

A meeting of the Senate of Acadia University occurred on Monday, **11 September 2006**, beginning at 4:06 p.m. with Chair Ian Wilks presiding and 45 present.

1) Minutes of the Meeting of  
12 June 2006

It was moved by L. McDonald and seconded by R. Raeside *that the minutes of Monday, 12 June 2006 be approved.*

The following amendment was made to these minutes:  
p. 3, para 4 should read "1,300 to 2,400 students will be put out of residence for the two week period,"

MOTION WAS CARRIED AS AMENDED.

2) Announcements and  
Communications  
a) From the Chair

- re Regrets

Regrets were received from Z. Dayler, H. Hopkins, A. Irving, R. Karsten, M. Masters, B. Moody, S. Phillips, D. Piper, and R. Wehrell.

- re Guests

Guests in attendance at this meeting were: M. Pearson, D. Day, M. Calfin, of the *ad hoc* Committee On Students With Disabilities That Affect Learning; S. Robinson; K. Almack; and S. Donovan of the VP (Academic) Office.

- re Membership

I. Wilks welcomed new Senators Z. Dayler, P. Rigg, B. Moody, K. Whetter, P. Doerr, R. Weherell, R. Sparkman, R. Lehr, R. Karsten, D. Symons, C. Rivers, M. Masters, K. Robinson, J. Gould, and D. Julien.

The chair expressed appreciation and best wishes to R. Nilson who will be leaving Acadia University in December.

- re Meeting Procedures

I. Wilks noted that the regular meetings of the Senate are held between 4:00 and 6:00 p.m. but may run later if business of the day demands it. The Constitution and By-Laws of the Senate require that meeting procedure in Senate be governed by Arthur Beauchesne, Rules and Forms in the House of Commons of Canada; however, for the purpose of general procedure at Senate meetings, Roberts Rules of Order will be used. He noted that in the event of a tie vote, he would vote to keep the motion alive and invite the mover of it to bring it before Senate again.

-re Senate Orientation

An orientation session will be held Monday, 25 September 2006 in BAC 227 between 4:00 and 6:00 p.m. All are welcome.

b) From the President

G. Dinter-Gottlieb welcomed Senators to another academic year, which

she felt would be an interesting, productive, and challenging one.

She congratulated R. Nilson on his appointment as President of Malaspina University College in B.C. He will continue to work on the implementation of the Academic Strategic Plan, as well as developing an initiative for undergraduate research activity, until the end of this year.

She announced that G. Iwama will become Acadia's Acting Vice-President (Academic) beginning 1 October 2006. He will be assisted in this role by W. McLeod (budgeting and financial matters) and R. Perrins (responsibility of Learning commons and implementing Acadia's Academic Strategic Plan). Dr. Perrins will also become the Interim Dean of Acadia's Office of Research and Graduate Studies and bringing forward recommendations for the future of that same office. R. Raeside will become Acting Dean, Faculty of Pure & Applied Science. She expressed appreciation to W. Bedingfield for her time and efforts as Acting Dean in the Office of Research and Graduate Studies.

G. Dinter-Gottlieb said that Acadia University's operating budget had to be reduced by \$3 million in three years. She noted that this reduction would be done through staff lay-offs, which could include a package of up to 14 months salary. It will involve a serious look at the Research & Graduate Studies Office, where \$1.1 million is budgeted, and in fact at all areas of the campus, for opportunities to reduce and streamline. The operational mandate is to reduce and improve. This is a result of a 21% reduction in enrolment, which will involve a 4% reduction to the academic budget and a 14% reduction to the administrative budget. Faculty lay-offs are not being considered. She said there would be administrative lay-offs, and some vacant positions would not be filled.

c) From the Vice-President  
(Academic)

R. Nilson commented on his new appointment and said he enjoyed his time at Acadia University and especially appreciated interactions with the faculty and staff. He noted that Senate has grown and improved as a governing body of Acadia University and that it was the people who offered to serve and took the responsibility seriously that made it do so.

As outlined by the President, this fall will be a transition period. R. Nilson spoke of the strategic planning exercise that resulted in an academic plan that remains to be implemented. The program review process is part of this process and has resulted in two reviews which are to come to Senate for consideration in November. He felt these reviews were an important part of the academic life of Acadia as they provided the opportunity for discussion and dialogue on the academic programs offered. Senate would play an important part in this process.

Much has happened for the physical side of the Learning Commons; but R. Nilson encouraged Senators to look beyond the bricks and mortar. He felt it was the people investing in the various aspects of the Learning Commons which was important and he asked that Senators remember that it will take commitment, people, time, and energy to make it beneficial to the community.

d) From the Registrar  
(067-05-REG)

R. Jotcham referred to handouts on Registration Statistics 1999 through 2006 (**APPENDIX A**). She noted that the "country of residence" indicates the student's country of residence, not necessarily their citizenship. She clarified that the 20% reduction in enrolment, referred to earlier in this meeting, was the incoming freshmen class and did not refer to those under retention. L. McDonald indicated that the theology numbers are not yet complete.

