



A meeting of the Senate of Acadia University occurred on Monday, 7 May 2008 beginning at 9:05 a.m. with Chair Ian Wilks presiding and 36 present.

1) Approval of Minutes

a) Meeting of
14 April 2008

It was moved by R. Raeside and seconded by J. White *that the minutes of Monday, 14 April 2008 be approved as distributed.*

MOTION WAS CARRIED.

2) Announcements and
Communications

a) From the Chair

-re Regrets

Regrets were received from N. Clarke, A. Fougere, H. Hemming, T. Herman, A. Irving, R. Lehr, S. Lochhead, D. Seamone, and K. Whetter.

-re Agenda

I. Wilks noted that three items would be deferred to the next academic year: guidelines for Memoranda of Agreement; bursary recommendations; and recommendations on endowed chairs. He added that on today's agenda there would be no announcements from the VP (A) and that a package containing Senate Committee Annual Reports was available on the central desk.

-re Correspondence

The Chair said that he had received correspondence from BOG member, George Lohnes, regarding the issue of endowed chairs which Senate referred to that body in December. The matter has not been considered by their Finance Committee and therefore there was nothing to report at this time.

- BOG Academic
Resources Committee
(078-84-BOG)

I. Wilks read a document received (**APPENDIX A**) from the Chair of the BOG Governance Committee which gives terms of reference for the BOG Academic Resources Committee. The intent of this committee was to bring together a representative of the BOG Finance Committee with various members of the academic sector, including a representative from Senate. The intention was to ensure that the BOG was more informed about the academic sector when making budget decisions.

-re Acknowledgments

The Chair acknowledged the following Senators whose term on the Senate would end June 30th: L. Whaley, A. Quéma, B. Moody, D. Piper, L. Lusby, S. Barkanova, R. Gossage and J. White. He also acknowledged retiring faculty W. McLeod, G. Gerrits, K. Ogilvie and

J. Roscoe who had served on the Senate during their career at Acadia University. J. Roscoe was in attendance and received a token of appreciation.

3) Approval of List of
Graduates for the
Convocation
of May 2008 (**078-81-CON**)

It was moved by R. Gossage and seconded by R. Raeside *that the List of Graduates for the Convocation of May 2008 (APPENDIX B) be approved as distributed.*

This document was reviewed by section and R. Jotcham confirmed that changes noted at the faculty council meeting had been incorporated. She also noted two additions to this list.

Discussion was held on the D+B Rule which allows wiggle room for students needing it. This rule is not Senate policy. R. Jotcham said there were 12 students on this list which had the D+B Rule apply.

MOTION WAS CARRIED.

It was moved by R. Raeside and seconded by J. Hansen *that any candidate for an Acadia degree, diploma or certificate who should receive a grade or otherwise qualify or be disqualified between this Senate meeting and the forthcoming Convocation, shall be considered by the Chair of the Admissions and Academic Standing Committee, the appropriate Dean and the Registrar, acting as an ad hoc committee of the Senate, they having the power to make consequential amendments to the graduation list.*

MOTION WAS CARRIED.

4) Business Arising from the
Previous Minutes
a) Academic Integrity
Committee - Policy on
Conflict of Interest
Revised (**078-69-INT**)

It was moved by J. White and seconded by A. Quéma *that the Academic Integrity Committee Policy on Conflict of Interest that was tabled at the Senate meeting of March 2008, be removed from table.*

MOTION TO REMOVE FROM TABLE WAS CARRIED.

The chair reminded Senators that this document was tabled two months ago, and has returned to Senate from the Academic Integrity Committee in a revised form (**APPENDIX C**). The original motion for approval of this revised document was now to be considered.

No member of this committee was in attendance; some Senators said that this made it difficult to make an informed decision.

Following much discussion it was agreed that the following

guidelines on this document were required:

- ▶ Document should be vetted by a lawyer.
- ▶ Include faculty/faculty conflict of interests.
- ▶ Examples should amalgamate types of conflict.
- ▶ The "Definition" section of this document should be expanded to include all key terms - i.e. "conflict of interest", "personal interests", "harm", etc.
- ▶ Under Definition of "Administrative Head" should be added Associate Vice-President (Research & Graduate Studies) and any others in this position.
- ▶ Final document should be vetted with the Legal and Technical Committee of AUFA.

It was moved by J. White and seconded by B. Moody *that this report be referred back to the Senate Academic Integrity Committee referenced to the above guidelines.*

MOTION WAS CARRIED.

Senators were encouraged to contact the committee directly with any other concerns regarding this document.

b) Internet Service During
Classroom Instruction
(078-76-APR)

I. Wilks noted that a response to his query, sent on behalf of the Senate, regarding internet service during classroom instruction had been received from Patti McNeil, Executive Director Technology Services and attached to today's agenda. He said that this request was only partly feasible; the wireless is almost impossible to block and the effort would be very costly. The following points were made in the ensuing discussion:

- ▶ The arena is isolated (i.e. not surrounded by wireless hubs) therefore it is easier to block access, such as during exams.
- ▶ Students should be included in any discussion for an educational approach to this issue.
- ▶ During orientation, students should be advised of classroom behaviour, including using computer for other than class work. Senate could request such a session for incoming students.
- ▶ Perhaps the Senate could prepare a suggested classroom conduct policy on student internet use, which instructors could include in their course outlines.
- ▶ This could be explored further by the Senate Faculty Development Committee.
- ▶ On the other hand, creating an *ad hoc* committee might be the most effective way to proceed.

