

A meeting of the Senate of Acadia University occurred on Monday, 9 April 2007 beginning at 4:04 p.m. with Chair Ian Wilks presiding and 42 present.

1) Minutes of the Meeting of
12 March 2007

It was moved by R. Raeside and seconded by K. Whetter *that the minutes of Monday, 12 March 2007 be approved as distributed.*

Following amendments were made:

p. 2 & 3 - grammatical changes

p. 2 d) - should read "P. Cook MacKinnon provided Senators with an update on the activities of the Enrolment Task Force.

MOTION WAS CARRIED AS AMENDED.

2) Announcements and
Communications

a) From the Chair

-re Regrets

Regrets were received from S. Bondrup-Nielsen, A. Irving, D. Julien, D. Kruisselbrink, J. Masterson, G. Ness, D. Piper, I. Spooner, M. Trask, and J. White.

-re Agenda

The Chair noted that Item 4)a) is a Library motion, not from the By-Laws Committee.

He indicated that a discussion item would be added as 5)a) regarding the Nomination Committee's request for Senate input on the perceived role of Senate Lay Members at Senate.

A second discussion item was added to today's agenda as 5)b) regarding the By-Laws Committee's request for the Senate to consider its standing committee policies and procedures.

A third item was added as notice of motion to today's agenda as 5)c) regarding the By-Laws Committee's review of the Senate Constitution and By-Laws.

-re Students with
Disabilities that Affect
Learning Committee

The chair announced that the Senate Committee for Students with Disabilities that Affect Learning has had its first meeting and D. Symons has been designated as chair.

-re Meeting Time for May

It was agreed to change the May Senate meeting time to 9:00 a.m.

-re Guests

I. Wilks acknowledged C. Hoult, incoming Student VP (Academic) as a guest to this meeting.

-re Retiring Senators

The chair expressed appreciation to outgoing Student Senators Z. Dayler, C. Rivers, M. Masters, K. Robinson, P. Eirikson, and J. Gould.

b) From the President

G. Dinter-Gottlieb announced that the search to fill the VP(A) position is a failed search and a one-year interim VP(A) will be announced shortly. She

expressed appreciation to G. Iwama, R. Perrins, and W. MacLeod for filling this position this past year.

She explained that there are two types of situations concerning agreements with other institutions and both referred to as Memorandum of Understanding. A simple MOU is an agreement to explore program possibilities. Once a plan/program is in place and accepted, a different name should be used, which is currently not the case. A distinction is needed between the two. She agreed that the Senate should approve program proposals of this type. She was interested in receiving feedback on a current MOU with the University of Toronto regarding a 3-2 program proposal, which she briefly explained to Senators.

The President noted that Acadia's enrolment remains shaky and gave much credit to the Enrolment Task Force for their recommendations to the future and current enrolment team. It is clear that this is a very competitive season. Money for scholarships has been made available through the Capital Campaign, but it does not compare to that offered by other institutions.

c) From the Vice-President
(Academic)

G. Iwama reported that the Senate Committee on the review of the Acadia Advantage is progressing and reminded Senators that comments on this review are requested by April 12th. The intent is to have a report from this committee at the May meeting of the Senate.

He noted that the search for the position of Dean of Professional Studies is progressing and candidates are expected on campus in April. A search committee has been formed for the position of Director of the Academy of the Environment.

G. Iwama said that the Strategic Planning implementation is moving forward as well.

In reply to a question from the floor, the VP(A) noted that the review of the Research & Graduate Studies Office is on hold until the position of Dean for that office is filled.

He closed with assurance that the Admissions & Academic Standing Committee (Policy) has not forgotten about its task to bring a proposed policy to the Senate on procedure and policy for Memoranda of Understanding.

d) University Librarian

S. Lochhead announced that the survey, conducted by the Library this semester, has been completed. This three-page survey involved students and faculty and their perceptions of the library services that are available at Acadia University. She shared the following highlights for Senators information: 48% of faculty responded to this survey; 25% of undergraduate students responded to this survey; overall responses were very positive; similar concerns from all regarding the physical atmosphere of the Library; desire was expressed for the development of existing collections; concern was shown regarding access to the collections; and a lack of knowledge was noted on how to access the electronic collections. It is planned to do a similar survey in two years to monitor progress. A formal and condensed report will be available in the fall. In the meantime, survey results are available on reserve at the Library.

In reply to a question from the floor, the President said that 2.5 million dollars has been cut from the budget as was constituted and with enrolment low this fall, an increase in the Library budget is not possible.

