



Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur at **4:00 p.m.** on Monday 9<sup>th</sup> December, 2013 in **BAC 132**.

The agenda follows:

- 1) Approval of Agenda
- 2) Minutes of the Meeting of 18<sup>th</sup> November, 2013
- 3) Announcements (*normally 10 minutes per speaker*)
- 4) Priority items
  - a) Report from Senate Research Committee (*verbal report*)
  - b) Report from the By-Laws Committee (*verbal report*)
- 5) Brought Forward from October 15 meeting  
Report from the AAU Coordinating Committee on Faculty Development (*verbal report*)
- 6) New Business
  - a) Report from the SPAC (*attached*)
  - b) Calendar Dates for 2014-2015 (*attached*)
  - c) Request for input on constitutional changes (*attached*)
  - d) Notice of Motion Re: Adding Library Representation to the APC (*attached*)
  - e) Notice of Motion Re: Affirmation of Senate membership (*attached*)

Sincerely,

ORIGINAL SIGNED  
Rosie Hare  
Recording Secretary to Senate

ACADIA UNIVERSITY

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

REPORT DATE: November 13, 2013

SPAC COMMITTEE MEMBERS

Membership	July 1, 2012-June 30, 2013	July 1, 2013-June 30, 2014
Arts	Stephen Ahern	Xiaoting Wang (Stephen Ahern on sabbatical)
	Thomas Voss replacing Anna Saroli from July 1 to December 31, 2012 Anna Saroli returned January 1, 2013	Diemo Landgraf
	Emma Cochrane (Student Rep)	Stephanie Bethune (Student Rep)
Professional Studies	Scott Landry	Scott Landry
	Igor Semenenko	Igor Semenenko
	Darcy Shea (Student Rep)	Hector Rode Arreola (Student Rep)
Pure & Applied Science	Bryan van der Ende	Jennie Rand
	Richard Karsten (Committee Chair)	Richard Karsten (Committee Chair)
	Alexandra Rice (Student Rep)	Brett Ells (Student Rep)
Registrar or Delegate	Judy Noel Walsh, Manager, Scholarships and Financial Assistance	Judy Noel Walsh, Manager, Scholarships and Financial Assistance
Financial Aid Counselor	Pamela D'Entremont (Committee Secretary)	Pamela D'Entremont (Committee Secretary)

PURPOSE AND DUTIES OF COMMITTEE

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

MEETINGS DATES

Committee meetings were held during 2012-2013 on the following dates:

- July 5, 2012
- November 2, 2012
- March 27, 2013
- May 2, 2013

Several other meetings were also held between the SPAC Chair, Secretary, and Manager of Scholarships & Financial Assistance to decide upon various awards and matters.

The Bursary & Loan Committee of SPAC met weekly throughout the academic year. Acadia's needs based bursary program assisted 142 students in the 2012-2013 academic year with a budget of \$300,000.

## AGENDAS, DISCUSSIONS and CONCLUSIONS

The following represents the main agenda topics:

### 1. Entrance Scholarship Offers

To be competitive with other universities, our top entrance scholarships were valued as follows:

- Three Chancellor's Scholarships each valued at \$10,000 renewable
- Four Board of Governor's Scholarships each valued at \$8,000 renewable
- Four President's Scholarships each valued at \$7,000 renewable
- Four International Baccalaureate Scholarships each valued at \$6,500 renewable
- Eight Scholarships for AVRSB students each valued at \$4,000 renewable

### 2. Awarding of 2013 Entrance Scholarships

Acadia offered entrance scholarships to 1077 prospective incoming students for September 2013. This included renewable entrance scholarship offers to all incoming students (in their first undergraduate degree) with an average above 80%. The acceptance rate for 2013 was 44% with 472 accepting their entrance scholarships (approximately \$1.4 M).

### 3. Entrance Scholarship Application Process

The Committee reviewed the use of the information collected on the scholarship information form, endorsement forms and accompanying letters. Minor changes were made to the scholarship information form. The endorsement form was revised to collect the requested information on the form without the need for an accompanying letter. For the 2014-2015 recruitment cycle an online electronic form will be used. As a student's admission file contains their transcript, it was decided a copy is no longer needed on the scholarship file except for transfer students. Committee files will be for the most part electronic for 2014-2015.

### 4. Entrance Scholarship Deferral Policy

Policy wording was approved for use when students who have been offered an entrance scholarship are deferring their admission offer. Scholarship recipients may defer their scholarship offer for a maximum of 12 months, provided they do not enroll in another post-secondary institution during that year.

### 5. Academic Requirements for Grade Based Entrance Scholarships:

For 2012-2013 the entrance scholarship program criteria did not change from the previous year.

The scholarship average grid for 2012-2013

Tier	Gr 11 avg	Gr 12 avg	Renewable Scholarship Value
1	90	95+	2500
2	90	90 – 94.9	1750
3	85	85 – 89.9	1250
4	80	80 – 84.9	650

Students entering with a scholarship average of 90 – 94.9% will also receive a \$1000 non-renewable BMO Financial Group Entrance Scholarship for the 2012-2013 academic year.