No action was taken at this time.

c) Nominating Committee –
Nominations for Senate
Vacancies (2008-2009)

(078-79-NOM)

It was moved by P. Corkum and seconded by W. Brackney *that the Nominating Report of 7 May 2008 (APPENDIX D) as distributed electronically prior to this meeting be approved.*

P. Corkum spoke to this motion and noted it is extremely difficult to bring forward nominations as there are only 27 faculty members from the four faculties to draw upon. These individuals are busy and Senate must be cautious not to create too many positions requiring a Senator, on our standing committees. She noted that the proposed Tenure-Track Teaching Complement Allocation Committee will require a Senator if approved at this meeting.

The Chair called for further nominations to any positions listed on this report three times and, hearing none, declared nominations closed and those named accepted by acclamation.

MOTION WAS CARRIED

d) Vice-President

It was moved by R. Raeside and seconded by G. Ness *that Senate alter the terms of the Senate Constitution and By-Laws to create a standing committee of the Senate further to notice of motion, given at the April 2008 meeting and as follows:*

VIII. (v) TENURE-TRACK TEACHING COMPLEMENT ALLOCATION COMMITTEE

i. The membership of the Tenure-Track Teaching Complement Allocation Committee shall be determined in accordance with Article VI. 1. and shall be as follows:

Tenure-Track Teaching
Complement Allocation
Committee **(07-79-NOM)**

The Dean of the Faculty of Arts;

The Dean of the Faculty of Professional Studies;

The Dean of the Faculty of Pure and Applied Science;

One tenured faculty member elected by each of the Faculties of Arts, Professional Studies and Pure and Applied Science;

One Senator elected by the University Senate to serve as the non-voting chair of the committee.

ii. The duties of the Tenure-Track Teaching Complement Allocation Committee shall be:

a. To compile a ranked campus-wide master-list of open (unfilled) and new tenure-track positions from the Faculties of Arts, Professional Studies, and Pure and Applied Science based on ranked lists submitted by the Faculties listed above. The final list compiled by this committee will be a collated synthesis of the ranked lists submitted by the three Faculties in the summer of each academic year. This list will be submitted to the Office of the Vice-President (Academic) and such list will determine the allocation of tenure-track positions to be advertised by the University.

b. To create, update and regularly distribute to Senate criteria upon which this ranking is based.

iii. The Senate will review the functioning of this committee in

September of each year.

R. Raeside said that this motion was discussed at, and has the full support of, the Senate Executive Committee. This proposed committee is an attempt to determine a more appropriate method to allocate tenure-track teaching positions amongst all faculties. He noted that a list of positions would be compiled in accordance with resources available and would involve Senate in the process.

It was moved by D. Symons and seconded by R. Wehrell *that this motion be amended to read "...ranked lists submitted by the three faculties in the **summer** of each academic year."*

Points of discussion were as follows:

- ▶ The submission of ranked lists in the fall was too late to recruit for the following academic year.
- ▶ A summer deadline for lists is not unreasonable as it would give the administration more time to sign off on positions.
- ▶ Timing is important – we need to get ads out earlier.

AMENDMENT WAS CARRIED.

This change is reflected in the motion above.

In reply to a question from the floor, R. Raeside defined "Ranked List" as a list ranked by priority within each of the faculties which would be brought to this committee for productive ranking.

As a member of the Senate Executive Committee, I. Wilks clarified that it was not the intent to legislate what the individual faculties do. The procedure as it stands has been somewhat unsystematic and the attempt here is to take a step toward transparency. Faculty dissatisfaction with the current procedure is with the level above the Faculties, where all position requests are collated. There is a general lack of understanding about why and how decisions were made.

R. Raeside said the purpose of this proposal is not to move positions from one faculty to another, but if over the course of several years one faculty consistently achieves higher ranking, than that in fact would be taken into account. It is not the intent to do this in any one particular year, but would be a way of recognizing that one faculty is in more need of a position than another. The procedure of the ranking would involve determining how many positions there are in relation to monies available, given the faculty collective agreement which determines the number of positions to be preserved. Any positions beyond that number could become CLT positions or positions filled by part-timers.

G. Ness said this committee was important to the Senate and how it reports to Senate should be defined. The committee should outline the process by which it arrives at its ranking list.