3) Business Arising from the Minutes
a) Faculty Development Committee - Awarding of Named Chairs
(067-63-FAC)

Further to notice of motion at the last meeting and as attached to today's agenda, it was moved by G. Dinter-Gottlieb and seconded by G. Iwama *that Whereas the Board Policy C.010 regarding Named Chairs has not been reviewed in 15 years, but the funding source for named Chairs still exist; and*

Whereas the mission of the Faculty Development Committee is to contribute to the success and development of Acadia University Faculty in the areas of teaching, research, and overall professional development;

It is resolved that the Faculty Development Committee review said policy and make recommendations on the advisability of the following:

a. That only Chairs which accrue more than \$4,000 per year be awarded thus enabling disbursements of \$1,000 to each of the following; the Department or School to support scholarly endeavours, the salary of the holder to the Chair, return to the principle of the investment in accordance with Board policy, for support of the research of the Chair.

b. Applicants for the Chairs must submit a research plan and should be Full Professors with distinction in their field.

c. Academic Deans will adjudicate the applications.

d. The length of term shall be for a period of three years. A named chair may be occupied by the same individual for two terms.

e. Recommendations for appointment must be received by January 15 and the President will take the final appointments to the May meeting of the Board of Governors for approval. The Chairs will be presented at Fall Convocation.

G. Dinter-Gottlieb spoke to this motion. She said that for a number of years the Acadia Chairs have not been awarded because the endowments made to these Chairs was so small that there was virtually nothing to award. She felt very strongly that the name "chair" should have some weight and reward to it. She also felt a named chair should have some scholarly attributes behind it. With the VP(A), a proposal and motion has been prepared as attached to today's agenda. A list of the available chairs that meet the proposed criteria, as well as those that do not, is available to the committee.

In reply to a question from the floor, G. Dinter-Gottlieb felt that adjudication should be done across the faculties for the various chairs as they are University-wide appointments. J. Eustace suggested a friendly amendment that was accepted as follows:

c. The adjudication committees, which will include the Academic Deans, shall be determined by the Senate Faculty Development Committee.

In reply to a question from the floor, G. Dinter-Gottlieb believed that once faculty reached full professor status there was not much to offer. A chair could be a perk/incentive for a full professor for a three-year term. A friendly amendment to remove this stipulation was not accepted.

She clarified that item d. referred to two consecutive terms of three years each.

A friendly amendment was accepted to change the title of this motion to

*Externally **Endowed** Named Chairs at Acadia University.*

G. Dinter-Gottlieb confirmed that chairs; such as the Foulis Chair with substantial payout, are exempt from this proposal. If the committee feels others should be exempt, it should be brought back to the Senate. Brief discussion was held on the status of the Manning and Isenor Chairs. G. Iwama noted that currently, under these criteria, there is one Chair for Professional Studies, two Chairs in Arts, and four Chairs in Science.

A friendly amendment was added as follows:
f. The Foulis Chair will be exempt from the above.

It was confirmed that any newly formed chair would not be bound by this proposal.

G. Dinter-Gottlieb said that consideration was given to combining the small chairs and providing one major chair to each faculty; however, this would not be politically correct. When the smaller endowments reach the required \$4,000 mark as outlined in this proposal, they will be awarded. Currently the number of chairs (and those which do not reach the threshold) per faculty, are as follows: 32 (10) Arts; 4 (6) Science; and 1 (3) Professional Studies. G. Iwama noted that some chairs were established as early as 1914.

MOTION WAS CARRIED AS AMENDED.

b) Academic Program Review
Committee - Program
Review of Department of
Chemistry (067-64-APR)

It was moved by G. Iwama and seconded by R. Gossage *that the Senate receive the report from the Academic Program Review Committee on the program review of the Department of Chemistry as attached to today's agenda.*

I. Wilks noted that the Academic Program Review Committee's Program Review of the Department of Chemistry is an overview of the review process plus a series of recommendations from the original program reviewing group, dated September 2006, and appended to commentary from the Department of Chemistry. All of this material was attached to today's agenda.

G. Iwama spoke to this motion. In reply to a question from the floor he said that if a Department of Chemistry Chair was hired externally, that person would become a full-time faculty member when the term of the chair position was completed. This would not increase the complement of the department as the original appointment would be made upon the retirement of the current chair. Also the current complement of nine cannot increase without going through the budget process.

He noted that Departments of Psychology and History & Classics program reviews would be dealt with next. Physics and School of Business are in the process of beginning a program review.

R. Gossage stated that the Department of Chemistry whole-heartedly supported all the recommendations of this review. He also noted that these recommendations were more or less, word for word the same as those in the review dated 1987. He said that there had not been a lot of change in the twenty years and the department wanted to make sure that the Board of Governors was aware of that facet.