G. Dinter-Gottlieb noted that incoming freshmen enrolment in all Atlantic universities was down from previous years. This was due to:

- 1) in the Atlantic region, a drop in number of students coming from High School to University,
- 2) across Canada, few students choosing to go to University,
- 3) internationally, greater difficulties for students crossing the border into Canada.

She said the "Acadia Advantage" was being looked at in terms of its economic value.

e) From P. Abela  
-re The Learning Commons

P. Abela, as Senate representative on the Learning Commons Steering Committee, reported that this committee has met four times since June and received documents from the four committees (Institute for Civic Engagement, Centre for Internationalization, Enrichment Centre, and Centre for Curriculum Learning & Teaching) which were commissioned to draft proposals for the Steering Committee to act upon. A final draft of these proposals is expected by the end of November.

The President expressed appreciation to all those involved in this endeavour.

3) a) *ad hoc* Committee on  
Students With Disabilities  
That Affect Learning - Final  
Report (30 August 06  
version) (**067-04-SLD**)

I. Wilks gave background information on this item. He reminded Senators that the final report from the *ad hoc* Committee on Students With Disabilities That Affect Learning was discussed at length at the June meeting of the Senate, but lapsed due to loss of quorum. This committee has revised that June report and its recommendations as a result of that discussion, and it has been circulated with today's agenda for consideration.

It was moved by S. Markham-Starr and seconded by J. Gould *that the final report of the ad hoc Committee On Students With Disabilities That Affect Learning, dated 30 August 2006, as attached to today's agenda be accepted.*

The chair clarified that acceptance of this report is acceptance of each of the recommendations within it as Senate policy.

In reply to a question from P. Abela, S. Markham-Starr said that the "narrative report", referred to in recommendation #11, was a student

report, in easy to understand language, to her/his instructors explaining their disability and what would be most beneficial to them for learning. It is meant to be an informative report and separate from the recommendation from the Academic Support Coordinator. The responsibility of the instructor to this narrative was not clear. A friendly amendment to this recommendation was accepted to read "That students with disabilities that affect learning, in conjunction with the Academic Support Coordinator, will if requested provide their professors with a ....".

Discussion followed.

It was moved by A. Mitchell and seconded by S. Barkanova *that recommendation #11 be amended to read "That students with disabilities that affect learning, in conjunction with the Academic Support Coordinator, will provide their professors with a ....", i.e. return it to the original wording.*

MOTION WAS CARRIED.

In regards to recommendation #12, a friendly amendment was accepted to read "That the student's right to privacy should not be breached in discussing ...."

A friendly amendment to the last sentence of recommendation #11 was accepted to have it read "The office of the Academic Support Coordinator must verify the accuracy of this narrative report."

S. Markham-Starr confirmed that Academic Support Office does have the expertise, training, and professional staff to handle the assessments of these students.

It was moved by J. Eustace and seconded by C. Rivers *that recommendation #11 be amended to read, "That, for information purposes, students with disabilities that affect ....."*

MOTION WAS CARRIED.

MOTION WAS CARRIED TO ACCEPT THIS REPORT AS AMENDED.

The Chair referred the question, " Does this report, in any material way, **affect** the terms of reference for the Senate Timetable, Instruction Hours, and Examination Committee?" to the Senate By-Laws Committee.

I. Wilks thanked the *ad hoc* committee for taking on this considerable report and the duties required producing it, and A. Quéma and A. Mitchell for being concerned enough to get this issue dealt with.

*the annual reports for the academic year 2005-2006.*

In receiving these reports, we are not approving, accepting, or adopting, but noting that the reporting duties of the relevant committees have been fully discharged.

- i) Research Ethics Board  
(As attached to May agenda) No Comment
- ii) Nominating (As attached to May agenda) No Comment
- iii) Honorary Degrees (As attached to May agenda) G. Dinter-Gottlieb encouraged faculty to be aware and use the nominating procedures and criteria for Professors Emeriti that were passed last December by this Senate.
- iv) Research & Graduate Studies (As attached to May agenda) W. Bedingfield commented that this committee has been very busy this last year, with restructuring the Research & Graduate Studies Office. With the review planned for this fall, it may all come back to the Senate again. She clarified that the \$1.1 million budget mentioned earlier in this meeting included Acadia Graduate Awards, Summer Research Awards, which should not be considered in the operating budget. She urged Senate to consider very carefully how important the Office of Research & Graduate Studies is to faculty.
- v) Academic Program Review (As attached to June agenda) R. Nilson noted that this committee was very active last year with the initiation of the new academic review process.
- vi) Admissions & Academic Standing (Policy) (As attached to June agenda) R. Nilson reported that this committee has some responsibilities relative to enrolment issues and the future activity of this committee will be in collaboration with the task force on enrolment, to be led by P. Cook MacKinnon.  
  