Further discussion followed with the following points made:

- ▶ This committee should liaise with the BOG Academic Resources Committee.
- ▶ Once the committee is formed, it would be beneficial if it came back to the Senate with an established reporting proposal for the approval of Senate.
- ▶ It is important for the committee to document the criteria and procedures which it employs.
- ▶ Ultimately the committee could force closure of a program due to attrition.
- ▶ Most of the Senate standing committees do not have the procedure for achieving their mandate stated in the By-Laws. The By-Laws Committee has been encouraging the chairs of the various Senate Committees to document procedures.
- ▶ The Deans who are constantly vying for tenure-track positions know the current procedure and this proposal will continue to have those parties negotiating with each other for positions.
- ▶ This committee needs established criteria and direction which should be set before the committee meets.

It was moved by D. Symons and seconded by B. Moody *that the motion be amended with the addition: “ ii .b. To create, update and distribute regularly to the Senate, criteria upon which this ranking is based.”*

Discussion continued:

- ▶ To have the criteria for the ranking established before the committee meets would be difficult as the criteria would change from year to year depending on the situation. We want to ensure that this committee is not bound unrealistically by set criteria.
- ▶ Senate should distinguish between what comes to the Senate for approval and what comes to Senate for information. There are things about the reporting process and about the operational process that we need to decide. What does Senate do with the reports from this committee? It is important that this committee be formed and handle its tasks with consideration given to the discussion today.
- ▶ Duties for this committee should be stated in detail as they are for other Senate Standing Committees.
- ▶ Each faculty member of each faculty will want to know this committee's criteria. Criteria must be transparent.
- ▶ It was not the intent that the VP(A) would have veto power over the decisions of this committee. The President's Office, however, still has such power. The transparency of the process would make it more difficult for future Presidents to exercise personal whims in these decisions.
- ▶ Criteria from this committee to the Senate would be “received” rather than “approved”.

AMENDMENT WAS CARRIED.

This change is reflected in the motion above.

It was moved by P. Hobson and seconded by G. Ness *that this motion be amended to add:*

iii. The Senate will review the functioning of this committee in September of each year.

AMENDMENT WAS CARRIED.

This change is reflected in the motion above.

A friendly amendment to change ii.a. line 8 to read “Vice-President (Academic) and **such list** will determine the allocation...” was accepted as reflected in above motion.

It was moved by P. Hobson and seconded by D. Symons *that i line 4 be amended to read “One **tenured faculty member** from each of the Faculties...”*.

AMENDMENT WAS CARRIED.

This change is reflected in the motion above.

It was moved by B. Moody and seconded by L. Whaley *that i line 4 be amended to read “One **tenured faculty member elected by each of the Faculties...**”*.

AMENDMENT WAS CARRIED.

This change is reflected in the motion above.

MOTION AS AMENDED WAS CARRIED.

It was agreed to move to item 5)b) as the meeting was at quorum.

5) New Business

- b) Research & Graduate Studies – Curriculum Change for Masters in Psychology (**078-83-CRE**)

It was moved by D. Symons and seconded by R. Raeside *that Senate approve the curriculum change proposal for Masters in Psychology as distributed with today’s agenda.*

MOTION WAS CARRIED.

- a) Senate Committee Annual Reports for 2007-2008 (**078-82-REP**)

It was moved by R. Raeside and seconded by R. Murphy *that Senate receive the annual reports for the academic year 2007-2008.*

- i) Research Ethics

This report was distributed with the agenda. No Comment

D. Murphy, Recording Secretary

Conflict of Interest Policy

A conflict of interest exists where a relationship causes an advantage or a disadvantage for one of the parties involved. The purpose of these guidelines is to establish a standard of conduct applicable to Acadia University faculty student relations. This standard of conduct will contribute to public confidence and the maintenance of the integrity of the university.

Disclosure

Actual and potential conflicts of interest shall be disclosed in accordance with this policy. Anyone with reasonable grounds to believe that an undisclosed conflict of interest exists is required to report it to their immediate administrative head, as long as the head is not part of the relationship in question. In that case the conflict should be reported to the next highest level of administration.

Definitions

"Administrative head"

Of a Dean is the Vice-President Academic

Of a Department Head or Academic Director is the Dean of that Faculty

Of any other university member is the Department Head or Director or the University Librarian.

"University member" means all faculty members and teaching assistants at Acadia University involved in the instruction, supervision or evaluation of students including but not limited to professors, lecturers, instructors, librarians or teaching assistants.

Examples of conflict of interest include cases where a university member

- Grades work of a student to whom the faculty member is related or with whom he or she has an intimate personal relationship
- Employs a student as a teaching assistant or as a research assistant to whom the faculty member is related
- Supervises a student employed by a business in which the faculty member has a financial interest

Policy

A university member shall only participate in an activity or decision that involves an actual or potential conflict of interest if that activity or decision has been approved in advance by the administrative head responsible for his/her unit.

Procedures For Handling Conflicts of Interest

The administrative head to whom a conflict of interest is disclosed shall decide whether a conflict of interest exists, whether it will be permitted to continue and under what, if any, conditions.