In reply to a question from the floor regarding the level of the external

accepted for the position of department chair, G. Iwama said the rank would be similar to current external research chairs.

I. Wilks noted that a motion to receive is the weakest motion that the Senate can make with regard to a report. It means that the reporting body has fully discharged its reporting duties. Senate is not engaging in any kind of advocacy by the motion. If the motion was one to "approve", and recommendations were forthcoming which would make such a motion appropriate, we would need to consider the appropriateness of our approving recommendations to make expensive additions to faculty at a time when funds for this are not available. Either we have a stronger report which we only receive but which registers in great detail the current challenges of the Department of Chemistry, or we actually approve a much weaker report.

MOTION TO RECEIVE WAS CARRIED

4) New Business

- a) Librarians - Senate
By-Laws Article II - Senate
Membership **(067-66-LIB)**

Notice of motion was given by S. Lochhead on behalf of the professional librarians *that Article II - Membership - of the Senate Constitution and By-Laws be amended to add as line 18: "A professional librarian from among members of the University Community holding appointments as professional librarians" as attached to today's agenda.*

The Chair noted that this motion would come before the Senate in May. To pass, it would require a 2/3 majority of the Senate. It would then go before the Board of Governors where a 2/3 majority would also be required to approve this motion.

5) Other Business

- a) Nominating Committee -
Procedure & Guidelines for
Selection of Lay Members
of the Senate
(067-67-LAW)

S. Markham-Starr, on behalf of the Senate Nominating Committee, requested that the Senate have discussion about Senate's perception of the role of lay members, some guidelines for selecting lay members, and possibly some suggested names for these positions. She said that this committee has had discussion on who these people are, what they do at/for Senate and like matters. Article II of the Senate By-Laws state that there be "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 University at the time they are appointed lay members".

S. Markham-Starr said that the committee was reminded of the letter that J. White delivered to the Senate last June, which in part said that "Senate, with a membership of 54, is a very unwieldy body and, as such, most of the work is done on the many Senate sub committees. However, there is only one committee on which a Lay Member position is allocated - the Honorary Degrees Committee, and currently that position is filled by a lay member of the Board of Governors."

S. Markham-Starr asked what do we want these people to do? What are the boundaries for the Nominating Committee's search for lay members? Does Senate want individuals who will represent specific groups?

I. Wilks said that the Senate has the most varied membership of any group on the campus. This gives it tremendous representation and variety of perspective; so what sort of additional perspective do the lay members on the Senate bring to this body? Their inclusion on Senate was apparently occasioned by the view that since this University affects the surrounding community in a variety of ways, the community should have some input into its policy-making process.

P. Corkum, as former chair of the Nominating Committee for a number of years, commented on previous choices. She noted that a mix of background areas was looked for, to yield an individual who was well-respected and well known. In previous years the search was conducted beyond the Wolfville area while at the same time considering travel on a monthly basis. In the past the committee looked for someone with a fresh view, and for individuals who have no hesitation to speak out.

S. Markham-Starr asked that the issue of courtesy parking passes for Senate Lay Members be investigated.

Possible lay member suggestions from Senators included high school teachers, student counsellors, and active community members. Suggested names are to be sent to S. Markham-Starr.

b) By-Laws Committee -
Formal Procedures for
Senate Standing
Committees **(067-68-LAW)**

I. Wilks explained that the Senate By-Laws do not explicitly state that policy and procedures for Standing Committees are to be approved by the Senate. The By-Laws Committee requested that the Executive Committee examine the need for formalized policy and procedures for the Senate Standing Committees. As part of this process, it is suggested that the chairs of Standing Committees be polled to determine if they have formalized policies and procedures and if not if it would be good to have them. Also, whether such policies and procedures should be approved by the Senate.

P. Corkum noted that each committee should be preparing an annual report to the Senate. She hoped that as part of that process the chair of each committee would note on their annual report, how they have been proceeding and what their policies and procedures are.

Notice of motion was given by P. Corkum on behalf of the Senate By-Laws Committee *that the Chair of each Senate Standing Committee calls a meeting to draft a formal policy and procedure for their committee if deemed necessary.*

c) Faculty of Theology -
Voting Status for
Representative of the Senate
(067-69-DIV)

Notice of motion was given by L. MacDonald *that the Senate member of the Faculty of Theology become a voting member.*

d) By-Laws Committee -
Review of Senate
Constitution & By-Laws
Report **(067-70-LAW)**

Notice of motion was given by P. Corkum on behalf of the Senate By-Laws Committee *that the report of this committee on the review of the Senate Constitution & By-Laws containing four motions to amend and as distributed (APPENDIX A) be approved.*

P. Corkum asked that Senators review this report and bring their copy of the Senate Constitution & By-Laws to the May meeting. She also expressed appreciation to those who provided input to this task.

