICULUM COMMITTEE REPORT MAY 8, 2013

Membership

Leo Elshof (FPS); Jeff Hooper (FPAS); Rosemary Jotcham (Registrar); Chris Killacky (ADC); David McMullin (FPAS); Anne Quéma (FA); Alex Rice (student representative); Roxanne Seaman (FPS); Pat Townsend (Library); Kyle Power (ASU VP Academic); Romira Worvill (FA).

Mandate

- 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.

Process

The SCC met on December 7 and 12, 2013 to consider and analyze curriculum proposals from the Faculties of Arts, Professional Studies, and Pure and Applied Science. For the benefit of new and returning members of the Committee, the first meeting began with a review of the mandate of the Committee as stipulated by Senate's Constitution.

On the basis of the Committee members' analyses, the chair consulted with school directors and departmental chairs to address various problems such as the need to clarify the terms of program and course descriptions. In all cases, the objectives were to ensure that students have access to clear and accurate information, and that programs maintain descriptive coherence.

Once clarifications and modifications were reported to the Committee by the chair, the Committee recommended the revised proposals for approval. Then, the Registrar and the chair collated and proofread all the submissions.

The SCC recommended approval of the curriculum proposals at the Senate meeting of 11 February 2013.

Action item

To assist faculty members in preparing curriculum proposals, Dr. Romira Worvill suggested that the SCC could issue guidelines. The Committee supported this initiative. Dr. Worvill has

offered to prepare this document on which the SCC will deliberate. The objective is to make this document available to all faculty members for the next round of curriculum changes.

Anne Quéma
Chair of the Senate Curriculum Committee

**Senate Committee on Graduate Studies
Annual Report to Senate
May, 2013**

Committee members:

Aylward, L. (Educational Studies)	Kitchin, H. (Sociology)
Barr, S. (Geology)	MacDonald, D. (graduate student, Theology)
Biro, A. (Social & Political Thought)	MacKinnon, D. (R&GS; chair)
Brackney, W. (Theology)	McFarland, S. (Chemistry)
Brickner, R. (Politics)	Mendivil, F. (Mathematics & Statistics)
Colton, J. (Recreation Management)	Quinn, D. (graduate student, FPAS)
Corbett, M. / Lehr, R. (Education)	Spooner, I. (Applied Geomatics)
Dueck, N. (graduate student, Arts)	Horvath, P. (Psychology)
Evans, R. (Biology)	Trudel, A. (Computer Science)
Fullerton, M. (graduate student, FPS)	Whetter, K. (English)

Business:

The Senate Committee on Graduate Studies met on two occasions during the 2012-2013 academic year: 18 September and 26 February (coordinators only; AGA awards). Regular (non-problematic) business was conducted electronically throughout the year. As there was little this year in the way of curriculum changes, policy initiatives, or new program discussions, the Committee was able to conduct most of its regular business on-line.

The business that came before the Committee this year included the following:

- *Curriculum changes.* Curriculum changes and program modifications to graduate programs in Biology and Education.
- *Subcommittees.* Establishment of awards subcommittees for SSHRC, Governor-General's Gold Medal, NSHRF
- *Graduate supervision.* Discussion of the new policy document on graduate supervision.
- *GPA for AGA awards.* A recommendation from the Committee to Senate to change the GPA requirement for receiving an Acadia Graduate Award from 3.0 to match the GPA entrance requirement of 2.67. This was subsequently rejected by Senate. The requirement remains 3.0 and the Committee will revisit the requirement in the fall, at Senate's request.
- *Time limits of curriculum.* A recommendation to change the wording in the Calendar regarding the Time Limits of Curriculum to read: "All requirements for Science and MR degrees, as well as the MA in SOPT must be completed within 6

years of first registration. All requirements for the MA in ENGL, POLS, and SOCI must be completed within 5 years of first registration.” This was passed by Senate.

- *External readers.* Discussion of the necessity of obtaining written comments from external thesis readers prior to a defense. The discussion originated due to the frequent difficulties of receiving comments. However, the Committee felt it was still a valuable part of the process, and so it will remain part of operating procedure.
- *Admissions.* The Committee discussed the time necessary for providing feedback to graduate applicants, in an attempt to ensure that this happens as soon as possible. The challenge is that some departments/schools do not make admission decisions until all external funding is known. It was agreed that departments/schools would provide feedback to applicants on their applications. It was also agreed that graduate coordinators would provide RGS with a paragraph on their decision making process, which RGS would then include in e-mails to applicants when their applications arrive. This allows applicants to then know how each department’s or school’s process plays out and when they might reasonably expect to hear in terms of admission.
- *AGA funding availability.* At the September meeting, coordinators were informed that some AGA funding was returned and could be reallocated. As per Committee operating policy, the allocation of AGA monies that become available after August 31st are decided by a subcommittee.