In making this decision the administrative head may take into account the following factors:

- Any possible harm to the interests of students or research participants
- Whether reasonable alternative arrangements which do not involve a conflict of interest can be made
- The consequences to the university and its reputation of permitting the conflict of interest situation to continue

The administrative head's decision shall be communicated in writing and may be appealed

Types of Conflict of Interest

Teacher-student relationships may involve family, business or personal relationships. Teachers in these situations shall not participate in instruction, supervision, evaluation of the student, unless such participation has been approved in advance by the university member's administrative head. For example, disclosure is required before a university member:

- Teaches, supervises or evaluates a student who is a family member
- Shares a financial interest with one of his or her students
- Acts as a researcher, employee, consultant or advisor for one of his or her students in connection with activities unrelated to the student's academic program.

Personal interest of a university member or teacher which might reasonably be perceived as influencing the faculty member's review or assessment of research assignments, papers, examinations, or any other evaluation shall be disclosed to the faculty member's administrative head.

A university member must disclose to his or her administrative head plans to involve a graduate student or post-doctoral fellow in research activities in which a university member has a personal interest.

Appeals

Any university member who is not satisfied with a decision relating to him or her made under this policy may appeal the decision within 14 days of receiving written notice of the decision. The university member shall submit a written statement outlining the grounds for appeal together with any documentation to the administrative head that made the decision.

Effect on Collective Agreements

Nothing in this policy shall be construed as limiting any right of grievance or arbitration that exists under the current collective agreement

NOMINATING COMMITTEE
Nominations Report to Senate
May 7, 2008

The Committee places in nomination the following names for the positions listed:

- a) Chair of Senate (1 year term 2008-2009): Ian Wilks
- b) Deputy Chair of Senate (1 year term 2008-2009): Paul Hobson
- c) Executive of Senate (1 year term 2008-2009):
 - Ronald Lehr from the Faculty of Professional Studies
 - Peter Williams from the Faculty of Pure and Applied Science
 - Donna Seamone from the Faculty of Arts
- d) By-laws Committee
 - (3 year term 2008-2011): Anne Quéma
 - (1 year term 2008-2009 replacement for S. Barkanova): Linda Lubsy
- e) Lay person on Senate (3 year term 2008- 2011): Jenny White
- f) Faculty Elections Officer (1 year term 2008-2009): Ying Zhang
- g) Chair of the Senate Library Committee: Anne Quéma
- h) Students With Disabilities That Affect Learning Committee
 - William Brackney from the Faculty of Theology (3 year term 2008-2011)
 - Patricia Rigg from the Faculty of Arts (July-December 2008 replacement for Paul Doer who will be on sabbatical leave)
- i) AA2.0 Committee (3 year term 2008- 2011): Peter Williams
- j) Learning Commons Steering Committee (1 year term 2008-2009)
 - Susan Markham-Starr from the Faculty of Professional Studies
 - Michael Dennis from the Faculty of Arts (2 year term 2008-2010)
 - William Brackney from the Faculty of Theology (3 year term 2008-2011)
 - Danny Silver from the Faculty of Pure and Applied Science
 - Jenny White –Community Representative

Respectfully submitted:

Patricia Corkum (Chair)
William Brackney
Paul Callaghan
Anne Quéma
Doug Symons
Holger Teismann
Anthony Thomson
Tom Herman (Acting President)

ACADEMIC PROGRAM REVIEW COMMITTEE

Annual Report to Senate for 2007-2008

May 7, 2008

Committee Members 2007-2008

Dr. Tom Herman, Vice-President Academic (Chair)
Ms. Rosemary Jotcham, Registrar (Secretary)
Dr. Linda Lusby
Dr. Deborah Day
Dr. Jon Saklofske
Rev. Bryan Hagerman

Purpose of Committee:

- (1) To determine policy and procedures for conducting program reviews;
- (2) To determine annually which academic units are to be reviewed;
- (3) To select the members of each unit review committee;
- (4) To oversee the process of review in each case;
- (5) To make recommendations to Senate on the basis of the findings of each unit review committee
- (6) To deal with such matters as Senate may from time to time entrust to the Committee.

Meeting Dates:

October 12, 2007
January 9, 2008
March 3, 2008

Department	Status	Report to Senate
Chemistry	Completed 2007; follow-up required in 2008	
Music	Completed 2007; follow-up required in 2008	
History & Classics	Completed in 2007; follow-up in 2009	Report to Senate
Psychology	Completed in 2007; follow-up in 2009	Report to Senate
Physics	Self-study in progress; Pending Fall 2008	
SRMK	Self-study in progress; Pending Fall 2008	
Business	Self-study in progress; Pending Fall 2008	
Nutrition & Dietetics	Self-study in progress; Pending Fall 2008	
Languages & Literatures	Self-study in progress; Pending Fall 2008	
Computer Science	Pending Fall 2009	
Engineering	Self-study in progress; Pending Winter 2009	
Sociology	Self-study in progress; Pending Winter 2009	

Respectfully submitted by the Chair,

Original Signed

Tom Herman
Vice-President Academic
Chair, Academic Program Review Committee

ADMISSION & ACADEMIC STANDING COMMITTEE (Policy)

Annual Report to Senate for 2007-2008

May 7, 2008

Committee Members 2007-2008

Dr. Tom Herman (Chair)
Ms. Rosemary Jotcham (Secretary)
Dr. Rob Raeside
Dr. Bob Perrins
Dr. Heather Hemming
Dr. Gary Hepburn
Dr. Patricia Rigg
Dr. Stephen Henderson
Dr. Roger Wehrell
Dr. Robert Pitter
Dr. Elizabeth Johnston
Dr. Wilson Lu
Dr. Christopher Killacky
Dr. Gail Noel
Mr. Colin Hoult
Ms. Jenny White

Purpose of Committee:

- (7) To interpret and to apply the conditions of admissions and academic standing as outlined in the University Calendar and to make recommendations to Senate with respect to its policy as it relates to admissions, failures, and academic regulations.