6) Adjournment

J. Gould moved this meeting be adjourned. It was 5:45 p.m.

The next meeting of the Senate is scheduled for Wednesday, 9 May 2007 beginning at 9:00 a.m. in BAC 132.

By-laws Committee
April 9, 2007

Notice of Motions

The Senate By-laws Committee has completed its review of the by-laws of Senate.

During this review, the By-laws Committee noted the general absence within the by-laws of formalized policies and procedures for the various standing committees of Senate, and has referred the issue of the potential necessity of such formalized policies and procedures to the Chair of Senate for possible consideration by the Executive.

Motions for revision to the by-laws resulting from the review are as follows:

PART 1

Cosmetic Changes

The committee found that the document needs to be revised for consistency of presentation and organization and that some sections, paragraphs, or clauses of the document needed to be moved to other, more appropriate locations. Though some of the revisions that fall under this category have been included below, most of such cosmetic and organizational recommendations are included under 5) as other.

MOTION 1

- 1) *the lists of duties for all standing committees be bulleted alphabetically*
- 2) *the provisions for elections of members of the standing committees be presented consistently in the preamble to the membership list, rather than in the list itself.*
- 3) *all references in the bylaws to **Continuing Education** be changed to **Distance and Continuing Education***
- 4) *all references to **the Acadia Divinity College** be changed to **the Faculty of Theology** and*
- 5) *other cosmetic and organizational changes.*

PART 2

Faculty of Theology

Under the current by-laws the Faculty of Theology either lacks representation or has limited participation on certain committees that have a potential impact on the Faculty.

MOTION 2 (a)

That one member of the Faculty of Theology be added to the following standing committees:

- 1) *VIII.(a) By-laws Committee,*
- 2) *VIII.(b) Nominating Committee,*
- 3) *VIII.(c) Curriculum Committee, and*
- 4) *VIII.(j) Admissions and Academic Standing Committee (Appeals);*

MOTION 2 (b)

That the restrictions on the participation of members of the Acadia Divinity College on VIII.(h) Honorary Degrees Committee and VIII.(k) Admissions and Academic Standing Committee (Policy) be removed.

MOTION 2 (c)

That the term of appointment of the Faculty of Theology representative on VIII.(e) the Library Committee be changed from a one year term to "either a one-year or two-year term."

PART 3

By-laws Committee

The current mandate of the By-laws Committee as evidenced below, if interpreted literally, imposes an unnecessarily heavy burden on the committee.

VIII. (a) BY-LAWS COMMITTEE

ii. The duties of the By-laws Committee shall be:

-- to review annually the by-laws of the Senate, Faculty and Faculty Councils and recommend any changes or additions deemed necessary;

-- to monitor the evolution of the academic committees and to recommend changes to the committee structure of Faculty Councils and other bodies at the University for which it is responsible;

-- to deal with any other matters which Senate might refer to the Committee.

MOTION 3

That Section VIII. (a) ii be changed to:

ii. The duties of the By-laws Committee shall be:

--to incorporate, on an annual basis, any changes to the by-laws of Senate occasioned by the decisions and operations of Senate;

--to review any changes to the by-laws of Faculty and Faculty Councils prior to their presentation to Senate and recommend any revisions or additions deemed necessary;

--to conduct periodic reviews of the by-laws of the Senate, Faculty and Faculty Councils and recommend any changes or additions deemed necessary. These reviews should be staggered such that the by-laws of each of these bodies are reviewed at a minimum every five years.

--to monitor the evolution of the academic committees and to recommend changes to the committee structure of Faculty Councils and other bodies at the University for which it is responsible;

--to deal with any other matters which Senate might refer to the Committee.

PART 4

Other

MOTION 4

That the following proposed changes be made to the following sections of the by-laws:
[additions are signaled in **boldface** and deletions have been ~~struck through~~]

III. TERMS AND DUTIES OF MEMBERSHIP

7. (a) The Registrar shall be the Secretary to Senate, whose duties and responsibilities shall be:
- to attend all meetings of the Senate and the Executive Committee;
 - to act as secretary for the Executive Committee;
 - to ensure that a correct record is kept of all proceedings of Senate and of the Executive Committee;
 - to approve the agenda for Senate meetings;
 - to deal with official correspondence of Senate;
 - to ensure that the members of Senate and the Executive Committee are notified of all meetings, both regular and special;
 - ~~-- to conduct the election of Senate members to fill vacancies on the Nominating Committee;~~
 - to conduct the elections to fill vacancies left by Senate members on the Nominating Committee. By mail, the Secretary shall call for nominations from members of Senate, followed by a mail-in election. Balloting shall continue until a clear majority can be declared.**
- (added from VIII.(b).iii)*
- to perform other duties as from time to time the Senate may request.