The 2013-2014 scholarship program was approved using a combined average – a weighted average using grade 11 and grade 12 - to calculate a scholarship average instead of using both a grade 11 average calculation and a grade 12 average calculation.

The scholarship average grid for 2013-2014

Scholarship Average	Renewable Scholarship Value
95+	\$2500
90 – 94.9	\$1750
85 – 89.9	\$1250
80 – 84.9	\$ 650

Students entering with a scholarship average of 90 – 94.9% will also receive a \$1000 non-renewable BMO Financial Group Entrance Scholarship for the 2013-2014 academic year.

#### 6. Conditions of Renewability

The Conditions of Renewability were updated to include a GPA benchmark in addition to the numeric average as students do not currently have access to numeric marks. The conditions now read “Maintain a minimum average of 80 percent (or sessional GPA of 3.50) in year one and 85 percent (or sessional GPA of 3.67 or Dean’s List standing) in year two and subsequent years.”

#### 7. Scholarship Course Load Conditions

Students holding Acadia scholarships, awards etc are required to be in a full course load unless they have approval from their Faculty Dean/Director for a reduced course load provided the student is still full time. To streamline these process, the need for the approval of their Faculty Dean/Director is now required only for students in less than 27 hours provided the student is still full time.

Respectfully submitted,

Pamela D'Entremont  
Secretary

Richard Karsten  
Chair

**Calendar Dates for the 2014/2015 – December 9<sup>th</sup> – Submission to Senate**

<b>2014</b>	
June 16	Classes begin - Intersession 2 (Summer)
July 1	Canada Day - no classes
July 4 and July 25	Examinations - Intersession 2
August 27	Residences Open for New International Students
August 28	New Student Orientation Activities begin for International Students
August 29	Last day to apply to graduate at Fall Graduation
August 29	Last day to submit Honours theses for Fall Graduation
August 30	Residences open (for all New Students) / New Student Orientation Activities (full schedule for all New Students)
September 1	Residences Open - Returning Students
September 2	Graduate Student registration
September 2	New Student Orientation Welcome Week ends
September 3 (Wed.)	Classes begin - Fall Term
September 3	<b>Fee Deadline</b>
September 17	Last day for course additions for Fall and full year courses
September 17	Last day to drop Fall or full year courses without a “W”
September 22	Deadline for approved Honours and Masters' theses for Fall Graduation
September 26	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
Oct 1	Final Exam Schedule posted for December Examinations
October 7	Faculty Meeting for approval of Fall Graduates
October 13	Thanksgiving Day – no classes
October 14	Senate meeting to approve Fall Graduates
October 27-31	Fall Study Days – no classes
November 6	Last day to drop 3h first term courses without a failing grade “F”
November 11	Remembrance Day – University closed and no classes

November 28	Last day for undergrads to apply for Spring Convocation 2013
December 3	Oct 13 – make up classes
December 4	Nov 11 – make up classes
December 4	Last day of classes before exams
December 6,7	Study Days
December 8	Examinations begin - Fall Term
December 20	Last day of examinations - Fall Term
December 21	Residences close at 12:00 noon
<b>2015</b>	
January 3	Residences Open (Winter Term New Students Only)
January 4-5	New Student Orientation
January 4	Residences Open - Returning Students
January 6 (Tues)	Classes begin - Winter Term
January 6	<b>Fee Deadline</b>
January 15	Last day for course additions and dropping Winter courses without a “W”
January 30	Last day to drop full year courses without a failing grade “F”
January 30	Last day to opt out of ASU Health Plan or add dependents - Winter Term Students
January 30	Last day to apply for Spring Convocation 2013 for grad students
January 30	Last day to decrease Meal Plan for Winter Term
February 2	Final Exam Schedule posted for April examinations
February 16-20	Study Week
February 27	Last day to drop Winter Term courses without a failing grade “F”
March 31	Last day to submit Honours Theses for Spring Convocation
April 3	Good Friday - no classes
April 6	Last day of classes before exams
April 7	Make up day for Good Friday
April 8-9	Study Days
April 10	Examinations begin - Winter Term
April 13	Deadline for approved Masters’ Thesis for Spring Convocation
April 17	Deadline for registration - Intersession 1
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 4	Classes begin - Intersession 1 (Spring)
May 5	Faculty Meeting to approve Spring Graduates
May 6	Senate Meeting to approve Spring Graduates
May 10	Baccalaureate Service
May 10-11	Spring Convocation
May 18	Victoria Day - no classes
May 29	Last day to opt out of ASU Health Plan or add dependents – 16-month Bachelor of Education Students
May 29	Deadline for registration - Intersession 2
June 1	Last day to submit an appeal to the Academic Appeals Committee
May 22 and June 12	Examinations - Intersession 1 (Spring)
June 15	Classes begin - Intersession 2 (Summer)
July 1	Canada Day - no classes
July 3 and July 24	Examinations - Intersession 2 (Summer)

### **Request for Input from Senate Chair**

I am making minor changes to the Senate Constitution; however, there have been a few other possible changes that have been suggested to me in the past. If Senate believes these are good ideas in principle, I will draft up language to incorporate them; they will still be vetted by the By-laws Committee, voted on with proper notice of motion, etc. If Senate does not approve of these ideas in principle, I won't bother and will leave them out.