Meetings:

July 19, 2007

October 4, 2007

At the September meeting of Senate, the Committee brought a motion to revise the mathematics requirements for Geology, Environmental Science and Environmental GeoScience. This motion was approved changing the admission requirements from NS Advanced Mathematics 11 & 12 and Precalculus 12 to NS Academic Mathematics 11 & 12 with a minimum of 70%; or NS Advanced Mathematics 11 and 12 and Precalculus 12 with a minimum of 60%.

Also at the September meeting of Senate, as a result of a departmental discussion in Biology, a motion was approved whereby the requirement for Pre-calculus Mathematics was removed for admission to the Bachelor of Science (Biology) and BSc Honours (Biology) programs.

A motion was also approved allowing courses accepted as academic by provincial and territorial Departments of Education to be considered as academic for the purposes of admission to Acadia.

In October, the Committee was asked to review a draft Memorandum-of-Understanding between the Atlantic Canadian Universities (ACU) and the Atlantic Provinces Community Colleges Consortium (APCCC) and to report back to Senate.

The Committee established a working committee under the Vice-President Academic office to vet such agreements. This working committee replaces the sub-committee established in the previous year to develop a policy and procedures for MOA's with other institutions.

At the December meeting of Senate, the Committee brought a motion before Senate to approve the Memorandum-of-Understanding between ACU & APCCC for the encouragement of transfer agreements. This is a general Memorandum which enables individual universities to determine specific transfer agreements. It was agreed that any academic details affecting Acadia University will come to Senate for further approval.

Respectfully submitted by the Chair,

Original Signed

Tom Herman
Vice-President Academic
Chair, Admission and Academic Standing Committee (Policy)

Senate Archives Committee

Annual Report for 2007-08

May 2008

Committee Members 2007-08

Dr. Leigh Whaley, Presidential Appointee, Chair
Dr. Gillian Poulter, Arts Representative
Dr. Brian Vanblarcom, Arts Representative
Dr. Paul Doerr, Arts Representative
Dr. Susan Markham-Starr, Professional Studies Representative
Dr. Jianan Peng, Pure and Applied Sciences Representative
Dr. Harry Gardner, Theology Representative
Geoff Irvine, Alumni Appointee
Rev. Hugh McNally, Convention of Atlantic Baptist Churches Appointee
Mike Ashfield, Student
Sara Lochhead, University Librarian, ex-officio
Pat Townsend, University Archivist, ex-officio
Wendy Robicheau, Deputy University Archivist, ex-officio

Purpose of Committee:

1. to advise Senate as to general policy for the Archive
2. to review annual reports from the University Archivist on the acquisition and accessibility of archived material
3. to recommend annually to the University Librarian an appropriate level of funding for the archives
4. to advise the Archivist on matters relating to study and research in the Archives

Meeting 2007-08

No meetings were conducted this year.

Respectfully submitted by the Recording Secretary,

Wendy Robicheau
Deputy University Archivist

Board of Open Acadia (DCDE)
Annual Report to Senate for 2007-08

May 5, 2008

Board Members for 2007-2008:

Dr. Tom Herman, Vice-President Academic, Chair
Dr. Robert Perrins, Dean of Arts
Dr. Robert Raeside, Acting Dean of Pure and Applied Science
Dr. Heather Hemming, Dean of Professional Studies
Ms. Rosemary Jotcham, Registrar
Ms. Mary MacVicar, Associate Vice-President Finance and Treasurer
Ms. Edie Lloyd, Student Representative
Dr. Gary Hepburn, Acting Director of Open Acadia

The Board of Open Acadia met once over the 2007-08 academic year in January of 2008. At that meeting the following items were presented and discussed:

- 1- A full report on the activities of Open Acadia, including staff, programming, financial, and upcoming initiative updates.
- 2- The challenges and opportunities facing Acadia credit programs offered through Open Acadia. This involved discussion of marketing, relationships with academic units, development of programs of study, connection to recruitment, and course fees.
- 3- Other areas of discussion were the possibility of profit sharing with academic units in credit courses and/or programs and the changing the name of the Division of Continuing and Distance Education to Open Acadia. A motion was put forth and passed on the issue of the name change and the matter was brought to Senate in early 2008. At senate the motion to change the name was put forth and passed.