IV. MEETINGS

4. The ~~November~~ **May** meeting of the Senate shall be designated as the Annual Meeting.
6. Special meetings of Senate may be called as necessary by the Chairperson, and must be called upon a written request from not fewer than five members.

be changed to:

6. **Special meetings of Senate either may be called as necessary by the Chair, or must be called upon a written request from not fewer than five members.**

VI. COMMITTEES

1. Standing and special committees of the Senate of Acadia University will be formed as needed. Faculty members on such committees in positions designated for a specific Faculty shall be elected by that Faculty, while non-*ex officio* members of such committees designated for Senate shall be elected by Senate. ~~The Secretary to Faculty and~~ the Faculty Elections Officer shall be elected by Senate. The Nominating Committee shall present a list of nominees at the April meeting of Senate to fill Senate-designated vacancies.

VIII. (b) NOMINATING COMMITTEE

- i. The membership of the Nominating Committee ~~shall be elected in accordance with Article VI. 1. and~~ shall be as follows:

The President (non-voting)
Two members of the Faculty of Arts
Two members of the Faculty of Professional Studies
Two members of the Faculty of Pure and Applied Science

Note: Of the members of each Faculty, one shall be a senator and one a non-senator.

The Senate-members of the Nominating Committee shall be elected by the Senate in accordance with Article III. 7 (a). The non-Senate members from each Faculty shall be elected by that Faculty in accordance with Article VI. 1.

(added from VIII.(b).iii)

- ii. The duties and responsibilities of the Nominating Committee shall be:

~~to nominate for election by Senate a person to fill the office of Secretary to Faculty, if such person has not been elected at a meeting of Faculty; *~~

- iii. ~~The Senate-members of the Nominating Committee shall be elected by the Senate in accordance with Article III. 7 (a). The non-Senate members from each Faculty shall be elected by that Faculty in accordance with Article VI. 1.~~

(moved to VIII.(b).i)

~~The Secretary of Senate shall conduct the elections to fill vacancies left by Senate members. By mail, the Secretary shall call for nominations from members of Senate, followed by a mail in election. Balloting shall continue until a clear majority can be declared.~~

(moved to III.7.(a))

VIII. (f) RESEARCH COMMITTEE

- ii. The duties of the Research Committee shall be:

a. To nominate members to the Research Ethics Board in accordance with VIII.(g).i

VIII. (g) RESEARCH ETHICS BOARD * ***

- i. The Research Ethics Board (REB) shall be an independent board whose membership, except for the Dean of Research and Graduate Studies, and the graduate student representative, both of whom are non-voting members, shall be nominated by **the Senate Committee on Research and Graduate Studies Senate Research Committee**, and elected by Senate. The Research Ethics Board shall report to Senate through the Dean of

Research and Graduate Studies. All members (aside from the graduate student representative) shall be appointed for up to a three-year term. The graduate student representative shall be appointed for a one-year term.

Membership of the Research Ethics Board shall be as follows:

The Dean of Research and Graduate Studies, to serve as a non-voting member who shall act as liaison to ~~both the Senate Committee on Research and Graduate Studies~~ the Senate Research Committee, the Senate Graduate Studies Committee, and Senate;

VIII. (m) TIMETABLE, INSTRUCTION HOURS AND EXAMINATIONS COMMITTEE

- i. The membership of the Timetable, Instruction Hours and Examinations Committee shall be elected in accordance with Article VI. 1. and shall be as follows:

One member of the Faculty of Arts
One member of the Faculty of Professional Studies
One member of the Faculty of Pure and Applied Science
The Registrar or delegate
~~The Director of Student Services~~ Dean of Students (non-voting)
Two students
The Chair of this Committee shall be one of the Faculty members

VIII. (o) FACULTY DEVELOPMENT COMMITTEE

- iii The duties of the Faculty Development Committee shall be: *

-- to serve as a liaison between Faculty, Senate, and other resources available at this university (such as the AITT and Graduate & Research Studies)

Respectfully submitted:

Patricia Corkum, Chair
Svetlana Barkanova
Herb Wyle