In reply to a question from the floor, P. Cook MacKinnon said that the Enrolment Task Force is active and the data it has collected will be in report form by December. The mandate of this task force is to look at enrolment for the next five years and actually make recommendations on what enrolment should be to continue the resources as they are. Therefore the task force will have a limited life.  
  
In reply to a question from the floor, G. Dinter-Gottlieb said that a meeting of University Presidents was held with Monte Solberg, Canadian Minister of Citizenship and Immigration regarding the new regulations which international students must meet to enter Canada. It

was not very encouraging. She also noted that a presidential commission to review the current Acadia Advantage Program would report by early October.

Lengthy discussion was held on the financial status of Nova Scotia Universities, tuition, lack of government funding, and student lobbying efforts.

It was moved by J. White and seconded by J. Gould *that this motion be tabled until the October meeting.*

MOTION WAS CARRIED.

4) New Business

- a) Campus Sustainability Assessment Framework in Acadia's Academic Programs **(067-01-SAG)**

Kaitlin Almack, Environmental Science student, under the direction of Dr. Graham Daborn, gave a presentation on Campus Sustainability Assessment Framework (CSAF) as attached to today's agenda for the purpose of asking Senate's approval to include campus sustainability in academic programs of Acadia University.

It was moved by C. Rivers and seconded by K. Robinson *that Senate support the Campus Sustainability Assessment Framework through endorsing its integration where appropriate into the curriculum of Acadia University's academic programs.*

C. Rivers said that this motion does not constitute a demand for instructors to include this initiative in their course work, but a request. Such an initiative would be well received by students.

A friendly amendment was made to change the wording of the motion to "that Senate support the Campus Sustainability Assessment Framework through strong support of it integration where appropriate into the curriculum of Acadia University's academic programs."

Discussion was held regarding this motion going to Faculty Councils, Faculty Curriculum Committees, the Senate Curriculum Committee, and the Senate for a decision on this initiative. It was felt that time was needed to look at the ramifications of this motion.

It was moved by G. Dinter-Gottlieb and seconded by G. Callon *that this motion be tabled for further consideration at the October meeting.*

MOTION WAS CARRIED.

- b) Registrar - Nominations for Senate Nominating Committee **(067-02-REG)**

It was moved by J. Gould and seconded by R. Raeside *that the following nominations be accepted for vacancies on the Senate Nominating Committee:*  
*Faculty of Pure & Applied Science Senator - S. Bondrup-Nielsen*  
*Faculty of Arts Senator - H. Wylie*

The Chair called for further nominations three times and hearing none declared nominations closed.

THE MOTION WAS CARRIED.

- c) VP (Student Affairs) -  
Need Based Financial  
Assistance for Students -  
Introduction (**067-03-VPS**)

P. Cook MacKinnon introduced this item and referred to a document distributed electronically to Senators (**APPENDIX B**). Unlike the scholarships, prizes, & awards, she noted that there is no formal reporting process for financial aid/assistance at Acadia University and requested the participation of the Senate in the administration of this financial aid program, review the two programs which are currently in operation, and recommend modifications to the program to increase student awareness of the program. She confirmed that merit-based financial assistance would not be affected as this is a need-based process. An *ad hoc* committee of Senate would serve this purpose. A. Mitchell noted that one of the important functions of the Senate Scholarships, Prizes, and Awards Committee was to oversee the policies in place for the selection of winners of scholarships, prizes, and awards and report back to Senate. He felt the committee investigating the bursary situation might want to recommend a similar arrangement. Following discussion, it was agreed that P. Cook MacKinnon would bring a motion on this matter for consideration at the October meeting of the Senate.

- 5) Adjournment

K. Whetter moved this meeting be adjourned. It was 6:06 p.m.

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D. Murphy, Recording Secretary

**Acadia University  
Need Based Financial Assistance  
Submission to Senate  
September 2006**

Overview

Acadia University operates two need based financial assistance programs. The first, called the Acadia Bursary and Loan program, has operated for over 20 years. In 2005-2006, it provided \$55,471 to students in the form of bursary support and \$17,857 in loans. Students are considered for the program through the completion of an application, an interview with the Financial Aid Counselor and consideration by the Bursary and Loan Committee that meets weekly for a good portion of the academic year. The Committee consists of the Financial Aid Counselor, a faculty member, the Vice-President Academic of the Acadia Students' Union and the Supervisor of Student Accounts.