There are a number of other Open Acadia activities that would be of interest to the Senate. Some of these are:

- Increased concentration on the development of non-credit professional development programs such as certificates in human resources, train-the-trainer, and project management.
- Increased development activity in language training, including development of early level online language courses.
- A continued relationship with the Class-Afloat program.
- Complete conversion of all online credit courses for the WebCT LMS to the Moodle LMS as of December, 2007.
- Increased rate of development for online credit courses.
- Increased emphasis on international opportunities.
- Continued consideration of profit sharing initiatives for academic programs offered through Open Acadia.
- Search for a Director of Open Acadia is currently underway.

Respectfully Submitted,

Dr. Tom Herman
Vice-President, Academic
Chair, Board of Open Acadia

*By-Laws Committee
Annual Report to Senate
May 7, 2008*

The Committee met several times over the 2007/2008 academic year to deal with matters referred to it by Senate.

Motions and friendly amendments made to Senate from the By-laws Committee and passed by Senate were:

1) Renaming the Senate Academic Discipline Appeals Committee
(078-31-LAW)

That the Academic Discipline Appeals Committee not be renamed to accommodate Academic appeals of a non-disciplinary nature such as appeals for Special Examinations.

2) Special Examinations
(078-32-LAW)

That the regulations for special examinations as approved at the September, 2007 Senate meeting be revised to the following (revisions in bold):

Special Examinations

A student, who, because of unavoidable circumstances, was detained or rendered unfit to write a required examination, may **request** a Special Examination.

1. Special Examinations for medical reasons

a. A student who wishes to have such a **request** considered must within 48 hours after the end of the examination, report, or have a representative report, to the Registrar (in writing if possible) the intention to **request** a special examination and within one week after the end of the examination submit to the Registrar a written request for a Special Examination. This request must be accompanied by an explanation of the circumstances that made it impossible for the student to write the regular examination and a medical doctor's report.

2. Special Examinations for non-medical reasons

a. A student who wishes to have such a **request** considered must within 48 hours after the end of the examination, report, or have a representative report, to the Registrar (in writing if possible) the intention to **request** a Special Examination and within one week after the end of the examination submit to the Registrar a written request for a special examination. This request must be accompanied by an explanation of the circumstances that made it impossible for the student to write the regular examination and any supporting documentation.

b. After reviewing the written request and accompanying documentation, the Registrar will consult with the course instructor as to the legitimacy of the **request**.

c. Should the Registrar and the course instructor agree that the student be allowed to write the final examination, the procedures outlined in point 3 of this section shall be followed.

d. Should the Registrar and the course instructor agree that the student not be allowed to write the final examination, the Registrar shall communicate that decision to the student in writing, apprising the student of the right to appeal the joint decision.

e. A student who wishes to appeal the joint decision of the registrar and the course instructor must do so in writing to the **Admissions and Academic Standing Committee (APPEALS)** through the VPA within seven days of receiving the decision.

f. Should the Registrar and the course instructor disagree, the matter shall be referred to the **Admissions and Academic Standing Committee (APPEALS)**.

g. Where the student is appealing the joint decision of the Registrar and the course instructor, the **Admissions and Academic Standing Committee (APPEALS)** shall convene within a **reasonable length of time** of the VPA's receipt of the written appeal, **based upon the circumstances**.

h. Where the Registrar and the course instructor disagree, the **Admissions and Academic Standing Committee (APPEALS)** shall convene within a **reasonable length of time** of the meeting between the Registrar and the course instructor, **based upon the circumstances**.

i. The **Admissions and Academic Standing Committee (APPEALS)** shall meet individually with the Registrar, the student, and the course instructor before rendering its decision in camera.

j. The decision shall be made by simple majority and it shall be binding.

k. The decision shall be communicated in writing to the Registrar, student, and course instructor.

l. Should the committee decide to allow the Special Examination, the procedures outlined in point 3 of this section shall be followed.

3. The responsibility for setting and conducting special examinations will lie with schools and departments. Special examinations should be completed as soon as possible and normally (i.e. wherever possible) by the end of the January immediately following for December exemptions and by the end of the May immediately following for April exemptions.

PART B

The current wording of the mandate for the Admissions and Academic Standing Committee (APPEALS) reads- *to hear appeals against academic regulations or the interpretation of such regulations that have not been resolved at the Departmental, School, or Faculty level or through the Registrar's Office.*

3) Admissions and Academic Standing Committee (APPEALS) (078-33-LAW)

That the wording of the mandate for the Admissions and Academic Standing Committee (APPEALS) be changed to read- *to hear appeals in respect to or arising from academic regulations or the interpretation of such regulations that have not been resolved at the Departmental, School, or Faculty level or through the Registrar's Office.*

4) Scholarships, Prizes and Awards Committee (078-70-LAW)

The motion put before Senate by A. Mitchell and seconded by R. Perrins was: *that the word "bursaries" be added to the line on page 25 of the Senate By-Laws describing the mandate of the Scholarships, Prizes and Awards Committee (Article VII (n), Section ii (a)) and as given in the March 2008 minutes of the Senate. The amended by-law would read:*

ii. The duties of the Scholarships, Prizes and Awards Committee shall be:

(a) 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.