1. Allow committees to set their own meeting modalities?
  - a. Should there be a minimum number of face-to-face meetings per year (maybe at least one at beginning, one at end)?
2. Have committees outline plans for the year to Senate at the beginning of the year, then report on progress at the end of the year in their annual report? (may help to get things done, increase accountability, help with inter-committee co-operation...)
3. Should there be a mechanism for removing members from committees? If so, what?



***Proposed Changes to the Academic Planning Committee (APC)***

Rationale:

In order for the perspective of the Vaughan Memorial Library (VML) to be heard, it is essential that there be adequate representation when matters relating to the VML are discussed. The proposed changes allow the APC to remain “nimble”, yet allow adequate representation to occur. When matters relating to the VML are to be discussed, the University Librarian and an elected librarian or archivist will be invited to attend the APC meeting.

Motion: That Senate approves the following changes to the membership of the Academic Planning Committee:

Membership ~~(8)~~(8 or 10\*\*\*\*) Representative Term Retirement Replacement Period  
1 Vice President Academic T. Herman ex-officio --  
1 Dean of Arts R. Perrins ex-officio --  
1 Dean of Prof. Studies H. Hemming ex-officio --  
1 Dean of P&A Sc. P. Williams ex-officio --  
**1 University Librarian ex-officio, when the business concerns the Library\*\*\*\***  
1 Faculty Member J. Hooper 3 yr\* 2016  
1 Faculty Member T. Weatherbee 1 yr\* 2014  
1 Faculty Member D. Duke 2 yr 2015  
**1 Librarian or Archivist, when the business concerns the Library 3 yr \*\*\***  
1 Student D. Shea 1 yr 2014

Chair: Vice President Academic

*\*Initial term is 1 or 2 years to stagger retirements going forward.*

**\*\*\*\*Representatives from the Vaughan Memorial Library attend meetings when matters related to the Vaughan Memorial Library, the Archives, librarians or archivists are to be discussed.**

Procedures for Appointment:

Faculty members, elected by Faculty\*\*

Student - Appointed by the Student Representative Council

*\*\*Faculty members include instructors, lecturers, librarians, **archivists** and professors. They shall be elected by a general call for nominations from the Faculty Elections Officer.*

**\*\*\*The Librarian or Archivist shall be elected by professional librarians and archivists. In the event a librarian or archivist is elected as one of the three Faculty Member representatives, this position shall not be filled, or shall be vacated if already filled.**

### **Notice of Motion Regarding Affirmation of Senate Membership**

**Background:** There were discrepancies amongst various membership lists of Senate. These discrepancies were resolved to Senate's satisfaction last year (see Senate minutes of November 2012). When the Board of Governors was asked to approve these motions, they found their own records also did not fully match Senate's records. Eventually, the Governance Committee of the Board of Governors asked Senate to simply affirm its full current understanding of its own membership; the Board of Governors will then affirm that membership as well, and that list will be used by both bodies as the approved membership from that point forward. As per the Constitution, this motion requires 30 days' Notice of Motion in Senate and a 2/3 majority vote, followed by 30 days' Notice of Motion at the Board of Governors and a 2/3 majority vote.

#### **Motion:**

Senate affirms that its appropriate current membership, as of 2013, is as follows:

Chair (see Note below)

Deputy-Chair (from the Elected Faculty Members of Senate)

Chancellor

President

Vice-President, Academic

Vice-President, Enrolment and Student Services (non-voting)

Vice-President, Finance and Administration and Chief Financial Officer (non-voting)

Dean of Arts

Dean of Professional Studies

Dean of Pure and Applied Science

Dean of Theology

Dean of Research and Graduate Studies

Director of Open Acadia

University Librarian

Professional Librarian from among members of the University Community holding appointments as professional librarians.

Registrar, Secretary to Senate (non-voting)

Student Union President

Twenty-seven members of Faculty, to include nine from each of the Faculties of Arts, Professional Studies, and Pure and Applied Science. This membership shall include one representative from each school.

A member of the Faculty of Theology

Three members of the Board of Governors

Six students, at least one of whom shall be a Graduate Student (see Note below)

Three lay persons, nominated by the Senate Nominating Committee who are not eligible for membership under the roles and categories laid out above provided they are not full-time employees of Acadia at the time they are appointed lay members.

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

*Note:* Four student members of Senate shall be appointed by the Acadia Students' Representative Council. The term of service shall be the same as that of the SRC which appointed them. One student member of Senate shall be appointed by the Graduate Students Association and shall serve a one-year term commencing in September of each year. One student member of Senate shall normally be appointed by the Acadia Divinity College Student Association, and shall serve a one-year term commencing in September of each year. In the event the Acadia Divinity College Student Association is not able to select a representative in a timely fashion in a given year, the appointment shall be made by the Dean of Theology. Unless otherwise specified, student members of Senate Committees shall be appointed by the Acadia Students' Representative Council.