Submitted by:

David MacKinnon

Chair

Senate Committee on Graduate Studies

**Awards Committee for Honorary Degrees and Emeriti Distinction
(Awards Committee)**

Annual Report for 2012-2013

May 2013

Committee Members 2012-2013:

Mr. Ray Ivany, President & Vice-Chancellor (Chair)
Dr. Derek Charke, Faculty of Arts Representative
Dr. Harry Gardner, Acadia Divinity College/Faculty of Theology Representative
Mr. Matthew Rios, SRC Representative
Mr. John Rogers, Board of Governors Representative
Dr. Roxanne Seaman, Faculty of Professional Studies Representative
Dr. Anthony Tong, Faculty of Pure and Applied Science Representative
Ms. Pat Townsend, Librarian/Archivist Representative
Ms. Janny Postema, Recording Secretary

The Purpose of the Committee is to:

1. Invite nominations for Honorary Doctorate degrees and Professores, Librarian, and Archivists Emeriti awards.
2. Adjudicate the nominations; and
3. Recommend nominees thereon to Senate.

Meetings 2012-2013:

February 7, 2013
February 21, 2013

Summary of Committee Activities:

The Committee forwarded to Senate for a vote by secret ballot a total of six Honorary Degrees and four Professor Emeritus nominations of which six Honorary Degrees and four Professor Emeritus received approval by Senate.

I would like to thank members of the Awards Committee (Dr. Derek Charke, Dr. Harry Gardner, Mr. Matthew Rios, Mr. John Rogers, Dr. Roxanne Seaman, Dr. Anthony Tong, and Ms. Pat Townsend) for their work over the past year.

Respectfully submitted by the Chair,

Raymond E. Ivany
President & Vice-Chancellor

SENATE ARCHIVES COMMITTEE ANNUAL REPORT, 2012-13

April 30, 2013

COMMITTEE MEMBERSHIP:

Committee Chair and Arts representative: Paul Doerr (2015)
Arts representative and Committee secretary: Jennifer MacDonald (2013)
Arts representative: Lance LaRocque (2014)
Professional Studies representative: Brenda Trofanenko (2015)
Science representative: Barbara Anderson (2013)
Theology representative: Robert Wilson (2014)
Alumni appointee: Vacant
Presidential appointee: Ann Smith (2015)
Convention of Atlantic Baptist Churches appointee: D. Cumby (2013)
Student representative: E. Cochrane
Archivist: Pat Townsend (ex-officio)
Archivist: Wendy Robicheau (ex-officio)
University Librarian: Sara Lohead (ex-officio)

COMMITTEE MANDATE: As representatives of their various constituencies, members of the Senate Archives Committee will work collaboratively:

- (1) To advise and guide on long-term and short-term directions that are consistent with the mandate and strategic direction of the Archives;
- (2) To advocate for the Archives within the University, the Convention of the Atlantic Baptist Churches and the local community;
- (3) To make an annual report;
- (4) To address other Archives-related issues that shall arise from time to time.

ACTIVITIES THIS YEAR: After several years on hiatus, the Senate Archives Committee rebounded this year with untrammelled enthusiasm. We met on three occasions (October 18, 2012; February 14, 2013 and April 25, 2013) to discuss issues of concern to Acadia's Archives. We reviewed and reaffirmed the Committee's mandate and membership. We received and reviewed activity reports from the Archivists. The committee also developed a procedure for receiving minutes and reports from the Senate and Senate committees (attached). This procedure will come before the Senate in May. Finally, the committee discussed ideas for highlighting the profile of the Acadia Archives, ideas which will surface in time for Acadia's 175th anniversary in the fall.

MOTION: That Senate adopt the attached schedule and procedure for archiving Senate materials.

Retention Schedule for Senate and Senate Committees

Senate – Original Minutes and Reports

Records consist of minutes and reports produced as a result of meetings of the Acadia University Senate. The Recording Secretary of the Senate is the official record keeper and ensures that the minutes are correct, complete including appendices, and signed by the Recording Secretary of Senate.

At the end of each academic year (end of June), the Recording Secretary transfers the year's minutes and reports to the Archives, after making convenience copies for the office. Minutes and reports transferred to the Archives must be viewed in the Archives' Reading Room and may not be duplicated without permission of the Chair of the Senate.

The Recording Secretary's convenience copies are held by the Recording Secretary until they are no longer needed, at which time the copies will be destroyed by secure shredding.

Senate Committees – Original Minutes and Reports

Records consist of minutes and reports produced as a result of meetings of the Acadia University Senate Committees. The Secretary or Chair of the Senate Committee is the official record keeper and ensures that the minutes are correct, complete including appendices, and signed by the Chair of Senate Committee or the Secretary.

At the end of each academic year (end of June), the Committee Secretary or Chair transfers the year's minutes and reports to the Archives,¹ after making convenience copies for the office. Minutes and reports transferred to the Archives must be viewed in the Archives' Reading Room and may not be duplicated without permission of the Secretary or Chair of the Senate Committee.

The Committee's convenience copies are held by the Secretary or Chair until the copies are no longer needed, at which time the copies will be destroyed by secure shredding.

SCHEDULE	Active	Semi-Active	Final Disposition
Senate and Senate Committees – <i>original</i> minutes and reports	Current Year	No	Archival Retention
Convenience copies of minutes and reports held by Secretaries or Chairs	While needed	No	Destroy

¹ An annual transfer of these documents will ensure that the following condition is met: "The Secretary or Chair, of each Senate Committee, shall forward the committee records (minutes, agendas, correspondence, reports, and supporting papers) to the University Archives for permanent preservation." The Constitution and By-Laws of the Senate of Acadia University, 2012 amendment, section VI. Committees, page 8.