By-laws Committee response:

Two friendly amendments: VII(n) ii (a) replace "how" with "policy and process" as reflected above and insert the word "bursaries" into paragraphs (c) and (d) of this article.

Respectfully submitted:

Patricia Corkum, Chair
Svetlana Barkanova
William Brackney
Barry Moody

Faculty Development Committee Annual Report for 2007-08

Committee Members 2007-08:

Paul Arnold (Science)
Christopher Killacky (Div. College)
Gillian Poulter (Arts)
Chris Shields (Prof. St.)

Mission Statement:

To contribute to the success and development of Acadia University Faculty in the areas of teaching, research, and overall professional development.

Duties:

- (1) to serve as a liaison between Faculty, Senate, and other resources available at this university;
- (2) to act as a directory for development resources;
- (3) to serve as a link to external faculty development resources;
- (4) to work as a feedback loop among the various resources and faculty;
- (5) to collect faculty ideas and develop suggestions to meet faculty development needs.

Meetings in 2007-08:

The Committee met numerous times beginning in April 2007 and most recently on April 1st, 2008.

Summary of Activities:

The Committee met in response to a motion put before Senate in April, 2007 proposing that Acadia University consider returning to its former practice of conferring endowed chairs upon its faculty members. The motion was tabled and the Faculty Development Committee was requested to consider the process by which dormant endowed chairs might be appointed. After extensive discussion and investigation, members of the Committee presented Senate with a revised version of the original motion in December 2007. Following further debate at that meeting, the Board of Governors has been asked to provide direction as to the specific terms of the endowments as stipulated by the original donors, and to confirm that the annual earnings of the endowments are currently applied to the endowments themselves and not re-directed for use elsewhere. No response has been received from the BOG to date. In the meantime, archival materials were made available to the Committee by the VP Academic's office and these have shed more light on the terms of the original endowments. Once the Committee has been instructed by the Senate Chair as to the BOG response, a final version of the motion will be presented to Senate.

Respectfully Submitted by the Chair,

Gillian Poulter

THE SENATE COMMITTEE ON GRADUATE STUDIES
Annual Report 2007-2008

The Senate Committee on Graduate Studies met five times during the academic year (October 2007; January, February and twice in March 2008) to discuss the following issues:

- curriculum changes
- graduate student recruitment
- updates to the 2008-09 Graduate Calendar
- planning strategies for graduate studies
- distribution of the Acadia Graduate Awards budget for the academic year 2008-09

Respectfully submitted,

Tom Herman,
Acting Dean of Research & Graduate Studies.

HONORARY DEGREES COMMITTEE

Annual Report for 2007-08

February 2008

Committee Members 2007-08

Dr. Gail Dinter-Gottlieb (Chair)
Dr. Chris Killacky (Acadia Divinity College)
Dr. John Colton, Professional Studies Representative
Dr. Kirk Hillier, Faculty of Science Representative
Dr. Sonia Hewitt, Faculty of Arts Representative
Mr. Colin Hault, Acadia Student's Union Representative
Mr. Robbie Harrison, Board of Governors
Ms. Pat Woodworth, Recording Secretary

Purpose of Committee:

- (8) Solicit and receive suggestions for honorary degrees from the University community and to make recommendations to the Senate for the award of honorary degrees;
- (9) To receive, through the President, nominations for the appointment of "Professores Emeriti" and to make recommendations thereon to Senate.

Meeting 2007-08

December 13, 2007

Agenda of Meeting:

- 1. Minutes of previous meetings or results of Senate votes on nominees
- 2. Consideration of Nominees
- 3. Review nominations for Professors Emeriti
- 4. Other business
- 5. Adjournment

Summary of Committee Activities:

The Committee forwarded to Senate for a vote by secret ballot a total of five Honorary Degrees and three Professor Emeritus nominations of which all Honorary Degrees and all Professor Emeritus nominations received approval by Senate on January 14, 2008.

Respectfully submitted by the Chair,

Gail Dinter-Gottlieb
President and Vice-Chancellor
Chair, Honorary Degrees Committee

Report to University Senate
Honours Committee 2007-2008

The honours committee is composed of the following individuals:

Rosemary Jotcham (Registrar)

Tom Herman (Acting Dean of Research and Graduate Studies)

Lance La Rocque (Faculty of Arts)

Sonia Hewitt (Faculty of Arts)

Paul Callaghan (Faculty of Professional Studies)

Jun Yang (Faculty of Professional Studies)

Sara Good-Avila (Faculty of Pure and Applied Science)

Lisa Duizer (Faculty of Pure and Applied Science)

A student from each of the 3 Faculties (Pure and Applied Science, Arts and Professional Studies)

The honours committee met on Wednesday March 12, 2008 to discuss the submission of honours theses for the 2007-2008 academic year. At that meeting, the following changes to the Honours Theses Regulations were discussed and agreed upon:

- All theses will now be double-sided rather than single sided,
- The submission of co-authored honours theses will be permitted, provided that a request for co-authorship has been approved by the supervisor, Head of Department/Director of School and the Office of Research and Graduate Studies.