In 2003 a report on Financial Aid at Acadia University with ten recommendations was presented to the Board of Governors. The ten recommendations (attached) detailed a structure for the development of a new financial aid program at Acadia. As a result, what we now know as the Acadia Student Assistance Program (ASAP) was implemented.

Since the 2003-2004 academic year, \$500,000 has been allotted to the program annually; \$450,000 of which has been flagged to be given to students as bursaries.

The basic criteria for the program are:

- All bursaries are granted on the basis of established need;
- Canadian citizenship or permanent residency;
- Entrance average of 80% for entering students in the courses used for admission and a 2.0 GPA (cumulative and in the last session) for students returning;
- Eligibility to receive funds from the Canada Student Loans Program;
- Studying towards a first undergraduate degree.

Exceptions to this set of criteria are considered on an individual basis.

The program operates in a very streamlined fashion and is less arduous than the Bursary and Loan Program. It has been successful and has served its purpose of meeting students' unmet financial need.

Facts and Figures for ASAP

2005-2006

Total Available to Award:	\$450,000.00
Total Awarded:	\$362,388.00 <sup>1</sup>
Shared amongst:	158 students
Average award:	\$1,404.60

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<sup>1</sup> The 2005-2006 academic year saw an increase in Federal (and some cases provincial) student loan funding which reduced the amount of need most students had. Please note that the CSL program is not likely to increase again for several years. As tuition continues to rise so will student's financial need.



Percentage of funding to Nova Scotian Students: 59%

2004-2005

Total Available to Award:	\$450,000.00
Total Awarded:	\$449,557.00
Shared Amongst:	181 students
Average amount awarded:	\$2,483.74
Percentage of funding to Nova Scotian Students:	55%

2003-2004

Total Available to Award:	\$450,000.00
Total Awarded:	\$449,678.00
Shared Amongst:	226 students
Average amount awarded:	\$1,989.72
Percentage of funding to Nova Scotian Students:	not recorded

Issues and Concerns

The main issues and concerns that arise with need based assistance are:

- How do we use financial aid as a means of supporting student recruitment and how could we be more effective in doing so?
- How do we reach prospective students and their parents so that they have a better understanding of university costs and the resources available?
- Are we addressing all students who have financial need?
- Is this program aligned with our “old bursary program” which has significantly less funding? Should the two programs be merged?
- Is the focus of our need based funding program at Acadia too narrow?
- Is the current application and adjudication process appropriate?
- How do we ensure that students have sufficient financial aid arranged in time for them to enroll?

Some issues raised by students <sup>2</sup>:

- use of parental information in need determination
- while the Bursary and Loan Program is individualized, the ASAP is not. Students have commented that the ASAP is not sufficiently student focused – based too much on the number crunching
- frustrating process
- Need to view students as ‘independent’
- Do not use cookie cutter approach
- Consider the amount of debt load a student has
- Students willing to “open their books” to us if requested
- Feeling that there should be a pro-active approach by first looking at a student’s budget, rather than the application process we use
- Use of letter to explain personal situation

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<sup>2</sup> Information gathered from Financial Focus group held in May 2006.

Request

As Senate has the responsibility “to deal with all matters arising in connection with the award of fellowships, scholarships, bursaries . . .” (Constitution and Bylaws of the Senate of Acadia University, page 1), it is requested that Senate review the two programs that are currently operating and make modifications to the programs with the goal of increased student awareness and improved service delivery.

Recommendation 1: Acadia should work actively to support Supporting Objective #4 of its Mission Statement: “To develop resources to ensure that deserving students are not discouraged from attending Acadia University because of personal financial limitations.”

Recommendation 2: The principles described in this report should be used to determine who will receive need based financial assistance from Acadia University. However, these principles should be used as guidelines with each situation being reviewed individually and extenuating circumstances considered.

Recommendation 3: Acadia explore the possibility of operating a loan program in partnership with a chartered bank.

Recommendation 4: The university increase tuition an additional 2% in each of the next two academic years (2003-2004, 2004-2005) in order to generate an additional \$1,000,000.00 for need based financial assistance.

Recommendation 5: That the additional \$1,000,000.00 created through these tuition increases be protected for the exclusive use of financial assistance.

Recommendation 6: Program statistics be maintained and that program costs and funding be monitored and reported on a yearly basis to the Office of the Provost. The Provost review the program and report to Acadia’s Board of Governors annually.

Recommendation 7: Up to \$75,000.00 be allocated from the fund annually for the administration of the program.

Recommendation 8: The University provide an additional \$266,000.00 in scholarship funding for the 2003-2004 academic year and increase this amount incrementally until the total amount available on an annual basis is \$1,064,000.00.

Recommendation 9: The University pursue an aggressive campaign to raise endowment and annual funds for financial assistance.

Recommendation 10: The University provide additional support to the Co-op and Career Planning Centre to enhance employment opportunities for Acadia students.