These amendments have been made to the regulations posted online. Additionally, it was recommended that starting next year e-thesis submission will be mandatory.

During this academic year (2007-2008), 98 honours theses were processed for spring convocation. For five of these theses, readers requested further work be completed. All five of these theses were revised and accepted once returned to Research and Graduate Studies.

Respectfully submitted on behalf of the Honours Committee
Lisa Duizer, Chair of Honours Committee

REPORT FROM THE SENATE COMMITTEE ON RESEARCH
Annual Report 2007-2008

The Senate Committee on Research has nothing to report on for the past academic year.

Respectfully submitted,

Tom Herman,
Acting Dean of Research and Graduate Studies.

APPENDIX O
Senate Minutes/7May08/Item 5)a)xiii
(078-82-REP)

To: Dr. Ian Wilk's, Chair of Senate

From: Dr. Doug Symons, Chair
Senate Committee for Students With Disabilities that Affect Learning

Date: 1 May 2008

Re: Annual Report

I am writing on behalf of the Senate Committee for Students With Disabilities that Affect Learning. This Committee has met on four occasions since last spring. One action was that we distributed suggested language for inclusion in course outlines of faculty that would deal with students and services for those with disabilities that affect learning. We also oversaw the creation of a presentation for Senate on statistics for students with disabilities, services and accommodations, a comparison of how they are doing academically to other students, and suggestions for future directions of the committee. This was done in October 2007.

A summary of this report is as follows:

- * 136 students were registered with Disability Access Services in 2006-2007
- * Most of these students have diagnoses of Learning Disorders that may or may not be combined with other problems such as attention problems
- * They utilize a wide range of services and some test accommodations are used
- * With this assistance, academic performance in terms of attrition and GPA is not distinguishable from other students
- * Overall, we believe Acadia is doing very well in its services for these students

Data for the 2007-2008 academic year is currently being collated and will be forwarded to Senate for information when available. It is our impression that faculty are becoming familiar and comfortable with procedures associated with students in this category. Finally, we are concerned about potential changes to physical space allocation that could make access an issue for access services. Thank you for your attention

Committee members for 2006-2007 were as follows:

Doug Symons (Chair)	Colin Hoult
Kerry Pemberton	Bill Davies
Rosemary Jotcham	Chris Killacky
Heather Hemming	Paul Doerr

Annual Report of the Senate Curriculum Committee (2007-08)

Members

Wendy Carroll
Eva Curry
Deborah Day
Rick Giles
Colin Hoult
Rosemary Jotcham
Sara Lochhead
Anne Quéma
Patricia Rigg
Angela Wilson

The Senate Curriculum Committee met on January 10, 2008. During the session, Committee members analyzed submissions from the three faculties of Acadia University. Some of the proposals under review were minor, while others presented major and complex revisions to existing programs.

Communication between the Committee's chair and chairs of departments, directors of schools, and faculty members took place for the following purposes: to request clarification with regard to proposals for new courses; to request clarification with regard to modifications to existing programs and courses; to indicate a need for minor corrections to the different proposals. Collaborative work on the Committee and with the different faculties was constructive and successful.

On 11 February 11 2008, Senate approved curriculum changes to the Faculties of Arts, Professional Studies, and Pure and Applied Science. The members of the Committee invited Dr. Geoffrey Hennessey to attend this Senate meeting so as to guide Senators through the complexities of a major restructuring of the program of the School of Music.

Further changes to the curriculum in the School of Music and in Computer Science were approved by Senate on March 10, 2008 and April 14, 2008 respectively.

Anne Quéma
Chair of the Senate Curriculum Committee

Academic Integrity Annual Report for 2007-08

Committee Members 2007-08:

Registrar	R. Jotcham	ex-officio --
Arts	M. Grieve	
Prof. St.	R. Pitter	
P&A Sc.	H. Teisman	
Librarian or delegate	Jennifer Richard	
Student	Colin Hoult	

Duties:

- (1) to advocate for any additional resources that are necessary and appropriate to support effective proctoring of tests and examinations, plagiarism detection software, campus awareness programs, etc.;
- (2) to recommend practical and technical measures to deter and detect cheating and plagiarism;
- (3) to monitor University policy on cheating and plagiarism and to recommend any changes deemed necessary;
- (4) to promote uniform procedures across campus for reporting cheating and plagiarism;
- (5) to oversee a Registry in the Registrar's Office of reported incidences of penalties applied for cheating and plagiarism in order to deter repeated offences; and
- (6) to review as necessary policy and procedures in other Canadian universities and to act as a liaison with outside organizations as appropriate.

Meetings in 2007-08:

Online only

Summary of Activities:

The committee focused on a Senate request for a conflict of interest policy. We reviewed and adapted the Dalhousie policy and presented a draft for Senate consideration in March 2008.

The registrar continued to maintain a registry of reported penalties for academic dishonesty.

I note with concern the incompatibility of Vista with Acadia's in house Exam Proctor software. This will be on the agenda of the committee for the coming year.

Malcolm Grieve